



SCPA ROUND ROBIN COURT CAPTAIN DUTIES Sherwood Heights Courts

- Logon to your PCNS profile <https://secure.pickleballcanada.org/login/>.
- Click on “**My Registrations**” to locate the Round Robin event in your signups.
- Click on the event title. At the bottom of the page click “**View**” the confirmation list.
This step can be done at the courts and used to complete a roll call prior to start of play, or you can print a copy of this page crossing off participant names as they are checked in.
- Arrive at the courts at least 20-30 minutes prior to the scheduled event to set up and be ready to check in attendees **15 minutes** prior to the event.
- You will need the code to open the Rink Shack and the code to open the lockbox to get the supplies.
- Open the Rink Shack and use the deadbolt to keep the door open – Do not give out code.

Supply List:

Sign In Board	<input type="checkbox"/>
Binder with Round Robin Sheets	<input type="checkbox"/>
Whiteboard Pens	<input type="checkbox"/>
Timer	<input type="checkbox"/>
First Aid Kit	<input type="checkbox"/>
Balls	<input type="checkbox"/>
Open Court Signs	<input type="checkbox"/>

- If you are not using all courts allocated to your event, place open court signs on courts available to the public (not the two public courts already have signage on them).
- Place two balls in each ball holder on courts used for Round Robin Play.
- **Use the picnic table outside the Courts** to check in players as they arrive to ensure that they are registered for the event – please note Captains should not participate in warmup prior to the commencement session.

- Once checked in, add the player's name to the sign-up board (whiteboard), in order of their arrival (Keeping command of the marker ensures that you have added them to the board as you check them in. This ensures no one is listed when they have not arrived).
- Five minutes prior to the start of the event, find the Round Robin sheet in the binder that represents the number of players present and that will be the order of play – assign the court numbers to the Round Robin Sheet.

*****All members are asked to be in attendance 15 minutes prior to the commencement of an event. If they are not checked in 10 minutes before the event, you have set the order of play, and have started to explain the general rules, as captain it is your call as to whether to allow them to enter into play. No member should be added to the event after the commencement time of the event and will be considered a "No Show" and reported to the Lead Captain.*****

- Five Minutes prior to the start of the event, gather players to introduce yourself to the group as the Captain and announce the general rules as set out below:
 - Share how the courts are labeled by numbers that align with the numbers on the Round Robin sheet.
 - Refer to the label on the Round Robin sheet for court positioning
 - Service begins from the Northwest quadrant of all Courts.
 - "BALL" must be called loudly when a ball goes into another court and all play is STOPPED until the ball is returned.
 - The ball is returned to the person (representing the server) with their paddle up in the air (this should be one person only)
 - Games are set for 13 - 14 minutes per game and the timer will go off when it is time to end the game and change courts.
 - Advise that if there are any issues on the court with members or non-members, they are to inform you (the Captain), who will address any such issues.
- A 5-minute player warm up can commence at the time of the event – set your timer. Thereafter reset your timer for the commencement of play.
- Once all players are on the Court and games are ready to commence, **ONLY** the Captain should place a line through the games played (i.e., Game 1, Game 2), so all players know what game is next.

Notes for Captains

- Practice time for the Round Robin is included in the scheduled time. Please be respectful of other groups times allotted on the courts.
- Please ensure after play is complete that supplies are locked in the storage locker outside the Courts

Weather Policy

- Pickleball will not to be played outdoors in the following weather conditions:
- Temperature is +30 degrees or higher
- Environment Canada issues an air quality advisory of 7-10+ on the Air Quality Health Index
- Weather such as: hail, torrential downpours, lightning/thunder, or where a tornado warning is in effect.

If one or more of the above conditions is present, the Captain will review the Weather Network via their cell phone two hours prior to playing outside. If conditions appear to be persistent, the Captain will contact the Outdoor Director and/or the Lead Captain to determine if the event is to be cancelled.

SCPA Outdoor Director, ron.myck@scpa.ca

Lead Captain, cate.helgeson@scpa.ca

- If it is actively raining, and the courts are wet, play must be cancelled. (This can only be determined at the courts.)

Once it's determined that the event will be cancelled, the Captain will contact the Captain Liaison via text to inform them of the cancellation. The Captain Liaison will post the cancellation to Facebook and notify the Outdoor Team.

*When possible, an email will be sent to the participants by the Outdoor Team.

If rain starts at anytime, play must cease as surfaces get slippery very quickly.

Round Robin Equipment

If there are any issues with equipment or replacement needed the Captain shall send an email providing information of what is needed to:

- SCPA Equipment Director, doug.flowers@scpa.ca.
- SCPA Outdoor Director, ron.myck@scpa.ca

No Show Players

- SCPA has a no-show policy to support all players having the opportunity to play.
- Captains are responsible to report any no-show players to the following:
 - SCPA Outdoor Team, outdoor.team@scpa.ca

Conflicts with the Public

- The Round Robin Captain may have conversations with the public regarding any issues pertaining to dedicated court times for SCPA. If such an instance occurs, please refer individuals to the sign on the court fence outlining court times as listed for SCPA.
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- Invite concerned individuals to take their concerns to Strathcona County.
- Encourage event participants to continue playing and not get involved to facilitate de-escalation of the situation.

Captain Cancellations

- In the event of a Captain not being able to fulfill their assignment they should find a replacement by utilizing the captain team roster. Please notify the Lead Captain of any changes. Should you be unable to source a replacement, or it is a last minute urgent need, please communicate with the Lead Captain or the Outdoor Director, to reschedule a captain:
 - SCPA Lead Captain, cate.helgeson@scpa.ca or 780-984-1050
 - SCPA Outdoor Director, ron.myck@scpa.ca or 825-522-5417

Incidents / Accidents

- In the event of an incident / accident to a participant at an event, the Captain should complete the critical incident report and provide the same to the Lead Round Robin Captain (***Incident reports can be found in the back of the Captains Binder in the locked box courtside***)

End of Event

Return all equipment required to be returned to the storage box and rink shack and placed in the appropriate location (note Whiteboard sits outside the Cabinet in the Rink Shack).

**** For your personal safety please have a member accompany you to the rink shack****

***NB - Ensure the Rink Shack door is not wedged open and is locked – regardless of whether another event is starting after yours.** The responsibility to open and close the Rink Shack is the responsibility of the Captain of each event. **Before you leave, make sure that no one is in the shack, the lights are turned off and all doors are locked!**

If you exit the baseball door, DO NOT turn the deadbolt to lock on the Rink Shack door!

Failure to lock the rink shack may result in the County terminating the use of the facility.