

Championship Committee Meeting March 21st, 2007

1) Registration (Francois)

- We have a master list of sorts for athletes, for volunteers?
- What else is needed for registration?
- How do people volunteers register on days 2/3?
- Shirts and credentials, are these done?
- Programs?
- Athlete and Staff Handbooks, getting these printed.
- Draws and schedules, go in packets or distributed at meetings?
- When will the packets be assembled?
- Should be a meeting for registration staff 1 hr. before it gets underway, to get everyone in sync on procedures.

2) Key unfilled positions (Transportation Coordinator, Volunteer Coordinator, etc.): time to assign people

3) Transportation Coordinator, schedule of bus and how it affects the schedule of the championships. Disabled access?

- Last year in TWU it ran a lot of the time which meant that people could start later without everyone having to be there, is this the case this year?
- ACUI and NCTTA schedules.
- Hotel to venue transportation schedule
- Airport to Hotel suggestions

4) Equipment: what do we have, is stuff still missing?

- team signs, printed?
- also how to attach to easels and display tie score?
- Cleaning table surfaces, someone should do this, they can get dusty from sitting in storage.
- Venue Maintenance: Floor sweeping, dust mop, who handles this?
- Practice balls, distributing.
- Signage list, who is printing this and when?

5) Competition Management: results flow, how will this work from new match sheets printed

- > umpires -> results processing -> posting (in venue & on Internet)
- > announcing, who is in charge of each step, responsibilities?
- How will results be posted (large format, easy to read)?

6) Communication:

- Walkie-talkies, will we have these (important)?
- Paging players, txt msgs? Will there be Internet access in venue (this comes in handy more often than you would think, might be possible to do some instant messaging between people/computers in different areas)

7) Venue Setup: when is this happening?

- Are there enough people to help out?
- measuring tape (getting layout/dimensions right)?
- Pipe and drape, when will this be done (since it's free now, would they do on either side of the feature court?)
- Control/umpire desk tables, chairs, bleachers, when do these come out? Floor covering for not court areas (RecSports)?
- Gluing area?
- VIP seating?

8) Production: need a plan, we got nothing.

- PA system, will it reach to MC table? Playing music? National anthem? Player stats and background for key matches?
- Feature courts and video, any issues here (change in camera location)?
- Photographer, will team pictures be taken during the Champs (as done in past) if so where (backdrop)?
- Award presentation at conclusion of team events, where will this be done?
- Athlete Movement, is there an experienced person lining them up (this is important)

9) Volunteers: do we have enough?

- Hospitality, special room? Water and snacks?
- Meals, some work over dinner time in addition to lunch, need to be fed.
- uniforms for volunteers update
- staff registration, where and when and how?
- Staff arrivals and departures

10) Food (update)

- Food for Athletes, Volunteers
- Banquet food

11) Banquet

- Outline to be created that MC can follow so that presentation runs smoothly
- where is photographer going to be? Will we have photo chances with trophies?
- Awards list needs to be created

12) Sport Press/Media Plan

- NCTTA has Liang Liu ready and willing to do this.

13) Athlete Issues

- Athlete player guides? In registration area or distributed at ACUI/NCTTA meetings?
- Where, when NCTTA captain meetings, NCTTA paralympic meeting
- Medical, cpr first aid available at RPAC?
- Handicap issues, are there any?

14) Venue Area:

- spectator control (who's in charge)?
- Information booth, table?
- Newgy booth, where does it go? Robot setup somewhere?
- Clinics, raffles, are these happening (if so what's the schedule)?
- Proper signage to direct spectators.
- Is it possible to get announcements made facility wide ("Men's singles finals starts at 4PM, check it out at in the W.Davis Gym", etc.)?

Are NCTTA trophies taken care of already?