

# **St. Albert Pickleball Club**

## **Venue Coordinator Job Description**

The Venue Coordinator (VC) serves as a liaison between the Program and Venue Manager, the facility contact person and the captains for issues pertaining to the venue, for all venues except city managed venues. For city managed venues, the Venue Coordinator serves as a communication liaison between the Program and Venue Manager and the captains.

The Venue Coordinator will:

1. Serve as an information resource and support for captains.
2. Review and update the Venue Captains List as required and provide updates to the Program and Venue Manager and the Membership and Volunteer Director in a timely manner.
3. Ensure captains identify and report any gaps in coverage of any organized play in the assigned venue so that the VC can make timely recommendations to the Board.
4. At least monthly, or by the 5<sup>th</sup> day following the month, the VC or designate is to submit venue sign in sheets and accident report forms at month end to the Treasurer.
5. Ensure that depleted first aid supplies are reported to the Health Coordinator.
6. Encourage captains to report any equipment damages or shortages; the VC will forward requests to the Equipment Director (e.g., nets, paddle boxes). Captains are to report ball usage and damaged balls on the venue sign in form after each venue play.
7. Encourage captains to report any captain binder form shortages; the VC will forward requests to the Membership and Volunteer Director.
8. Encourage captains to report all incidents, however minor, in the Medical Incident / Accident Form and retain them in the binder; VC will forward to the Treasurer at month end.
9. Encourage and assist captain's documenting member misconduct, follow-up and reporting to the Board.
10. Encourage captains to participate in the recruitment of other captains given their familiarity with the members that regularly participate in the organized play opportunities that captains oversee; share recruitment strategies with captains and other Venue Coordinators.
11. Facilitate and participate in the training of captains.
12. Submit suggestions to the Membership and Volunteer Director for topics to be covered in captain training sessions.
13. Identify any information that needs to be included in venue specific supplements to the Captains Job Description and Checklist (indoor and outdoor) and submit to the Membership and Volunteer Director.
14. At least every two years, review the Captains Job Description and Checklists (indoor and outdoor) and make any recommendations for changes to the Membership and Volunteer Director.
15. Submit the captain's binder to the Membership and Volunteer Director as venues close for the season.