

SAPC Captain Binder Minder job description

St Albert Pickleball Club

Number of Volunteers and Time Commitment

- 2 volunteers- a primary Captain Binder Minder and an alternate
- About 10 -20 hours annually, including travel to venues

Duties and responsibilities

- Ensure the Venue binders and extra binders are adequately stocked with forms
- Update binders with revised forms and information sheets as required
- Submit any suggestions for changes to forms or information sheets to the

Secretary

- Prepare new binders for new venues as required by the Board
- Submit any original receipts for office supplies to the Treasurer for reimbursement – seek approval from the Venue Manager and/or the President before purchasing materials
- Primary and alternate to establish coverage for their absences
- Participate in the training of incoming volunteers

General Information

Each Venue used for organized play has a Captain's binder which contains information and forms.

Venue locations are all listed on the St Albert Pickleball Web Site. The number of organized play for each venue can be found on the website calendar. The more active venues use more forms and need additional forms kept in a second binder labelled 'extra forms'

Indoor venues (can vary from year to year, check with Venue Manager)

All but one (Red Willow) currently start in Sept and close by June

- Sturgeon Heights
- Vital Grandin High School
- Bertha Kennedy
- JJ Nearing
- St Alphonse
- North Pointe Community Church
- Red Willow Community Church (requires binder for extra forms)

Outdoor Venues

All outdoor venues usually open in April

- Larose Courts
- Alpine Courts (Binder for extra forms)

Binder Contents

General information for the Captains contained in plastic sleeves:

- emergency protocol (updates as needed)
- list of Board Members, Venue Manager and Venue Coordinators with contact information (updates annually after AGM)
- Captain Checklist (updates as needed)
- List of Members and skill level

Forms to be completed during any scheduled organized play:

- Sign in sheets: calculate based on number of play per week (varies by venue)
- Waiver : keep about 20 sheets per venue except Red Willow and Alpine Courts which need about 60 – note each sheet contains 2 waiver forms
- Medical Incident and Accident Form : 20 per binder

Procedures

- A Bin labelled as the Binder Bin is stored in Alpine storage
- Annually in March – Binder Minder prepares binders for outdoor venues
- Annually in June- Venue Coordinators bring binders from indoor venues to the Alpine Storage
- August – September -Binder Minder prepares binders for all indoor venues – Venue Manager notifies the Secretary and the Binder Minders about the venues available and the number of organized play each week
- October – Outdoor binders (contained in Blue Box) brought from Larose Courts for storage in Alpine Storage facility
- Other – Captain Binder Minder prepares binders for any new venues – submits receipts for reimbursement to the Treasurer
- Captains notify the respective Venue Coordinator about any need for additional forms. The Venue Coordinator contacts the Binder Minder (BM) or specified alternate about specific needs (which form and which venue)
- Binder Minder contacts Secretary to request the specific form and number needed to be printed (most likely sign in sheets, or waiver forms)

Approved November 20, 2019