



Pad Thai Padel Championship Vol.3 – Organiser Manual

(Internal SOP – For Organisers Only)

Pad Thai Padel Championship Vol.3 – Organiser Manual (SOP)

1. League Mechanics

- **Organisers (all):** Must know the format of every division and explain it to players if asked.
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2. Reschedules

Teams can let us know of 1 day they are unavailable at the time of sign-up.

Schedule numbers mean that every Wednesday and Sunday, we

have one free time-slot to accommodate a rearranged match. So these are possible at the beginning, and ongoing if we can.

Teams can also ask for 1 reschedule once the league is underway.

Any reschedule request after that, must come at their own cost.

Process:

1. Team requests to Host or Reception → Host and Reception acknowledge
2. Host works with David to plan reschedule date and offer to both teams
3. Once teams agree → Reception updates Excel with new match and delete previous one.
4. Reception notifies David in **Slack #ptp-championship-bookings** with the confirmed new slot.

Slack Message format:

- Title: *Reschedule request approved: Division/Category (e.g. Male D1)*
- Team A names & team_code
- Team B names & team_code
- Original slot (day/date/court/time)
- New slot (day/date/court/time)

Reschedules will be limited to wednesdays and sundays. teams may then have to play twice in a day to accommodate.

3. Substitutions

- No subs will be allowed. Instead we will focus on reschedules, and see if improvements come with the 'set-days'

Finals Day

- The finals day will be announced at the start of the tournament. If a team can not fulfil their team on finals day when they qualify, a sub may be chosen from the remaining 8 players from their league.
 - The player must be of a lower level than the current player needing replaced, unless they are the lowest level player in the division. Then, we aim for the player closest in level.
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4. Using the App

- Players must enter scores in the app.
- If no score → match doesn't count.
- Organisers do not enter scores unless conflict.
- In disputes → escalate to David.

Responsibilities:

- **Players:** Enter scores after every match.
 - **Reception:** Remind players at check-in/out.
 - **Host:** Monitor and encourage players to do straight after match.
 - **David:** Resolve conflicts in app scores.
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5. Match Protocol

Before the Match

- Players check in **15 minutes before slot**.
- Reception confirms balls, court, and slot.
- Host set up the court, balls and towels and materials, as well as the speaker

Delays

- 15 minutes late → opponent may claim walkover (2-0).
- If opponent agrees to play → slot cannot be extended.

- If match unfinished → score stands with games/sets played.

After the Match

- Teams must enter score in the app.
- If missing → match not validated.
- If conflict → escalate to Álvaro.

Responsibilities:

- **Reception:** Track arrivals/check-in, check with players court and reminder for the scores.
 - **Host:** Set balls/court assignment, enforce walkover rule if team is late, remind about score entry.
 - **Álvaro:** Handle escalated conflicts.
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6. Roles & Responsibilities

Som (Host)

- Greet players and manage check-in.
- Ensure matches start on time.
- Handle substitutions (manage WA groups and communications).
- Handle reschedules (manage WA groups and communications).
- Report incidents/disputes to Álvaro.

Reception (Pad Thai Padel)

- Keep Excel updated at all times.
- Record all reschedules and subs.
- Share slots in WA groups.
- Notify Álvaro only once changes are final.
- Support Host with player check-in and communication.

Álvaro

- Oversees official changes (reschedules, substitutions).
- Final authority in disputes.
- Updates app schedules and standings.

Important:

- **Host + Reception must work as one team.**
 - Host manages players in WA groups; Reception updates Excel and communicates final info to Álvaro.
 - This prevents mistakes and keeps the workflow clean.
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7. Quick Conflict Resolution

- **Late arrival:** Reception checks time; if 15 min late → Host confirms walkover if opponent claims.
- **Score disputes:** Host/Reception escalate to Álvaro.
- **Rain:** Host/Reception trigger reschedule → WA group, Excel update, notify Álvaro with final slot.
- **Aggressive behaviour:** Immediate report to Álvaro → possible disqualification (per Player Handbook).