

Top tips for a great welcome...

It is important to welcome all players and parents to your event and set the scene for the day. Here are some suggestions for your welcome presentation:

- Welcome players and parents to the competition or tournament
- Introduce yourself and your team of helpers
- Make sure players and parents know the scoring format and the timetable for the day
- Check all the players have signed in
- Run through some of the logistics: where the toilets are, what to do in an emergency...
- Remind players to raise their rackets if there is a problem, return the balls and tell you the score at the end of their match
- When playing your matches, please remember the 'Fair Play' values of enjoyment and respect so that you all have a good competition experience
- It's about everybody having fun!

Top tips for a great presentation...

It is important to conclude your event with a presentation. Here are some suggestions for your presentation at the end of the competition:

- Say you hope everyone has had a good day
- Remember some thank yous: the helpers, the parents, the players (but don't make it an Oscar's acceptance speech!)
- Hand out prizes to the runners-up and winners plus certificates to all competitors
- Let them know when the next competition or tournament is taking place and how they can enter