

St. Albert Pickleball Club

Captains Job Description Indoor Play

All captains should carefully read and follow these guidelines. If you have any questions or concerns it is important you discuss them with your Venue Coordinator.

A. Preparation for play

1. The captain will open the facility to provide members with access to the courts (where needed, keys will be made available through the Venue Coordinator).
2. Turn on the lights to the cloak room, bathrooms and gym **if required**.
3. Retrieve portable nets from storage and set them up as close to the start time for play as the venue permits. Many members are familiar with the procedure and are willing to assist
 - a) Note some venue storage facilities are locked (e.g., Red Willow) and you will be provided with a key where needed
 - b) Instructions for assembly of some of the portable nets supplied by the venue (not SAPC equipment) can be found in the Captain's Binder
4. Typically, venue organized play is either 'paddle play' or 'round robin' – depending on the venue, the captain will either:
 - a) Set up the boxes labeled gold and silver for paddle play or
 - b) Assign players a number and use tables for Round Robin that are found in appropriate Captain Binders.
5. At the beginning of play, establish the criteria for ending matches – a score; time (e.g., 8–10 minutes); timers are kept in storage boxes.

B. Registering members/visitors for play and handling of stickers

1. Set up the venue sign in sheet (found in the Captain Binder) and be sure the sign in sheet is dated and the location and time is noted.
2. Advise all players that they **must sign in and place stickers on the sheet before they place their paddle in boxes or go on the courts**. A sticker will only give access to one scheduled event in any indoor venue on a given day (e.g., cannot play 0900-1100 and 1100- 1300 at Red Willow on the same day, with only one sign-in/sticker).
3. Drop-in fees are one sticker (\$3.35) for members and two stickers (\$6.70) for visitors. Reserved play fees are two stickers, and these sessions are members only.
4. The sticker or stickers are to be placed by the member's/guest's name and the captain will use a 'sharpie' to mark each sticker to **validate payment**.
5. Captains are not responsible for selling stickers; players may request to make purchases through other members.
6. The Venue Coordinator (or a designate) will submit all sign in sheets to the treasurer at least monthly.
7. Visitors must complete a waiver form at each play or ensure one has been completed in the past 6 months (maintained in the binder).

8. Visitors must abide by the Visitor Policy and are encouraged to register as a member on the club website.

C. Health and Safety

1. Players should be advised to remove outdoor footwear before entering the gym and wear suitable court shoes for play.
2. Ensure the courts are clear.
3. To allow you to play, you can assign another member to keep time for games.
4. Ensure players adhere to the code of conduct (see website). Advise players of the consequences of breaches of the code of conduct and report misconduct to the Venue Coordinator.
5. Should a player receive a minor injury, first aid supplies are kept in the first aid kits.
6. In the event of an emergency call 911 and follow the dispatcher's directives.
 - a) A list of board members and contact information is provided in the Binder. For 911 emergencies, as soon as the emergency has been dealt with, notify a board member about the event
 - b) Complete a Medical Incident Report for all minor and emergency events and retain the form in the binder (forwarded to the Treasurer with other documents at month end).

D. Closing up the facility after play

1. At the end of club events/play for the day, return equipment to storage (e.g., paddle boxes, Captain's Binder, balls).
2. Record returned or damaged balls on the venue sign in form.
3. Lock storage area if required.
4. If you are the last to use the gym for the day:
 - a) Ensure any gym doors that have been open to the outside for ventilation (e.g. at Sturgeon Heights) are closed.
 - b) Ensure all players have left the building.
 - c) Turn off all lights to the gym and storage room.
 - d) Ensure the venue is locked, if required,

E. General

1. From time to time you may need a replacement/substitute. Inform your Venue Coordinator as soon as you are aware of any dates for which you need a replacement.
2. Encourage members to let their name stand for becoming a captain or a spare captain and participate in training.
3. Set the tone for play by modeling behaviour that is in compliance with the SAPC Code of Conduct.
4. Members who wish to arrange for play at times outside of SAPC organized play are to be informed they need to use their own balls. Access to storage is not available when there is no club organized play or a captain is not available for scheduled play.

5. Encourage all members to familiarize themselves with important information that can be found on the website including:
 - a) Calendars should be checked frequently as schedules are subject to change on short notice.
 - b) Contacts for submitting constructive feedback
 - c) Official pickleball rules and regulations, criteria for rating
 - d) Bylaws, Code of Conduct, policies, etc.
6. Encourage members to read the Club Website and Newsletters for important notices.
7. If captaining a **reserved play** session, please review and be familiar with the reserved play guidelines and rules on the Reserved Play page of the club's web-site. Some captain's duties and discretionary decisions are specified on that page.

F. Ratings

1. In accordance with club policy and to give members a chance to play with members of a similar skill level:
 - a. By September 12, 2019 any member who wishes to play at 3.5 level needs to have a 3.5 or higher club rating.
 - b. By November 30th 2019 any members who wishes to play at 3.0 level also needs to have a club rating of 3.0 or higher.
 - c. An IPTA rating or Tournament rating is also accepted.
2. These new policies should help captains at each venue; the list of members with the ratings will be kept in the front of the binders.

Last updated Sep 27 2019