



## Outdoor Courts – Operating Guidelines

### Schedule

Our schedule is at [www.playtimescheduler.com](http://www.playtimescheduler.com); we're in the Highland Region and our outdoor courts are indicated by a brown dot with a yellow halo.

- **Player rotation system:** To determine who plays in what order, it's recommended that you use one of three approaches: 1) the 'paddle up' system – line up your paddles in a row in the box and take to the courts in that order, 2) 'first/second place paddle up' – winners of a game coming off court put paddles on one side of box and second place on the other after which you alternate sides for play for next game, or 3) 'round robin,' – each participant plays multiple games, rotating partners and opponents, ensuring everyone gets to play with and against different players. The majority of players can choose the preferred system at the start of a session.
- **Level Play:** You'll notice different time slots for Level Play in the schedule. They're 2.24 and under (beginner sessions booked as needed), 2.25 to 2.99, 3.0 to 5.0, and one session a week for 3.75+. The time slots for level play for 2.5 to 2.99 and 3.0 to 5.0 will be rotated every second week so that the different skill levels play at different times. Please select the time slot corresponding to your level to allow full access for all members.
- **Ratings:** If you'd like to better understand what your rating may be, take a self-assessment using Pickleball Canada's Skill Level guidelines at <https://pickleballcanada.org/wp-content/uploads/2024/02/Pickleball-Canada-Skills-Self-Assessment-Chart.pdf>

### Court Access

- Courts are open from sunrise to sunset to members and accompanied guests; they'll be open later once the court lighting is installed.
- Court closures will take place from time to time for events hosted by our Legion partner, some of which take place outdoors. Playtime Scheduler will be updated accordingly and closures will be communicated to members.
- The courts are available to members and guests:

### Member Access

- We have combination locks on the gates. The code, which was emailed to members on March 21, 2025 and will be emailed to new members upon joining, is the same for all gates (we're currently awaiting a third lock for the parking lot side but it will be the same code when the lock arrives). **Don't share the code with any non RJPC members.**

- Ensure the gates are locked when leaving if there's no one else there. For the gates, you must spin the numbers to activate the lock.
- Please note that the washrooms are not yet open for the season; communication will be issued when they're open.

#### *Guest Access*

- Guests must be accompanied by a RJPC member.
- **Guest drop-in fee is \$10 per person per day at the outdoor courts.** The fee for indoor play at the River John Fire Hall remains at \$5 per person per session.
- Non-Pickleball Canada members must sign a waiver once annually and, for liability reasons\*, are limited to a maximum of five sessions per year.
- Pickleball Canada members are not required to sign a waiver and there is no limit on the number of sessions they may attend. For liability reasons\*, Pickleball Canada members may be required to produce their electronic Pickleball Canada membership card.
- The RJPC member who brings a guest(s) is responsible for submitting the \$10 fee per session and ensuring a waiver is completed once annually for non-Pickleball Canada members. The fee is to be e-transferred to the RJPC Treasurer at [jelcarruthers@gmail.com](mailto:jelcarruthers@gmail.com) and the waiver is to be submitted electronically to [riverjohnpickleball@gmail.com](mailto:riverjohnpickleball@gmail.com). The waiver is available on the Resources section of our website and under Files on our Facebook page. Depending on your device, it may be fillable online. Alternatively, print, complete and scan or screenshot the form. Email completed forms to [riverjohnpickleball@gmail.com](mailto:riverjohnpickleball@gmail.com).
- The Membership Committee is hopeful that RJPC members will take ownership in this protocol and ensure their guests adhere to these and all other Club rules for the benefit and safety of our members, guests and RJPC as a whole.
- All guests are encouraged to become RJPC members to realize the full benefits of membership. To become a member, visit <https://secure.pickleballcanada.org/register/river-john-pickleball-club/32284/>

\* RJPC's Guest Policy is based on Pickleball Canada's insurance coverage as their Insurance Policy Frequently Asked Questions (FAQs) state that "Pickleball Canada affiliated clubs may choose to allow non-members to participate in **limited** pickleball activities (ie. recruitment programs, short term visitors/guests from out of town). NOTE THAT THE VISITING PLAYERS WILL NOT HAVE ANY ACCESS TO THE INSURANCE POLICY. Clubs should track the names of all participating players and each player should be required to sign a waiver prior to participation."

#### **Court Rules for Everyone's Safety**

Adhere to the rules as outlined on the signage at the courts:

- Change into clean shoes before playing and wear the correct shoes, preferably court shoes.
- Wear eye protection.
- Never play on a wet or semi-wet court.
- Keep hydrated.

- Use sun protection.
- Alcohol is not permitted.
- Learn how to use our AED, which is located in the right hand door of our washroom facility (same door code as the court locks) by watching this video: <https://www.youtube.com/watch?v=4s30ZFoQ3rc>. In short, if someone has suffered cardiac arrest at the courts/outside the Legion (they're not breathing, unconscious and have no pulse), follow these steps:
  - Check for a response from the victim by shaking them by the shoulders and talking loudly to them.
  - If they're unresponsive, immediately call 9-1-1.
  - Get the AED as quickly as possible from the washroom facility.
  - Turn the AED on and follow the audiovisual prompts.
  - Note: DO NOT remove the AED from its metal box unless it's an emergency. When the box is opened, an alarm will sound to let everyone in the area know there's an emergency.
- Stop play if a ball from another court lands on your court. Yell "ball" if the ball came from your court to warn other players.
- Communicate with your partner and be conscious of where they are on the court.
- Do not walk across an active court; wait until the play has stopped.
- Don't back up on the court when going after a ball; turn your body instead.
- **Immediately report any injuries** and/or the use of the AED to [riverjohnpickleball@gmail.com](mailto:riverjohnpickleball@gmail.com)

### Equipment & Amenities

- Members are responsible for bringing their own paddles and balls to the courts.
  - While we have loaner paddles, in the long term they're intended for learn to play sessions and beginners who are initially trying out the sport.
  - We continue to have a few outdoor balls available, and we have others that are for player development sessions and tournaments.
- Squeegees, brooms and a leaf blower are available to use to clean the courts. At the end of each day, please ensure the squeegees and brooms are stored inside the courts and the leaf blower is stored and locked inside the storage room.
- Like last year, benches, bleachers, picnic tables and a shade shelter are in place for members and guests. The benches were stored for the winter but will soon be back under the shade shelter for use.
- To protect the integrity of our fencing, don't hang bags on the fence.

Play safe and have fun!

Questions or constructive comments? Email [riverjohnpickleball@gmail.com](mailto:riverjohnpickleball@gmail.com) to the attention of Operations. Finally, please note that this document is updated periodically each season.

John McKim, RJPC Operations Lead

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