



SCPA LEAGUE MANAGER DUTIES

Sherwood Heights Courts

- In Pickleball Brackets League Events, Captains are referred to as “Managers”
- At the courts you will need a fully charged device that can connect to the internet like your phone or iPad.
- Arrive at the courts 20-30 minutes prior to the scheduled event to set up.
- Open Rink Shack and use deadbolt to keep the door open – Do not give out the code.
- You will need the code to open the Rink Shack and the code to open the lockbox to get the supplies.

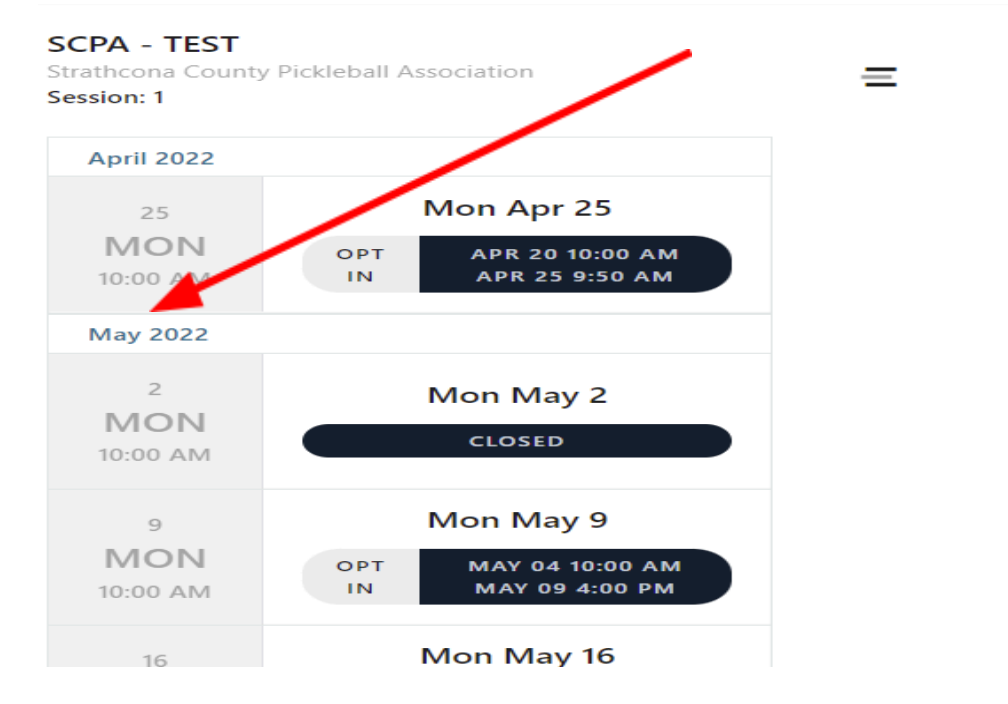
Supply List:

First Aid Kit	<input type="checkbox"/>
Balls	<input type="checkbox"/>
Open Court Signs	<input type="checkbox"/>

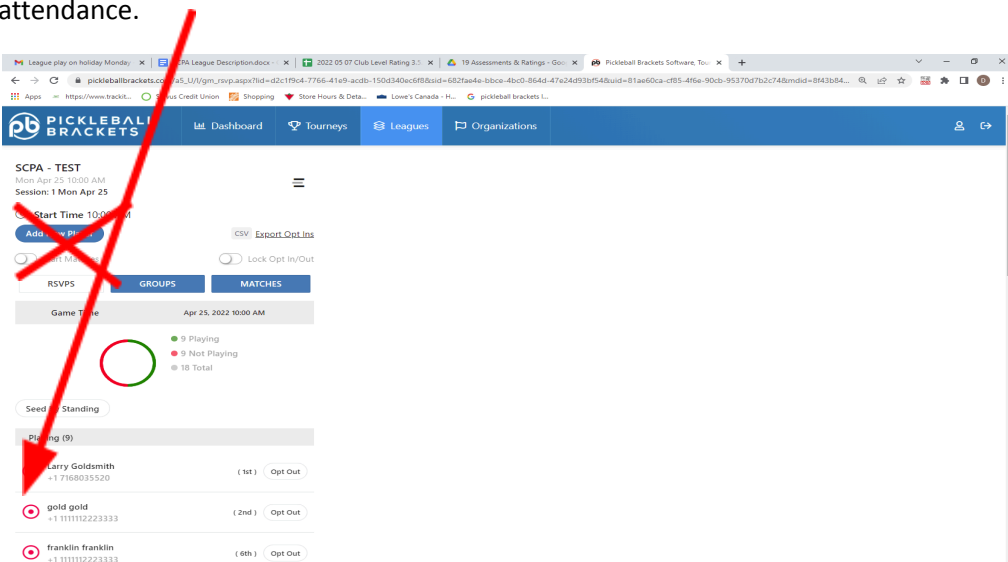
- There are six allocated Courts for the event. If you are not using all six Courts, place an open court sign on courts available to the public (not the two public courts that already have signage on them).
- Place two balls in each ball holder on courts used for Round Robin Play.
- At the start of the League gather players to announce general rules:
 - As the Manager, introduce yourself to the group.
 - Share how the courts are labeled.
 - “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.)

SCPA League Manager Procedure

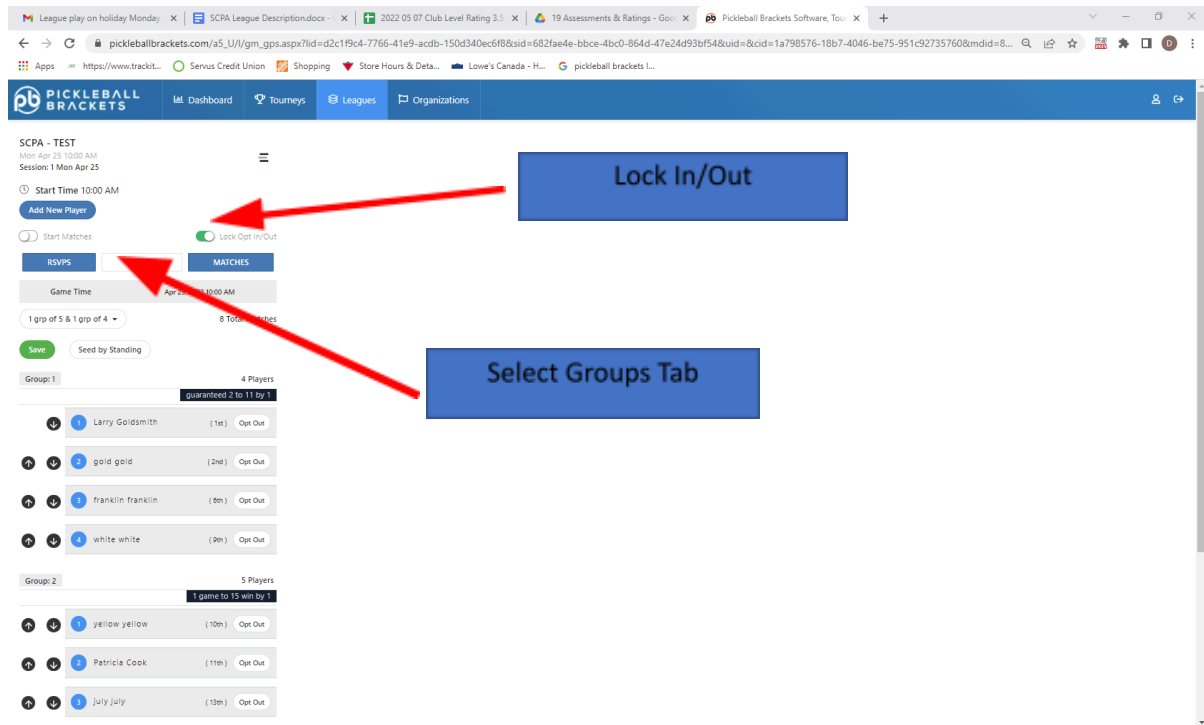
1. Sign into Pickleball Brackets (“PB”) and tap on the three bars beside “Hello (your name)” in the upper right-hand corner of your screen, select ‘League’ then ‘My League Schedule’.



1. Tap on the day and date of the event. This will take you to the Opt-in screen to see players that have RSVP'd.
1. All players should check-in by 10 minutes before the start time. As an opted-in player checks in you can click on the red button next to their name and it will turn green to signify they are in attendance.

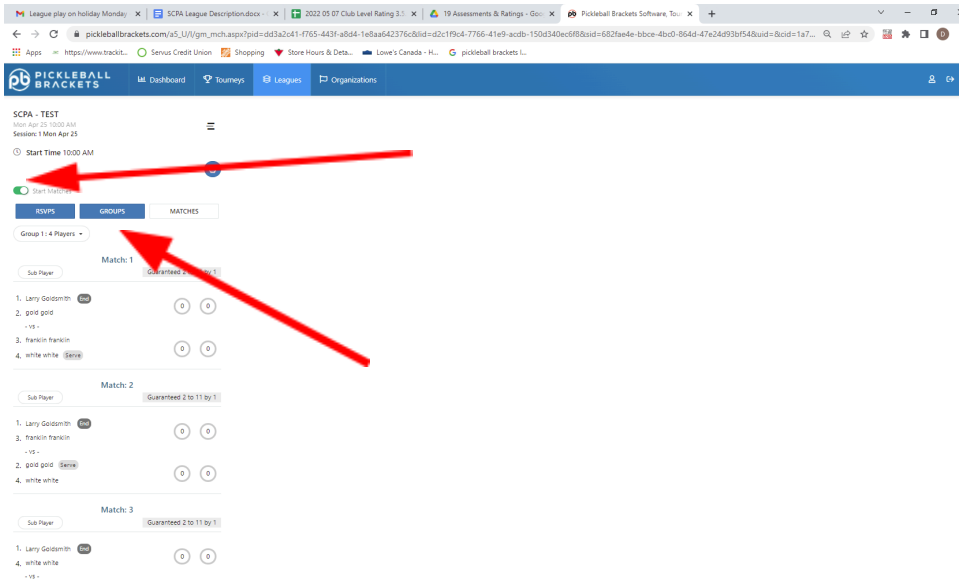


2. After players have checked in you can Opt-out any no show players, 10 minutes before the start of the scheduled event. If players on the level league list are available to play at the courts and you have room for them, you can opt-in those players to make up your group for the day. **DO NOT USE "ADD NEW PLAYER"** button as this will add a player to the league and should only be done by League Administrator.
3. Lock Opt In/Out and select GROUPS tab to review match ups. PB matches players based on ratings and the league set up.

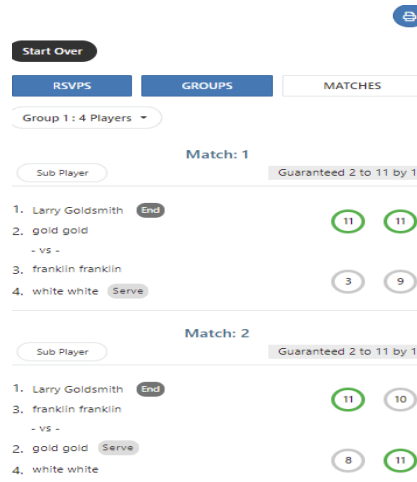


4. Advise participants what group they are in and which Court that group should go to. Call for a leader from each group who will be responsible for calling out the order of play (i.e., who serves, who picks the side – Pickleball Brackets makes that determination), this person will also be responsible for recording the scores.

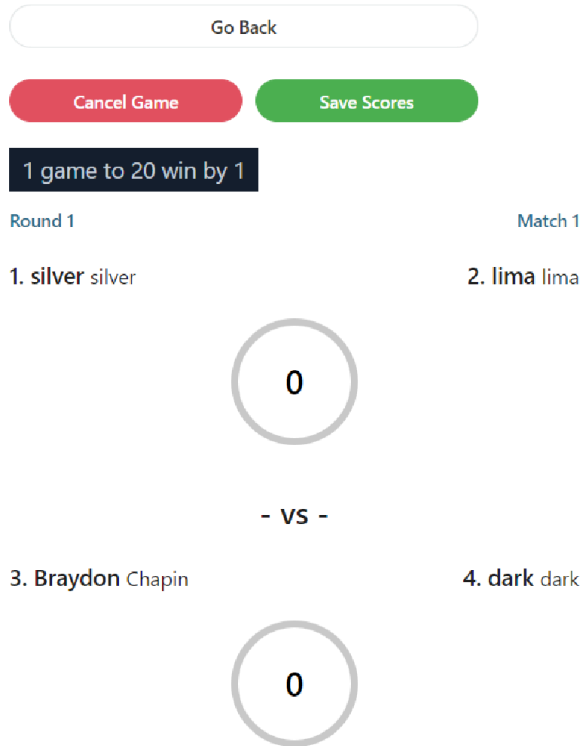
- At the time for the start of the event, select “Start Matches” and move to the “Matches” Tab.



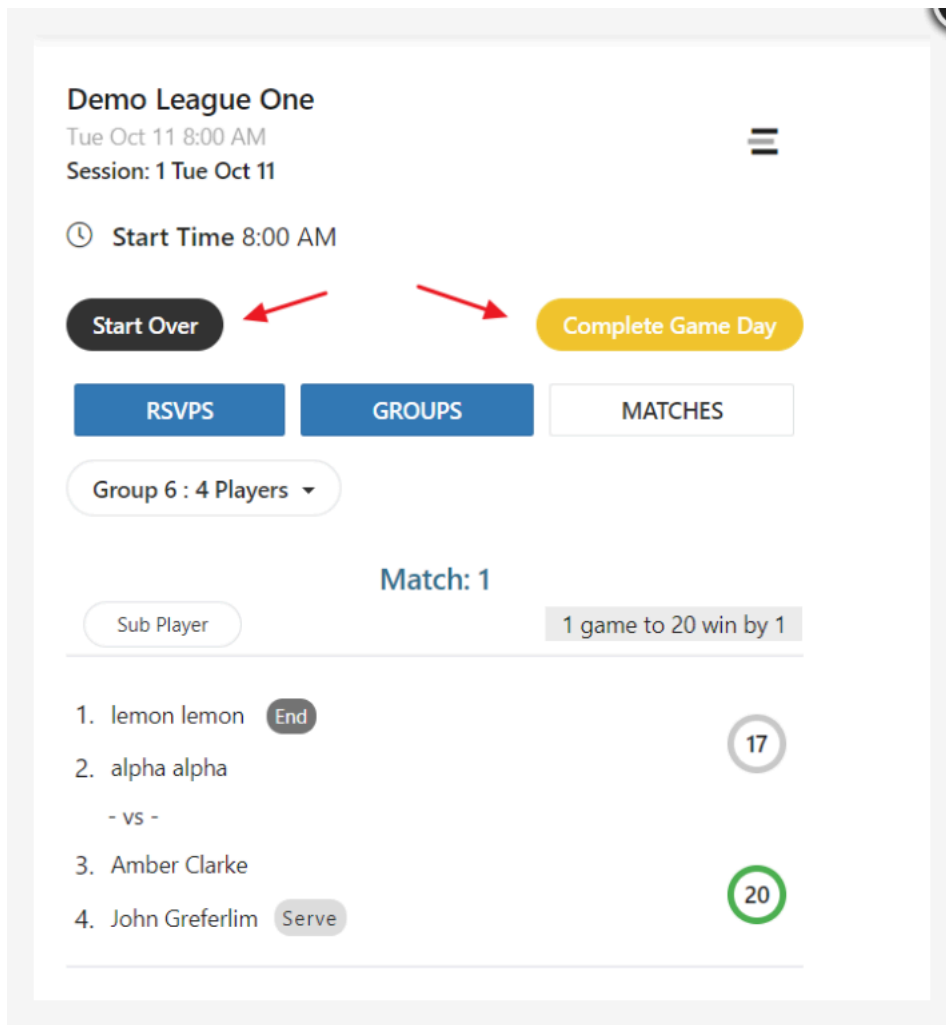
- The group leader will call out the order of play (i.e., who serves, who picks the side as set by Pickleball Brackets, the score to reach to win the game – i.e., game to 11 win by 1; game to 15 win by 1 etc) and play will commence.
- At the end of each game, the group leader will record the score for their group in PB – a member from the opposite team should confirm the score being entered before it is saved. Only players from the group should enter scores – the Manager should not as they are busy playing in their own groups; they can assist in answering or troubleshooting difficulties.



- If for some reason a game cannot be played (i.e, rain out / injured player), then you have the option to cancel that particular game. Go to enter the score and on the left-hand side a red box will allow you to cancel that particular game (see below).



9. When the very last score for all groups is entered, a yellow box will appear that says, “Complete Game Day”. The Manager will select the **Complete Game Day** and the session will close (do not select “Start Over”). A Notice will appear advising that the recalculation of ratings will be undertaken by Pickleball Brackets.



Notes for Managers

- When your League play is over, ask other participants for help to put away the supplies you took out. If there is an event after yours, connect with that Manager / Captain and confirm that you have completed your duties for the day.
- Practice time for the League is included in the scheduled time. Please be respectful of other groups' time allotment on the courts.
- Please ensure after the play is completed that supplies are returned to their rightful place and secured, that no one is lingering in the shack, the lights are turned off and doors are locked! *(Unless there is another SCPA event going on following your event.)*

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.

Equipment

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

- SCPA Equipment Director – Doug@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.
- Managers are responsible to report any no-show players to the following:
 - SCPA Lead Captain – Cate.Helgeson@scpa.ca

Conflicts with the Public

- The League Manager may have conversations with the public regarding issues pertaining to dedicated court times 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.

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- Encourage event participants to continue playing and not get involved to facilitate de-escalation of the situation.

Manager Cancellations

In the event of a Manager not being able to fulfill their assignment they should find a replacement by utilizing the Manager 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 Manager:

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 Manager should complete the critical incident report and notify the Lead Captain SCPA Lead 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/Manager 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.