



ASSOCIACIÓ KEEP CALM BARCELONA

KEEP CALM TENNIS

Organiser Guide

ORGANISER GUIDE

Generated 26 August 2026

THE ROLE IN ONE SENTENCE

You're the human layer of Tuesday Tennis - the systems draft the matchups, you review them, post them, and make the judgement calls on the day.

You're a volunteer, same as everyone else who helps Keep Calm run - this guide is guardrails so we're roughly on the same page, not a checklist you're marked against.

HOW A TUESDAY SESSION COMES TOGETHER

Sign-ups open automatically overnight after each session, with the announcement going out Wednesday evening and a reminder Friday evening. A draft of the matchups - courts grouped by level, with bookers assigned - is generated Wednesday morning and sent to you for sign-off. A combined final call and post-session thank-you go out automatically on Tuesday night.

You don't need to build the matchups yourself. Your job starts once the draft lands.

WHAT'S AUTOMATIC

- The sign-up form, created overnight after each session
- The matchups draft - courts by level, with bookers
- The sign-up announcement and reminder through the week
- The combined final call and post-session thank-you on Tuesday night

WHAT'S YOURS

- **Review, check courts, and post:** levels balanced, every court has a booker, no known conflicts, then sign off. Within 24 hours of the draft landing, check real court availability and post the confirmed court assignments, tagging players
- **Message that week's players on the day:** reach out on WhatsApp and confirm the plan for pre-game drinks, usually the café by the courts, an hour before court time
- **Be the friendly face if you're there:** meet people at the venue and help newcomers find their court - there's a map near the entrance but it's still easy to get lost
- **Coordinate balls and spare rackets:** make sure someone's bringing tennis balls (not padel balls) and that a newcomer without a racket can borrow one
- **Answer questions** in the group: levels, Playtomic, the Plaça Espanya meet-up, venues
- **Welcome newcomers:** help them pick an honest level

- **Make the rain call:** games are on unless the venue cancels or the whole court agrees to call it off, same principle as padel
- **Apply strikes** for no-shows and late cancellations - tennis asks for 5 days notice, and a player who cancels late is expected to help find their own replacement

JUDGEMENT CALLS THAT ARE YOURS ALONE

- Player assignments, level moves, and session format
- Booker assignments
- Strikes 1 and 2, and replacements for dropouts
- Timing tweaks within the usual 19:00-22:00 window
- The rain call

ASK ANOTHER ORGANISER FIRST

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

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](#).