

March 21, 2023

Subject: After Action Report PK Rotary Pickleball Tournament

## **Background**

One year ago plus, Frank Grunenfelder approach The Pacific Clinic about doing a pickleball tournament for the benefit of Pasco Kennewick Rotary. Within two weeks of contact, PK had its first Pickleball Tournament with Wine Social. Realizing the potential of this event, it was decided to do the event again with advanced planning.

This year's committee members included:

Frank Grunenfelder Committee Chairman  
Rob DiPiazza  
Kat Lawrence  
John Clement  
Jeanette Flore  
Julie Olson  
Victoria Russell  
Don Havre  
Theresa Buckendorf

The Pacific Clinic 2nd Annual Pickleball Tournament and Wine Social was held February 18th and 19th. Saturday competition was Men and Women's Doubles and Sunday was Mixed Doubles. Saturday competition started mid-morning and continued to about 9:30 PM. Sunday's completion was early afternoon and continued to about 6:00 PM. The wine social held at the Clinic had hours from 5-7 PM. Pickleball players paid \$30 to \$40 per event based upon Clinic membership or not. The wine social tickets were \$40. Sponsors who donated \$500 to \$1000 were provided two tickets to the social. Market Vineyards provided the wine at a deep discount and Opportunity Kitchen-A Columbia Industries Enterprise provided the food. Light refreshment were served to the pickleball players at no additional cost.

One hundred twenty-six players participated in the event. Thirty-seven paid to attend the social. Approximately 2/3 were from the Club.

The estimated net as of this date was \$11,000 to \$12,000. The check from The Pacific Clinic has not been received.

The Committee met initially every two weeks during January and then every week as the Tournament date approached. All meetings were held at Kat's home on a Monday evening.

Following the Tournament the Committee met March 20, 2023 to evaluate event. The Committee concluded that the event was a good opportunity to expand the communities' knowledge of Rotary and specially Pasco-Kennewick Rotary. Overall the event was a success; however weaknesses were noted.

### **General Comments from the Committee following the event were:**

- The meeting could benefit from greater structure; with enthusiastic members side conversations distracted from the agenda.
- Meeting minutes should be recorded and email communications are encouraged.
- One representative from the Club should communicate with one member of the Clinic.
- Tournament banners should continue to be used and fix to walls with non-stick tape.
- Recommended the Clinic place a large banner on the corner adjacent to the church's parking lot.
- Coordinate with the Clinic to have a better understanding of possible tournament play times.
- The expenditures for T-Shirts and pickleballs should be eliminated for next year. (See budget)
- The individual awards were excellent and should continued to be used.
- One member recommended that first place winners receive an art item. Eighteen awards.
- The silent auction bid sheets should be typed with a clear descriptions of items included.
- A verification process should ensure that the gift baskets contents are accurate.
- The wine social had more revenues than attendees. Perhaps Sunday afternoon is not the best option. See recommendations.
- The food vendor should have a written contract.

- A better estimate of the wine needed. See recommendations.
- We need to do a better job of getting a commitment from the sponsors to attend the social.
  - Next year we will need more support from the Club. See recommendations.
  - Only one greeter is need to welcome players to the event.
  - A free standing sign on a tripod should assist the welcome person.
  - Follow-up next year as to the Clinic's larger banner to be placed in the entryway weeks prior to the event.
  - Better accounting of cash receipts will assist planning and accountability.
  - Only one photographer is needed throughout play. Members can take turns to photograph the action and award winners.
  - The signage was damaged by the adhesive used and most was recovered. The plastic net signs cannot be reused and need to be reordered next year.
  - The winners photographs should have a PK Rotary sign. Space is limited since the awards need to be given next to the announcer table with the curtain as a backdrop. Perhaps a floor sign.
  - Rotarians should wear Club Sweatshirts eg. Rotarian at Work
  - Scripts should be provided to the announcer with an short elevator speech of PK Rotary and where the funds go. Include sponsors.

### **Recommendations:**

- The wine social be held on the Friday preceding the Tournament.
- The social location should not be at the Clinic.
  - Perhaps Zintel Creek or The Reach.
- Firm dates for food order and sponsors should be established.
- Pickleball player sign-up can be until the day prior provided the Clinic can process the players.
- More expensive silent auction gifts should be sought
- Use a digital reader board to advertise the sponsors and PK Rotary.
- The wine provider should be able to take back unopened bottles.
- The organization of the Event should be:
  - Committee Chair
  - Wine social chair with committee
  - Event chair with committee
  - Gift Basket chair with committee
  - Promotions chair with committee

- The initial planning meeting shall be during the month of October 2023 with committee chair and subordinate chairs.
- The event should be during March 2024.
- Once the tournament weekend dates are established, the wine social chair should secure a location for the Friday evening social. Food and wine restrictions should be clarified. Determine if Market Vineyards will be available to support the function.
- Club officers should be kept informed as to all financial commitments.
- Thank you cards shall be sent in a timely manner.

### **List of Addendums**

1. Flyer Wine Valley Mixer
2. Flyer Sponsors
3. Revenues and Expenses
4. Items donated silent auction
5. Sponsors
6. Schedule of PK Volunteers
7. PK meeting assignments
8. Source of baskets
9. Spectrum Studios signage
10. Basket donations
11. Receipts
  - a. Opportunity Kitchen
  - b. Amazon receipt
  - c. Trophy Depot
  - d. Level 510
  - e. Costco water
  - f. Selkirk Sport
  - g. Spectrum Studios
  - h. Market Vineyards