



PENTICTON PICKLEBALL CLUB

2023

CAPTAIN/COURT HOST

MANUAL

2023 Court Host Coordinator:

Name: Sue Munro

Telephone #: 236-687-5605

Email: smmunro@shaw.ca

CAPTAIN/COURT HOST MANUAL

CONTENTS

PPC Information common to both Captains/Court Hosts

1. PPC Procedures for Outdoor Courts
2. Contact List – PPC Executive, etc.
3. PPC Code of Conduct

Captain's Information for Programmed Sessions

1. Captain's Job Description
2. Checklist for Captains

Court Host's Information for Drop-In Sessions

1. Checklist for Drop-In Court Host
2. Drop-In Procedures

PROCEDURES FOR OUTDOOR COURTS

1. PPC and public play times are listed on a schedule posted at the courts as well as on the PPC website.
2. Any courts not being used by the PPC during programmed, Drop-In or Reserved Court are available for public play.
3. Annual or Drop-In fees must be paid to the PPC before participating in Club programs. A waiver must also be signed by the participant.
4. Sign in on the Attendance Sheet (if applicable) before going on the courts to play.
5. The team on the big fence side of the court serves first.
6. Non-members/Guests must have a signed waiver on file and pay a \$10.00 fee per session.
7. No alcoholic beverages or cannabis is permitted on the courts.
8. Non-glass water bottles may be on the courts.
9. Equipment (bags/backpacks) are not permitted on the courts. Bags may be hung on the fence so they do not obstruct the view of the spectators.
10. PPC provides balls for play during programmed and Drop-In sessions. Any cracked balls should be placed in the 'Cracked Balls' bag at the courts. Captains and Court Hosts are responsible for retrieving club balls after their session concludes. If you are the last group playing and have Club balls, they must be returned through the hole in the back of the cabinet.
11. Lost and found articles will be held for a limited time. Articles not claimed within a reasonable time will be donated to a local charity.
12. Programmed sessions:
 - a. Only PPC members may participate in programmed sessions unless there is room for a non-member/guest to be included and that individual is of an appropriate skill level for that session. (Non-members/Guests must pay the Drop-In fee and have a signed waiver on file.)
 - b. Programs have a capacity limit.
 - c. Any courts not being used by members are available for public play.
13. Drop-In sessions:
 - a. Signing up on-line is not required for Drop-In. There is no limit to the number of players during those sessions.
 - b. Non-members/Guests are welcome and may participate in Drop-In sessions once they have paid the Drop-In fee and signed a waiver.

14. Reserved Court sessions:

- a. Anyone booking a Reserved Court must be a Club member.
- b. Members may book one court per day.
- c. The PPC member who makes the Reserved Court booking is the 'Court Host' for that session.
- d. Non-members/Guests may be included on a member's Reserved Court booking during the reservation process by adding the player's name in the 'Guest' section of Court Reserve and collecting the \$10.00 fee and a signed waiver. The Court Host takes responsibility for explaining and enforcing the Club rules and procedures to any guests.
- e. If a court has not been claimed after 10 minutes of the scheduled time, it becomes open to other members or the public (e.g. a 10:00 AM booking not claimed by 10:11 AM is open to other players).

15. Safety:

- a. Never play on a wet court as it is extremely dangerous.
- b. The use of proper eye protection is not mandatory but is recommended.
- c. If an injury is suffered during a session, the Captain or Court Host is responsible for completing an Incident Report Form. These forms are kept on file for insurance purposes. Notify the Secretary of the incident. Email: secretary@pentictonpickleball.ca

16. Members are expected to consider their skill level when signing up for programs. Rating descriptions can be found on the PPC website.

NOTE:

Regularly scheduled PPC programs and Reserved Courts may be cancelled or overwritten, without notice, by Club events which may include social events, cleaning, tournaments, or other activities.

PPC 2023 Executive Contact Information

President	Dave Burgoyne	250-770-9057	daveburg@telus.net
Vice-President			
Treasurer	Don Milne	403-283-9144	doninyys@gmail.com
Secretary	Deborah O'Mara	250-809-8260	debenticton@gmail.com
Director	Dianne Hill	780-441-1512	dlh2dianne@gmail.com
Director	Brian Hodson	250-770-0101	hodsonb52@gmail.com
Director	Janet White	604-996-6880	jsch3723@gmail.com

PPC Code of Conduct

GOAL

To provide an environment where all members can play the game to the best of their ability, to promote the sport of pickleball in a safe and respectful environment, and, most importantly, to *'have fun'* while doing so.

CODE OF CONDUCT

As a member of PPC, all players agree to conduct themselves in a respectful and responsible manner at all times when representing PPC both on and off the courts.

Players will:

- conduct themselves in a courteous and respectful manner
- exhibit fair play at all times when playing or observing others
- abide by the current official rules of pickleball as adopted by Pickleball Canada
- wear shoes with soles that do not damage the court's playing surface
- wear a shirt while on the courts
- understand that protective eyewear is highly recommended

Players will not:

- engage in verbal or physical abuse or derogatory remarks; this is unacceptable and will not be tolerated and you may be asked to leave
- engage in coaching others unless requested to do so by them
- partake in alcohol or cannabis on the courts or when participating in PPC scheduled programs.

Inability to abide by the Code of Conduct may result in disciplinary action taken by the Executive. This may be in the form of a warning, or for more severe cases, including repeated offences, a suspension from 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.

Checklist for Captains

When you arrive at the court:

- Check the courts for safety concerns. If there is a situation that could be unsafe phone a member of the Executive (phone numbers are in the back of the Captain's binder).
- Open the cabinet. The Court Host Coordinator will provide the combination. If the courts need maintenance, ask arriving members to assist before playing.
- Scheduled programs (other than Drop-In) are open only to members unless there is room for a non-member/guest to be included, provided they are at an appropriate skill level as the other players in the group.
- Decide on a format for the session. Options may include:
 - Round Robin (there are Round Robin sheets in the Round Robin binder in the cabinet)
 - Paddle Racks (Gold and Silver racks are available in the cabinet)
 - King's Court
- Be informative about Club procedures when asked. Welcome new members and help them learn about our Club.
- If a court is not being used, the court is available for the public or other members wishing to play on their own.

- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report, file it in the Incident Report binder and notify the Secretary of the incident. Email: secretary@pentictonpickleball.ca

When your session is over:

- Connect with the incoming Program Captain(s) to hand over court responsibility. As a courtesy, let them know you have left the washroom open and are leaving the balls out for their use. If there is no session immediately following yours, or the incoming Captain has not yet arrived, return all items to the cabinet, and lock it. Also ensure the washroom is locked.

Drop-In Court Host Checklist

When you arrive at the court:

- Check the courts for safety concerns. If there is a situation that could be unsafe phone a member of the Executive (phone numbers are in the back of the Drop-In binder).
- Open the cabinet. The Court Host Coordinator will provide the combination. If the courts need maintenance, ask arriving members to assist before playing.
- Clip the Attendance Sheet to the fence and complete the top portion.
- Hang the Court Host white board on the fence and write your name on it with a white board marker.
- If there are non-members/guests playing in the group:
 - Collect the \$10.00 fee from them and have them sign the waivers (both sides) if one is not already on file.
 - File the completed waivers 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.
 - Ensure they sign the Attendance Sheet and have checked 'PD' (Paid) next to their name.
 - As Court Host, put your initials next to the 'PD' tick. DO NOT accept membership forms/payment, as registration and payment to join must be completed on the PPC website.
- Remind members to sign the Attendance Sheet as they arrive.
- Set up a paddle rack (or both the Gold and Silver racks if it is expected to be a busy session) and distribute 2 balls to each of the court dispensers. Hang the 'Cracked Balls' bag to a convenient location on the fence.
- During busy Drop-In times, if there are 4 or more sets of paddles waiting to play, the Court Host may announce that games will end at 9 points instead of 11.
- Be informative about Club procedures when asked. Welcome new members and help them learn about our Club. Let new players know about available beginner lessons so they are ready to begin playing Drop-In as soon as possible.
- Club paddles are available for loan in exchange for a personal item of value, such as car keys, for anyone who does not have a paddle with them.
- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report and file it in the 'Incident Report' forms binder. Notify the Secretary of the incident. Email: secretary@pentictonpickleball.ca
- As Court Host for Drop-In you are free to participate in the games but be watchful of new players arriving. Attend to them as soon as you are able.

When Drop-In is over:

- Return the Drop-In balls to the cabinet.
- Return the paddle rack(s), the Court Host sign and the Cracked Balls bag to the cabinet.
- File your session's Attendance Sheet in the section of the Drop-In binder that is identified as 'Completed Attendance Sheets'.
- Connect with the incoming Program Captain(s) to hand over court responsibility. As a courtesy, let them know you have left the washroom open. If there is no session immediately following yours, or the incoming Captain has not yet shown up, return all items to the cabinet and lock it. Ensure the washroom is locked.

Drop-in Procedures

General Information:

- Drop-In is open to all players of all skill levels. Beginners (those who have never played previously) must take lessons prior to playing Drop-In.
- There must always be a Court Host on duty during Drop-In.
- The first side scoring 11 points and leading by at least a 2 point margin wins. During busy times when there are 4 or more sets of paddles waiting to play, the Court Host may announce that the games will end at 9 points instead of 11.
- To promote fair play, the paddle rack system may be used to determine the playing order. There is no limit on the number of players at Drop-In.
- If a court is not being used, the court is available for the public to play on their own.

To Play:

- Members sign the Drop-In Attendance Sheet and then place their paddles in the rack for the next available court.
- Non-members/Guests must obtain a Guest Waiver from the Court Host to sign, pay the \$10.00 fee, sign the Attendance Sheet and then place their paddles in the rack for the next available court.

How to Use the Paddle Rack System:

Single Rack System

- If there are paddles on the rack, players who just finished their game must exit the court so that the waiting players can move to the vacated court.
- A stack of paddles is complete when there are 4 paddles in the stack. You can add your paddle to any stack that does not already have 4 paddles. If all the paddles are in sets of 4, start a new set by putting your paddle beside the last stack.
- As a court becomes available, the players with the set of paddles on the side closest to the gate take their paddles and access the court. All other paddles are shuffled up one bracket to make

more space. The paddles must remain in the same order when they are moved, even if there are less than 4 paddles.

- As a courtesy to players already on the courts, players are asked to walk around the fence when accessing the 2 west courts.
- If your paddle is in a 3-paddle, or fewer, stack and it is your turn for the next court, yell out the number of players needed to fill the court (i.e. 'need one/two more', etc.). They may come from anywhere, even if they do not have a paddle on the rack or they have just come off the court.
- When you leave the court, the group can put their paddles back up in the same stack or they can mix them up by placing their paddles in different brackets that don't already have a full set of paddles.

Gold/Silver Rack System

- Two paddle racks are used – Gold (winners) and Silver (runners up). There is also an indicator board to advise players which rack they should be placing their paddles in and which group goes out to play next.
- After the first players complete their game, they place their paddles in the relevant rack – Gold (winners) or Silver (runners up). When 4 paddles are in a rack, a new foursome goes out to play, as a group. The players from the previous game split up, Gold or Silver, as appropriate.
- The group that goes out (Gold or Silver) flips the indicator pointer to the next group (Gold or Silver) of 4 to go out. This happens each time a group of 4 goes out to play, alternating between Gold and Silver. New players arriving after Drop-In has started may place their paddles on either side to make a foursome.
- The paddle system is intended to provide a better mixing of players while still giving an opportunity for lower level players to play with higher level players.