

Open Court Sessions

Creating a memorable experience – the off court host

The role of the off court host is to ensure the participants have a great first impression when they walk into the venue and that they feel welcomed. In preparation for the session and during the evening, the off court host should:

The participant

Check how many participants are coming to the session through the online portal

- Do you have an idea on their standard
- Have you organised name badges
- Have you organised team colours

The venue

Ensure the venue is presentable and inviting

- Is the signage clean and visible to those who are visiting the club for the first time
- Are the lights working and on (if applicable)
- Is the outside and inside area clean, neat and welcoming
- Are the bathrooms clean and stocked with the appropriate amenities
- Is there seating for those who want to sit rather than stand
- Are there rubbish and recycling bins which are empty and clean
- Is there a first aid kit which is stocked just in case

Food and beverages

Will your venue offer one or both?

- Has food been pre-prepared or will you be ordering in; if ordering in, are they reliable
- Do you know dietary requirements of the participants attending (don't forget catering for vegetarians as well)
- If cooking a BBQ, do you have a full gas bottle and the tools to cook
- Is there a station set up for the food to be displayed
- Do you need tablecloths or coverings for the food
- Do you have the appropriate plates, knives, forks, serviettes etc (if required)
- Is there a fridge which is working or do you need to organise esky's and ice
- If serving alcohol, does your venue have a liquor license and do you have the certificates for service
- Are the drinks cold and ready to be served

Music

If noise restrictions are not an issue at your venue

- What demographic of music will your participants enjoy
- Do you have a sound dock which is charged or requires batteries
- Do you have an assortment of music which will create a great vibe
- Can the music be heard in the social area and across the courts
- Are there any sound restrictions if in a residential area

Once the participants are in the gates, meeting new friends and eating and drinking, ensure the on court host is introduced for the session. After 15 minutes participants should move to the court and the role of the off court host is to ensure the place is neat and tidy, food continues to be available (or is ordered for when they come off), the drinks remain cold and also that you're there to assist the on court host if they require help. At the end of the evening, seek feedback from those in attendance, see if they are coming back or if there is something else at the venue which may be of interest to them.

Open Court Sessions

Creating a memorable experience – the on court host

The role of the on court host is to ensure the participants are moving and having fun. In preparation for the session and during the evening, the on court host should:

The activities

Know the activities the participants will be doing

- Understand the stations/activities for the evening
- Understand the format of the night; warm up, games and cool down
- Be prepared to demonstrate station activities (if required)
- Have the required amount of equipment
- The score sheets are printed and ready for use (if applicable)
- The station activities are printed and laminated (if applicable)

The court area

Stations are set up and ready to go

- The court surface is clean and free from any obstacles
- All stations over the two courts should be ready before the participants walk into the venue
- Recycling and rubbish bins are on the court (if food and drink is being consumed on the court)

The participant

Know how many participants are coming to the session

- Do you have an idea on their standard
- Have you spoken with the off court host about the team groupings
- Have you designed when and how you will rotate the groups to the different stations
- Are the participants grouped evenly or do you need to continue to monitor their standard to ensure they are having a good time

Tools

Do I know what I am doing to make the session memorable

- Do you have a copy of the guide with the activities and run sheet for the night (as a backup)
- Do you have the music on the court or can it be heard ok from off court
- Are both hosts working together and clear on what each other's roles are for the session, are you helping each other out

Once the participants are on the court, the on court host will run the participants through the format of the session, explain the stations and then get them straight into the warm up. Following the 10 minute warm up, move the participants into the games (4 x 10 minute station rotations) and finally the cool down (10 minutes). It is important that the on court host is making sure everyone is moving, having a good time and matched evenly to their standard. If there is laughter and enjoyment the on court host is doing their job! If changes need to be made, ensure they are made quickly so that everyone can get back to hitting balls and having a good time.

At the end of the 1 hour session, ensure it is wrapped up, check participants had a good time and send them off the court for some food and drink if applicable.