



## OUTDOOR INSTRUCTIONS FOR SESSION CAPTAINS AT LARCH

### First session of the day

Open the Knaack box with the key that is in the lock box (attached to the side of the Knaack box).

If the playing surface has any water on it, it needs to be removed. The same key that opens the Knaack box opens the right-hand side washroom where all the squeegees and other equipment is stored.

### Water removal: Recruit help

- Remove the wooden boards at the ends of the rink so that the water can be pushed out through the opening. Replace the wooden boards when finished as they prevent the balls from escaping.
- Use the large squeegees to push and remove the water from the rink. Smaller squeegees can be used to help direct the water to the escape hatch!
- If needed, use the leaf blower to remove the water from the cracks.
- Replace the equipment when finished; store the squeegees rubber side up to prevent damaging the rubber on the floor.
- Lock the washroom. Replace the key in the lock box.

### Nets

If more than 2 nets are needed, assemble the temporary nets. Measure the net height with the measuring tape in the Knaack box. The net should be 34" in the middle and 36" at the sideline.

### Balls

There are two types of balls for the players. The 'orange' balls (Onix Pur 2) are recommended for novice and intermediate players and the Jura x40 (neon green) or Franklin x40 (yellow) for the advanced players.

### Round Robin and Sign-Up Sheets

The round robin and sign-up sheets are in the blue binder. Use the dry erase pen only on the laminated sheets.

At the end of the session, please clean off the sheets and replace them in the binder.

Games should be timed for 11 minutes duration to allow 7 games per 1.5-hour session. This is obviously flexible depending on the group and length of session.

**Safety First – this a top priority. Please remind everyone before the games begin to play safely and adhere to the BVPA Etiquette Guidelines** (which are in the binder and posted on the BVPA website). The polished cement surface can be slippery at the best of times.

### Remind players to:

**YELL 'Ball on Court'** if the ball from one court goes onto the other court and **DO NOT chase the ball** onto the other court.

Avoid injury. If a shot is **unplayable** due to encroaching on play in another court, replay the point.

As captain, please complete an **Incident Report** should anyone have a slip or fall or other incident and especially if they receive an injury while at the session.

**Place the completed Injury Report in the BVPA binder.**

#### **Last Session of the Day**

- Take down the temporary nets, gather all the balls in the appropriate container and place them in the Knaack box.
- Reassemble the binder with the round robin and sign-up sheets.
- Check that the washroom right hand-side door is locked. Lock if needed.
- Close and lock the Knaack box. Double check the box is closed.
- Replace the key in the lock box. Assure that it is locked.
- If you have any questions or issues, please contact Rosie at 403 540 4677.

#### **Lost and Found**

**Please do not put any lost and found items in the Knaack box. Put them in the Players Box.**

#### **Rainouts and other Environmental Factors**

The court surface becomes very slick and dangerous with the slightest water on them. It is important to stop play and assess the weather situation. Under no circumstances can people play on wet courts during BVPA programming time.

It is very important that we know all court time lost due to the rain, smoke, and other environment factors as the BVPA will not be charged for lost time.

**Record any lost time on the Recording sheet provided in the binder.**

**Thank you for all your help!**