



HOSTING DUTIES

For insurance reasons, a host is required at each session. Duties are easy and it's a great way to be an active member of the club and to meet other members. Prior to first session, an experienced host will meet with the new one to ensure they are comfortable with the system.

HOST DUTIES FOR OUTDOOR PLAY

1. Arrive at the Mt. Nelson courts 10 minutes before session start time.
2. Open the two boxes with equipment. Set up nets with help from others playing. Set up paddle holders and retrieve Host binder and balls.
3. Put on the Hi Vis strap vest so players can identify who is hosting. If it is a busy day, consider sitting out to keep things organized.
4. Welcome all players! If anyone is new, introduce them to some other members who can take them under their wing to get them started.
5. Confirm each player is a member. Refer to the up to date list in the binder to confirm membership and their number.)
6. Visitors who are not Pickleball Canada members (do not belong to another club) are required to sign a waiver - copies of which are available in the Host binder. Please ask them to READ IT CAREFULLY before signing as they will waive or give up certain legal rights, including the right to sue or claim compensation following an accident.
7. Visitors who are Pickleball Canada members (belong to another club) do not have to fill out a waiver if they can provide their Pickleball Canada membership number. (They already did a waiver online.) If they can't provide the membership number, they must fill out the waiver.
8. Visitors that either belong to another club or are new to our sport are required to pay a \$5 drop-in fee. Encourage these people to join the club. Even if they belong to another club, they can join ours as well. They are not obliged to join the club and can continue to pay the \$5 fee each time they play with us if they prefer.
9. At the end of the session remove everything, return it to the box and lock up.

HOST DUTIES FOR INDOOR PLAY

1. Arrive at the Curling Club 15 minutes before session start time.
2. Remove key from the lockbox at the side of the building. (Alarm code is on the key fob.)
3. Open front doors. The door sticks so you may have to jiggle it around.
4. Turn off alarm - to deactivate and activate both sets of doors must be shut.
5. Turn on all lights with black face plates.
6. Retrieve host binder and ensure nets, balls and paddle holders are in place.
7. Welcome all players! If anyone is new, introduce them to some other members who can take them under their wing to get them started.
8. Confirm each player is a member of the Invermere Pickleball Club. Refer to the up to date list in the binder to confirm membership and their number.)
9. Visitors who are not Pickleball Canada members (do not belong to another club) are required to sign a waiver - copies of which are available in the Host binder. Please ask them to READ IT CAREFULLY before signing as they will waive or give up certain legal rights, including the right to sue or claim compensation following an accident.
10. Visitors who are Pickleball Canada members (belong to another club) do not have to fill out a waiver if they can provide their Pickleball Canada membership number. (They already did a waiver online.) If they can't provide the membership number, they must fill out the waiver.
11. Once the host is ready to begin play the front door must be locked. There is a doorbell that late comers can use. It will be heard on the court. (Those who choose to leave early can depart by the side door.)
12. For inclement play that has moved indoors, non-indoor members and visitors are required to pay a \$5 drop-in fee.
13. For scheduled indoor play, non-indoor members or visitors are required to pay the \$10 drop in fee. Encourage these people to purchase the \$40 per month indoor fee. They are not obliged to join and can continue to pay the \$10 fee each time they come out to scheduled indoor play if they prefer.
14. At the end of the session, nets stay up, balls out, etc.
15. All lights must be shut off. Alarm set. Doors locked. And key returned to the lockbox.

General Notes:

1. If someone is injured during play, they must sign a medical report at that session. No exceptions.
2. Waivers must be filled out completely including the initials in the box at the top right side. If two or more names are on one form, everyone must sign. Please double check completed waivers.
3. If you signed up to host and must cancel, you are responsible to find a replacement.
4. For ANY funds collected, please make note of who paid them. For indoor play there is a money collection box on the wall to the left of the playing area doors. Please fold the money into the sign-up sheet and leave it all in the box for pick up.
5. If you can't quite reach the lockbox at Mt. Nelson, please open the other strong box first and use the stool that's in there to reach the lockbox.

If you have any questions, please e-mail volunteers@ipbclub.ca .

Thanks! We appreciate your help.