

NCTTA Championship Committee Online Meeting Minutes

February 27, 2008 via Gotomeeting.com software

Meeting was called to order at 9:05pm EST by Champ Committee chair: Willy Leparulo
Other committee members present: David Del Vecchio (DD); Joe Wells (JW); Mike McFarland (MM); Michael Shao (MH) From Rochester: John Larsen, Ben Boldt;
Volunteer coordinator: Mitch Seidenfeld, NCTTA Board member: Seemant Teotia

I. Transportation

- spoke a bit about this area and how it would be handled Airport to hotel
- when Julie gets back more of this will be handled
- probably needs schedule of participants

II. Registration

**** Tournament booklets:** talked about the printing of tournament booklets, who is doing that?

- McFarland volunteered to see if Newgy can get it done vs. Rochester doing it
- Michael Shao and Dalton are working on updating these documents regardless

****Credentials** will be done by Rochester (Ben Boldt)

- NCTTA will get him information on different levels

****What information needs to go in the Registration packet/bags?**

- Joe Wells will work on this and get the information out to Willy to get to Rochester

III. Volunteer Information

-asked Mitch Seidenfeld about specific direction for the championships in this area and he said between RASC and Roch TT club and Twin Cities TT organization that the championships should be covered

-Mitch asked that any volunteer form info also be forwarded to him

-he makes big emphasis on umpires and scorekeepers

-(WL) asked about volunteer budget and if can give out of town volunteers hotel stay or shared hotel stay with other volunteers

- RASC requesting how many volunteers there will be

****Non volunteer list**

-we looked over this list compiled by David and discussed specific outside of TT positions like a Registration coordinator and Rochester has someone in mind

-Mitch asks that old volunteer list, non tt volunteer list and task list is sent to him

-mitch asks what the list of key staff positions are and (WL) will email him the list of key staff positions thought to be filled and still missing

IV. Deputy Referee

- David has been discussing with Kagin Lee on the possibilities of folks for Deputy Referee; names were brought up.
- Mitch and (WL) speak highly about Linda Leaf
- hotel room for this person too would be nice
- Mitch suggests that he could do this and the committee has thought about this already but doesn't want to unnecessarily pull him from Volunteer coordinator duties if didn't have to
- the search goes on

****Media Coordinator**

- John Larsen offers himself up as this position to help deal with specific periphery media details for tournament
- NCTTA still needs an onsite press/media person that writes notes on matches, creates press releases and sends results to web/pr person (Jason Lam maybe?)
- In short we are looking for:
 - a) Someone to collect information on all matches;
 - b) create press releases on that information
 - c) have results posted on NCTTA Champ website 2-3 times a day

V. Logo

- RASC can get a local person to do shirts as well as TT logo for championships (art work)
- information would be needed a couple of weeks before the event on how many volunteers and their sizes
- shirts vs. polos
- Ben Boldt requesting to see how many volunteers we had last year.

VI. Championship Logo

- this is a booklet that goes to athletes/spectators
- sponsors go in this both TT and non TT
- Ben asks how many copies made?
 - about 500
 - design and layout is primary concern on this document
 - McFarland to ask Newgy about whether they can do it and we will get back early to Rochester if it can't be done

VII. Facility

- question came up from (WL) when barriers and tables were able to come in and at this point the date is for Thursday morning but Ben Boldt will check to see if we can come in maybe Wednesday night
- question about big screen rental for schedule and results (Ben Boldt to check on rental of this)

****Control desk questions**

- questions came up about copier and paper where would that come from

-WL will check with Ed H to see his costs and Ben Boldt will compare to see where they are at with that

VIII. Production

-questions arose from this area on what is needed for production for Ed H and the “dancing bears and elephants” thing
-WL will get with ED H and find out specifically if anything is needed

IX. Food Service

-Tickets or box lunches for Athletes/Volunteers
-last year it was box lunches for volunteers and tickets for Athletes, this year we will do tickets worth 6 dollars for major lunch meals
-there are vegetarian options
-volunteers/athletes same ticket option; spectators pay out of pocket obviously and if athletes want more they can pay out of pocket

X. Photographer

-this person will take:
a) Action pictures
b) Team pictures
c) At Banquet pictures

XI. Registration Questions

-we went down a rundown of the proposed schedule for the championships with Ben/John
-Ben requested a skeleton schedule in email form (WL) will provide

Thursday, April 10 (travel day)
6 p.m. ACUI player meeting at Kahler hotel
7pm-11pm NCTTA Annual Executive board meeting
Dinner on own

Friday, April 11
9 a.m.-5 p.m. ACUI tournament play
6 p.m. Preliminary NCTTA Coed/Women's Championships
Dinner on own

Saturday, April 12
9 a.m. NCTTA Coed/Women's Championships
1 p.m. ACUI tournament continues
7 p.m. Awards banquet at Kahler Hotel

Sunday, April 13
NCTTA team competition continues until 4:30 p.m

NCTTA Championship Meeting Feb. 27th

I. Site Visit of Ed Hogshead

-have Ed H talk about things

Who is deciding on the Opening Ceremony/Production details? If we are using anything that needs to be reserved or rented, I need to get those requests in soon.

II. Volunteer Information

-find out information from Seemant/Mitch about trip to Rochester to club
-ask committee and Roch folks about how the budget is for Volunteers
-figure out the budget specifically what they get

-look at list of non TT volunteers (david)

III. Go over Tasks list on google documents

IV. Registration Information

-is it online? any glitches

Who is printing/preparing the Tournament Booklet (Handbook)?

Who is printing the credentials?

What information needs to go in the registration packet for the athletes? I can think of a few things, but you probably have a more complete list. Who puts these together?

Michael McFarland: Follow up with Outback restaurant for gift certificate

-Michael McFarland: Follow up with Newgy about printing out coupons for gift bags at Nationals

V. Deputy Referee?

VI. Media/promotional plan

Somewhat related to this: Championship logo needed (McInerney)

-championship program

Who is producing volunteer/staff shirts? From earlier discussions it looks like we order these. We may need some input on sizes to order. We also need the logo ASAP.

VII. Food Service

-last meeting Ben was going to check on Veggie plates/menu at Fieldhouse

Box Lunches vs. Tickets

VIII. Photographer

-where to get one, how much they charge

IX. Hotel questions?

-meeting space for Thursday evening April 10th @ 6pm-7pm for 60 people;

7pm to 11pm for 15 ppl