

St. Albert Pickleball Club

OUTDOOR CAPTAINS CHECKLIST

- Preparation for play:
 - Open the storage facility
 - Assemble the nets (applies only if extra courts are required at **Larose Courts**)
 - Set up paddle boxes or prepare tables for round robin – depending on scheduled play
 - Prepare the sign in sheets on clip board
 - Recommend setting up with only 2 balls per court
 - Complete an inventory of the number of balls made available for play
 - Bring the First Aid Kit to the play area (applies only to **Alpine Courts**)
 - The Captain is asked to start each session announcing who the captain is, reminding players they must sign in prior to putting paddles in the box, and providing a quick overview of the play and reminder about safety (safety tip)
 - The Captain may cancel, stop or delay the game for inclement weather; if players want to play, they may do so on available courts, with their own balls

- Register all players for play:
 - Members must sign in legibly
 - Visitors **must sign a waiver** (valid for 6 months) and indicate they have done so with a check by their name

- Health and Safety:
 - Ensure the courts are free of water and debris
 - Alpine Courts – take first aid kit to the courts, return when play is finished
 - Ensure players have proper outdoor footwear
 - Ensure players adhere to the code of conduct, report concerns regarding conduct to the Venue Coordinator
 - If injuries occur, facilitate the administration of first aid (e.g., first aid kit)
 - If an emergency, call 911 (follow dispatchers directions)
 - Document/notify about incidents as specified on the Medical Event/Incident Form

- Recruitment and training:
 - Encourage members to let their name stand for becoming a Captain
 - Forward names of volunteers to the Venue Coordinator
 - Assist in training potential Captains (through review of the checklist/job description)

- Security/Maintenance:
 - Alpine Court – storage bolt should be locked in open position until equipment is retrieved, then kept locked in closed position during play
 - Larose Court – when storage is open, scramble locks to avoid exposing codes
 - Complete inventory of balls damaged and retrieved at the end of the session
 - Return equipment/supplies to locked storage
 - Inform Venue Coordinator about need for supplies (e.g., balls, binder forms)

- Communication:
 - Communicate concerns or queries to the Venue Coordinator
 - Organize coverage using captain's list /spare list in collaboration with Venue Coordinator
 - Be familiar with Rules & Procedures of Organized Play, Visitor Policies, Code of Conduct, Emergency Protocol and content of First Aid kit

April 27, 2019