



## 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 room and strong box with equipment. Set up nets with help from others playing. Set up paddle holders and retrieve Host binder and balls. (If you can't quite reach the lockbox to get the key to the equipment room, please open the other strong box first and use the stool that's in there to reach the lockbox.)
3. Put on the Hi Vis strap vest so players can identify who is hosting.
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.
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. Please make sure waivers are filled out completely, the initial in the top right corner and signed at the bottom. Place the waiver in the back of the Waiver binder in alphabetical order by first name.
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. 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. Deposit money into envelope provided. Write name of the host, the session and the date on the front. Include any money collected for that session. Seal the envelope and leave in the binder.
10. Host will not begin to play until everything is organized and up and running. Including ensuring everyone has signed in. About a 15 minute window.
11. In case of an injury, record name, date/time, details of injury and give that person an injury claim form from the back of the binder. Important to ensure people cannot claim a pickleball injury afterwards.
12. At the end of the session remove everything, return it to the equipment room and strong box and lock up.

\*\*Note – If you signed up to host a session and can't make it, please find a replacement.

## 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. All players must sign in for each session. No exceptions.
9. 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.)
10. 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. Please make sure waivers are filled out completely, the initial in the top right corner and signed at the bottom. Place the waiver in the back of the Waiver binder in alphabetical order by first name.
11. 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. If they can't provide the membership number, they must fill out the waiver.
12. 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.) Host will not begin to play until everything is organized and up and running. Including ensuring everyone has signed in. About a 15 minute window.
13. For inclement play that was scheduled for outside and has moved indoors, non-indoor members and visitors are required to pay a \$5 drop-in fee.
14. For scheduled indoor play, non-members or are required to pay the \$10 drop in fee. Encourage these people to join the club. 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.
15. Deposit money into envelope provided. Write the host 's name, the session and the date on the front. Include any money collected for that session. Seal the envelope and leave in the binder.
16. In case of an injury, record name, date/time, details of injury and give that person an injury claim form from the back of the binder. Important to ensure people cannot claim a pickleball injury afterwards.
17. At the end of the session, nets stay up, balls out, etc.
18. All lights must be shut off. Alarm set. Doors locked. And key returned to the lockbox.

**\*\*Note - The front gate to the upstairs of the curling club will remain locked. Players and their guests will access it from the second set of stairs accessible from the lower level.**

**\*\* If you signed up to host a session and can't make it, please find a replacement.**