



ASSOCIACIÓ KEEP CALM BARCELONA

KEEP CALM PADEL

Organiser Guide

ORGANISER GUIDE

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THE ROLE IN ONE SENTENCE

You're the human layer of Sunday Padel - the systems build the game card, you review it, post it, and make the judgement calls on the day.

HOW A SUNDAY SESSION COMES TOGETHER

Sign-ups run through the week on their own: the announcement goes out Thursday evening, a reminder Friday evening, and a last call Saturday evening. Once sign-ups close, a game card - courts, levels, and who's booking each one - is built automatically on Sunday night and sent to you for sign-off. Next week's sign-up form is also created automatically the same night.

You don't need to build the card yourself. Your job starts once it lands.

WHAT'S AUTOMATIC

- The sign-up announcement, reminder, and last call through the week
- The game card itself - courts, levels, and bookers
- Next week's sign-up form, created Sunday night
- The post-session thank-you and feedback ask

WHAT'S YOURS

- **Review, check courts, and post:** make sure levels look right, there are no known conflicts, and every court has a booker, then sign off. Within 24 hours of the card landing, check real court availability and share the games in the Sunday Padel group
- **Day-of reminder:** message that day's players confirming the venue and reminding them we meet for drinks after - the social half of the session
- **Answer questions** in the group: levels, venues, how the system works
- **Make the rain call:** matches stay on unless the venue cancels the booking or all four players on a court agree to cancel. Barcelona weather turns quickly, so don't jump the gun on a forecast - if it does rain, courts become unplayable fast and the venue refunds in full, so there's no cost to waiting. If a switch to an indoor court is needed, that's for the four players on that court to sort out between themselves, not something to organise centrally
- **Welcome newcomers:** help them find their level and check in after their first session
- **Apply strikes** for no-shows and late cancellations (players get 3 days notice to cancel without penalty, and are expected to help find their own replacement)

- **Watch for on-court safety basics:** padel is a physical sport - remind players to warm up, stop and speak up if they feel unwell or pick up an injury, and clear loose balls off the court so nobody trips

JUDGEMENT CALLS THAT ARE YOURS ALONE

- Player assignments, court and level moves, and session format
- Booker assignments
- Strikes 1 and 2, and finding replacements for dropouts
- The rain call, following the general principle above

ASK ANOTHER ORGANISER FIRST

- Changing venue or fees, or adding or dropping a session
- Strike-3 removals
- Partnerships that touch padel

TALK TO THE COMMUNITY LEAD FOR

- Money beyond the above
- Bans and appeals
- Venue contracts
- Anything technical: forms, automation, the website

STEPPING DOWN

If you're stepping down, follow the Stepping Down checklist in the Association's [Organiser Guide](#).