



## SCPA KING OF THE 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:**

King of the Court Box with Cards	<input type="checkbox"/>
Timer	<input type="checkbox"/>
First Aid Kit	<input type="checkbox"/>
Balls	<input type="checkbox"/>
Open Court Signs	<input type="checkbox"/>

- There are six allocated Courts for the event. If you are not using all six Courts, place open court signs on the courts available to the public (not the two public courts that already have signage on them - Courts 4 and 5).
- Place two balls in each ball holder on courts used for King of the Court Play.
- Use the picnic table at the entrance outside the Courts to check in players / teams 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.
- Five minutes prior to the start of the session, ensure that you have all players / teams present. Remove the cards from the King of the Court box for the courts that you **ARE**

**NOT** using. Ensure that there are cards for each court you are using representing both the serving and receiving team.

- 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 King of the Court Cards.
  - State that Courts 1, 2, 3, 6, 7 and 8 will be used with Court 1 being the highest court and Court 8 being the lowest Court.
  - Explain that there will be six games played and the team that wins on Court 1 at the end of Game 6 will be the Kings/Queens of the Court.
  - Explain that after each game, the winning team moves up to the next court and the non-winning team moves down to the next court. (Please note that some courts may not be in use so court numbers may skip.)
  - The winning team will be the serving team at the next game.
  - The winners of Court 1 stay at Court 1 and the Court 1 serving team will be the team that just won on Court 1.
  - The non-winners of Court 8 stay at Court 8 and the Court 8 serving team will be the team that has just moved to Court 8.
  - Invite one member from each team to choose a card (cards will be held by the Captain, face down and fanned out). The cards will determine the Court each team starts on as well as if the team is serving or returning.
  - Games are played until 11 points. At the end of the game if there is a tie the team that reached the point first will be considered the winner of that game.
  - 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 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.
  - The Captain will keep track of what game is being played and announce it in between games to help members understand how many games are remaining.

● **In the event there is an odd number of teams (11 or 13 Teams) (i.e., a late cancellation / no show), the event can proceed as a Team Round Robin. The following instructions will apply:**

1. Use the Team Round Robin Sheet for 11 Teams
2. On the Whiteboard use a Team ID # to assign a number to each Team (i.e., Team # 1 is Joe Smith and Susan Smith)
3. Follow Team Round Robin Sheet - 6 Courts / 12 Teams / 6 Games or 5 Courts / 11 Teams / 6 Games.

### **Notes for Captains**

- Practice time for the King of the Court is included in the scheduled time. Please be respectful of other groups times allotted on the courts.
- Please ensure after play is complete, supplies are locked in the storage locker outside the Courts, there is no one in the rink shack, the lights are turned off and the north door (closest to the outdoor arena) is locked!

### **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](mailto:ron.myck@scpa.ca)

Lead Captain, [cate.helgeson@scpa.ca](mailto: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.***

## 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](mailto:doug.flowers@scpa.ca).
- SCPA Outdoor Director, [ron.myck@scpa.ca](mailto: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 Lead Captain, [cate.helgeson@scpa.ca](mailto:cate.helgeson@scpa.ca)
  - SCPA Outdoor Team, [outdoor.team@scpa.ca](mailto: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.
- Please refer individuals to the sign on the court fence outlining court times as listed for SCPA.
- 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](mailto:cate.helgeson@scpa.ca) or 780-984-1050
  - SCPA Outdoor Director, [ron.myck@scpa.ca](mailto: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 Session

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.**