



PENTICTON PICKLEBALL CLUB (PPC)

CAPTAIN'S JOB DESCRIPTION

1. Run your session in competitive play format.
2. Attend Captain's meetings as required.
3. Keep the Programming Chairperson up-to-date on any relevant happenings in your program.
4. Check to make sure that the website accurately reflects your program times, dates, and other relevant information.
5. Monitor the players in your group to ensure they are at the appropriate level.
6. If your group is not at capacity give permission for non-members/guests to participate in your program.
7. If there are non-members/guests playing in the group:
 - Collect the \$10.00 fee from them and have them sign the waiver (both sides) if one is not already on file.
 - File the completed waiver in the 'Waivers' binder and put the money in the cash box.
 - **NEW:** Complete guest details on the 'Guest Control Form' filed at the front of the Waiver binder.
8. Arrange for a qualified substitute if you are unable to attend your session.