

St. Albert Pickleball Club

Captains Job Description

Outdoor 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 of the outdoor courts for organized play

1. All SAPC organized outdoor events/play and equipment is accessible to SAPC members only. Visitors interested in play should be encouraged to go to the website to learn about the club benefits (free beginner lesson), costs, and how to join.
2. The captain will open equipment storage prior to the start time for play. The codes are not to be shared and will be made available through the Venue Coordinator.
The codes for access to storage boxes or storage area are not to be shared. Alpine Courts - lock the storage door 'open' while retrieving equipment for play and keep storage locked while play is underway.
3. Retrieve portable nets from storage when required at Larose Courts
 - a) Instructions for assembly can be found in the Captain's Binder
 - b) Members should be encouraged to assist and learn how to assemble
4. Fill the ball receptacles with no more than 2 ball per court and record usage and any damaged balls on the venue sign-in sheet.
5. At Alpine Courts, retrieve the first aid kit from storage and hang it at the point of assembly area within the courts. At Larose Courts, the first aid kit can remain in the Blue Storage Box, as it remains open during club play.
6. Captains of paddle box play may be required to:
 - a) Set up the paddle boxes (if scheduled for the first event of the day)
 - b) Establish criteria for ending matches (time, score)
7. Captains of Round Robin play are required to:
 - a) Set up a white board for members to sign in and be assigned a number for play. Establish the total numbers that can be accommodated.
 - b) Generally, members participate on a first-come-first-serve basis. After the number of players that can be accommodated has been exceeded, no additional members will be allowed to play.
 - c) Note: A captain has the discretion to ask for volunteers to split-play. Each member participating in split-play will only play half of the matches.
 - d) Tables for Round Robin, kept in the binders, are selected based on the number of members present at the time play is scheduled to start.
 - e) At the beginning of play, establish the criteria for ending matches (time, score)
 - f) Use a timer to call players attention to the end of matches and the need for re-assignment of courts for matches.

B. Registering members/visitors for play

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 before they place their paddle in boxes or go on the courts.
3. The Venue Coordinator (or a designate) will submit all sign in sheets to the treasurer at least monthly.
4. Visitors must complete a waiver form at each play or ensure one has been completed in the past 6 months (maintained in the binder).
5. 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 are required to wear proper outdoor court footwear to avoid injuries.
2. Ensure the courts are free of water and debris.
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 court after play

1. At the end of the 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 the storage area.

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 Newsletter for important notices.

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