



JUNIOR GRAND PRIX SERIES

Pre-Event Briefing template

1. Welcome all teams, staff, and volunteers to the event
2. Run through housekeeping for the venue:
 - Fire drill procedure, including the fire exits and meeting point. Any fire drills planned?
 - Share who the Safeguarding Lead for the event is
 - Share if there is any first aid provision from the venue
 - Share where the toilets and changing facilities are located
 - Share if the venue provides refreshments
3. Run through the competition information for the day
 - Overview of schedule (how tight are timings?)
 - Overview of officiating schedule including all roles (refereeing, scoring, line judging)
 - Overview of warm up protocols (how long is possible?)
 - Cover any conditioned rules for the day (e.g., short court)
4. Managing Disputes
 - Don't expect there to be disputes but if something does occur the regulations state that the event lead makes the final call.
5. Photography
 - Check with all teams that they have received SP5 forms for all players
6. Read the competition philosophy (see below)
7. Wish all the team's good luck and offer the opportunity for any questions

Competition Philosophy

The interaction between players, coaches, officials, organisers, volunteers, and spectators, both on and off court, must always be:

- **Respectful:** in the language used, support given, actions taken and the care towards the surroundings
- **Responsible:** in the care of everyone to ensure a safe environment and a positive experience for all
- **Reflective:** in a calm, constructive, progressive and affirming manner aware that not everyone will be able to perform to the best of their ability all of the time