



Welcome to the Special Pops Tennis (SPT)
2018 Fall Classic Dates- **September 28, 29, 30**

Welcome to the 13th Annual Fall Classic. The committee leaders and volunteers have made every effort to make this the best tournament that Special Pops Tennis (SPT) has ever hosted. We feel certain that the athletes will be entertained off the court and challenged with competitive tennis on the courts. Please take the time to express your appreciation to all the committee leaders and volunteers. We also welcome your feedback regarding the overall experience. Enjoy the opportunity to “Play Tennis, Make Friends, Live Life”.

Important Procedures upon your arrival at LifeTime Athletic and Tennis (LFTA)

- 1) Parking – While you may load and unload at the curb, we ask that you please follow the signs and park only in the spaces designated for SPT
- 2) Luggage -Luggage will be loaded on a designated vehicle provided in the SPT parking area and transported to the Marriott. On Sunday, the luggage will be brought back to the tennis venue for pick-up.
- 3) Every Special Pops Tennis athlete should complete the attached **Emergency Contact Form** and bring to the tournament. Chaperone Coordinator, Jeanie Hamm, will collect this information and provide it to your assigned chaperone.
- 4) Waiver Form - All athletes (18 and older), volunteers, family members, and friends will need to sign a waiver form, each day as they arrive on-site. Please go to the designated area to sign your waiver form. Parents should write the names of all children on a single waiver form. Any child 18 years and older, should also sign the form. Once the form is handed in you will be stamped so that if you leave the facility and return you will not need to complete another form; otherwise you be required to complete another form for re-entry on that same day.
- 5) Athletes and Coaches will receive name badges outside the gate after completing the waiver form.
- 6) Tournament T-Shirts
 - a. Athlete t-shirts will be in their tournament gift bag.
 - b. All Volunteers and Unified Partners will need to stop at the T-Shirt Table
- 7) Saturday Lunch
 - a. All Athletes and Coaches get Saturday lunch. This will be coded on the name badge. Names will be checked off the list by the lunch monitor.
 - b. Pre-paid meals (family purchases) will get a meal ticket. The lunch monitor will collect the meal ticket.
 - c. Sat- Full day volunteers are getting a wristband/ticket. Wristbands will be removed and collected by the lunch monitor.



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- d. Additional meal tickets may be purchased at Hospitality for each meal. The lunch monitor will collect the meal tickets.
- 8) Once a person has signed his/her waiver, received his/her event t-shirt (if applicable) he/she will then proceed to his/her respective check in area.
 - a. Athletes report to Staging Area- Tournament Desk
 - b. Unified Partners report to Unified Partner Table (to get badge); given overview/reminder of instructions; and then to staging area to sit with athlete
 - c. Ball People to Ball people area (to get badge); given overview/reminder of instructions; then out to assigned court
 - d. Umpires to umpire area (to get badge); given overview/reminder of instructions; then to assigned court.
 - 9) Tournament – Overview of Schedule

Group Photo on Stadium Court **(TIME)**

 - a. Singles play to start Friday at 1:00 p.m. (September 28)
 - b. Foam Ball Clinic - Friday 2-4 p.m. (September 28)
 - c. Singles play to resume Saturday at 7:30 a.m. (September 29)
 - d. Unified Doubles- Level II to start Saturday at 7:30 a.m. (September 29)
 - e. Level III, V both Unified and Traditional Doubles play to begin Saturday at 11:00 a.m. (September 29)
 - f. Level III, V both Unified and Traditional Doubles to resume Sunday at 7:30 a.m. (September 30)
 - 10) Other Scheduled events
 - a. Friday Dinner (BBQ) will be provided. Location will be announced. Dinner will begin at 4:00 p.m. and end at 7:30 p.m. Please go to dinner right from courts. Casual attire.
 - b. Saturday Dinner/Dance- starts at 6:30 p.m. until about 9:00 p.m. This will be held at the Marriott Hotel on the first floor.
 - c. Sunday the Awards Ceremony will begin at 11:00 a.m. The ceremony is expected to conclude by 1:00 p.m.
 - 11) Hotel Accommodations/Procedure
 - a. All Athletes will meet their Chaperone at the tennis venue
 - b. Athletes will either travel as a group to the hotel, with their chaperone. If parents wish to drive the athlete to the hotel, the athlete would then meet up with his/her chaperone at the hotel. Shuttle service will be available on Saturday and Sunday.
 - c. Chaperone will be given the room key
 - 12) Grievance Procedure (Form Available on our website- under Resources- Fall Classic Forms)
 - a. Coaches should report a grievance (in writing) to the tournament desk within 30 minutes of completion of the match in question.



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- b. The protest form should cite the rule infraction that was violated.
 - c. A committee of 3 independent persons will hear the grievance and make the final decision as quickly as possible.
 - d. Blank GRIEVANCE FORM is available at the Tournament Desk
- 13) Documentation (Forms Available on our website- under Resources- Fall Classic Forms)
- a. Frequently Asked Questions- Unified Partners
 - b. SPT Unified Partner Code of Sportsmanship
 - c. SPT Unified Partner Letter
 - d. Role of the Umpires
 - e. SPT Role of the Ball Person
 - f. SPT Umpire Role and Responsibilities
 - g. Rules of Match Play
 - h. Emergency Contact Information

Facility Addresses

Lifetime Athletic & Tennis
6350 Courtside Dr. NW
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