

St. Albert Pickleball Club

INDOOR CAPTAINS CHECKLIST

- Preparation for play:
 - Open the facility (Some venues require a key supplied by the Venue Coordinator)
 - Assemble the nets
 - Set up paddle boxes or prepare tables for round robin – depending on scheduled play
 - Prepare the sign in sheets on clipboard
 - Complete an inventory of the number of balls made available for play

- Register all players for play:
 - Members must sign in legibly and place one sticker by their names
 - Visitors must declare themselves to the Captain, sign in & place 2 valid stickers by their name
 - Visitors **must sign a waiver** (valid for 6 months) and indicate they have done so with a check by their name
 - Use a sharpie to strike through all used stickers to validate players payments

- Health and Safety:
 - Ensure players remove outdoor footwear and wear court shoes before entering a gym
 - Ensure players adhere to the code of conduct, report violations or 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 dispatcher's 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:
 - Ensure locked doors are secure at schools after player arrival/departure unless otherwise specified
 - Lock up space as required , turn off lights, ensure all members have left
 - 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, location of AED, if available, and content of First Aid kit

April 27, 2019