



Welcome to the Special Pops Tennis (SPT)  
2019 Fall Classic  
September 27, 28, 29

Welcome to the 14<sup>th</sup> Annual Fall Classic. The committee leaders and volunteers have made every effort to make this the best tournament the best one yet. We feel certain that the athletes will be entertained off the court and challenged with competitive tennis on the courts. The committee members and volunteers have tirelessly taken the time to prepare for this weekend experience. We also welcome your comments at anytime regarding the overall experience. Enjoy this fabulous opportunity to “Play Tennis, Make Friends, Live Life”.

Important Procedures upon your arrival at Life Time Athletic and Tennis (LTAT)

- 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) LTAT Waiver Form - All athletes (18 and older), volunteers, family members, and friends will need to sign a LTAT waiver form each day as they arrive on-site. Please go to the designated area to sign your waiver form. Parents may 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 may leave the facility and return without being required to complete another form; otherwise you will 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.



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- c. Sat- Full day volunteers are getting a wristband/ticket. Wristbands will be removed and collected by the lunch monitor.
  - 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 the next area as follows:
- 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 (subject to change)  
Group Photo on Stadium Court (**SAT at noon**)
- a. Singles play to start Friday at 1:00 p.m. (September 27)
  - b. Foam Ball Clinic - Friday 2-4 p.m. (September 27)
  - c. Singles play to resume Saturday at 7:30 a.m. (September 28)
  - d. Unified Doubles- Level II to start Saturday at 7:30 a.m. (September 28)
  - e. Level III, V both Unified and Traditional Doubles play to begin Saturday at 11:00 a.m. (September 28)
  - f. Level III, V both Unified and Traditional Doubles to resume Sunday at 7:30 a.m. (September 29)
- 10) Other Scheduled events
- a. Friday Dinner will be provided with location **TBD**. Dinner will begin at 5:00 p.m. until 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 no earlier than 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 assigned Chaperone at the tennis venue
  - b. Athletes will 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 to the tennis venue will be available on Saturday and Sunday.
  - c. Chaperone will be given the room key, emergency contact information, and athlete medications.



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- 12) Grievance Procedure (Form Available on our website- under Resources- Fall Classic Forms)
- Coaches should report a grievance (in writing) to the tournament desk within 30 minutes of completion of the match in question.
  - The protest form should cite the rule infraction that was violated.
  - A select committee of 3 independent persons will hear the grievance and make the final decision as quickly as possible.
  - Blank GRIEVANCE FORM will also be available at the Tournament Desk
- 13) Documentation (Forms Available on our website- under Resources- Fall Classic Forms)
- Frequently Asked Questions- Unified Partners
  - SPT Unified Partner Code of Sportsmanship
  - SPT Unified Partner Letter
  - Role of the Umpires
  - SPT Role of the Ball Person
  - SPT Umpire Role and Responsibilities
  - Rules of Match Play
  - Emergency Contact Information

### Facility Addresses

**Lifetime Athletic & Tennis**  
**6350 Courtside Dr. NW**  
**Norcross, GA 30092**  
**(770)449-6060**

**Marriott Norcross**  
**Address: 475 Technology Pkwy NW**  
**Norcross, GA 30092**  
**Phone:(770) 263-8558**