



ASSOCIACIÓ KEEP CALM BARCELONA

KEEP CALM PING PONG

Organiser Guide

ORGANISER GUIDE

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THE ROLE IN ONE SENTENCE

You're the human at the tables on Thursday - the posts and the weekly poll run themselves, you show up, set the tone, and make the rain call.

HOW A THURSDAY SESSION COMES TOGETHER

Sessions run Thursday evenings at the Sants outdoor tables. An info post goes out automatically on Tuesday and a day-of post on Thursday, followed by a thank-you that evening. Next week's start-time poll goes out automatically on Friday.

It's a drop-in session, so there's no roster to review - your job is showing up and running the room.

WHAT'S AUTOMATIC

- The info post on Tuesday and the day-of post on Thursday
- The post-session thank-you on Thursday evening
- Next week's start-time poll on Friday

WHAT'S YOURS

- **Run the session:** rotate players so nobody hogs a table, and mix abilities so games stay fun for everyone
- **Bring the kit:** spare rackets and balls, or coordinate who's covering it that week
- **Make the rain call:** the outdoor tables are unplayable wet, so post a clear cancellation when it's needed - no update posted means the session is still on
- **Answer questions** in the group: location, timing, equipment
- **Welcome newcomers:** hand them a spare racket and get them into a game straight away
- **Apply strikes only for real patterns** - it's a casual drop-in session, so be generous rather than strict about the occasional miss

JUDGEMENT CALLS THAT ARE YOURS ALONE

- Session format, table allocation, and rotations on the day
- Timing tweaks within the usual evening window
- The rain call

- Strikes 1 and 2, for genuine repeat offenders only

ASK ANOTHER ORGANISER FIRST

- An indoor venue for winter or rainy days, or anything with a recurring fee
- Moving or adding a weekly session
- Partnerships that touch ping pong

TALK TO THE COMMUNITY LEAD FOR

- Money beyond the above
- Bans and appeals
- Anything technical: polls, automation, the website

STEPPING DOWN

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