



Volunteer Job Description Sheet

TOURNAMENT CENTRAL VILLAGE (2): You are to check all credentials and not allow non-credentialed persons in the area. You are responsible for assisting the tournament officials with errands that may include copying, faxing, etc. Note: This area is the pulse of the tournament and order needs to be maintained and noise level monitored. You will be responsible for setting up breakfast/lunch for players/officials.

PLAYERS LOUNGE (1): You are responsible for ensuring that nobody is granted access into the Players Lounge unless they have the appropriate credentials (AA) or if they are a Player Guest. You are also responsible for replenishing water, towels & snacks and for keeping the lounge clean. You will be responsible for setting up breakfast/lunch for players/officials.

TOURNAMENT DESK (2): You are responsible for answering phones and directing people to the volunteer coordinators and Tournament Director. You will be able to give information regarding the tournament schedule and events. You will be in charge of the towel rental /return which players rent for a fee of \$5.00 for use in the showers and record these transactions in a record book. You will also be asked to assist the lobby hosts with setting up breakfast/lunch for ball boys/girls and volunteers and run some errands.

DRIVERS: You are the first point of contact for players, guests & VIPs of the tournament. Please arrive to your destination on time and greet your guest in a friendly manner. Some of your guests will be conversational and others will enjoy the quiet time, please respect their needs. You will pick up and drop off your keys with the Transportation Captain. Please sign out the key and sign in upon your return.

COURT MONITORS AND COURT ASSISTANTS: You will be responsible for setting up and breaking down courts before each match, this includes constant replenishing of the water and ice, repositioning chairs and umbrellas. You should clear any used balls, debris and spills on the court in preparation for the next match and will be assisted by the facilities crew in case of inclement weather. All used balls should be returned to the tournament desk.

BALL BOYS / GIRLS: Please report to the Ball Boy/Girl Supervisor 10 minutes before the scheduled time shift. You should remain in the ball boy/girl station while on duty. The ball boys/girls will pick up balls during the match and provide players with drink as they request. You will also be asked to run errands on the clubhouse grounds

GREETER / LOBBY HOST (2): You are responsible for letting all the guests know that they are welcomed to the club. You will direct the guests to their destination. You will be stationed in the lobby area monitoring the front door (for tournament officials and administrative personnel), restrooms and kitchen. Note: All spectators will be directed to the main tournament entrance! You will be assisted by the tournament desk staff with setting up breakfast/lunch for ball boys/girls and volunteers.

FACILITIES / GROUNDS CREW (4): You will be expected to prepare the grounds daily this includes removal of the debris on all areas of the facility, prepare the courts for tournament play, hanging of banners and monitoring the parking lots.