



PENTICTON PICKLEBALL CLUB

2026

COURT HOST MANUAL

2026 Court Host Coordinator:

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Welcome to the Court Host Manual

This manual has been carefully designed to serve as a comprehensive guide for Court Hosts and the Court Host Coordinator team. It provides essential information, procedures, and best practices to ensure that Penticton Pickleball Club (PPC) sessions are well-organized, enjoyable, and inclusive for all participants.

Within this manual, you'll find detailed instructions for managing both *Programmed* and *Drop-In* sessions, as well as guidelines for maintaining a safe and welcoming environment at the courts. Whether you're new to hosting or an experienced volunteer, this resource will help you confidently fulfill your role while upholding the standards and values of our club.

As a Court Host, you play a pivotal role in fostering a positive community atmosphere, supporting players, and ensuring smooth operations. Your efforts are crucial to the success of PPC's programs and the enjoyment of our members and guests alike.

Thank you for your commitment and dedication to the Penticton Pickleball Club. Let's work together to continue building a vibrant, respectful, and dynamic pickleball community.

Sincerely,

The PPC Board of Director's

PPC 2025 Board Members Contact Information

President	Ronna Pearson	president@pentictonpickleball.ca
Vice-President	Terry Meyer Stone	vp@pentictonpickleball.ca
Treasurer	Beverlee Miller	treasurer@pentictonpickleball.ca
Secretary	Margot Hollinger	thesecretary@pentictonpickleball.ca
Director 2	Allison Henry	director2@pentictonpickleball.ca
Director 1	Emilie Clare	director1@pentictonpickleball.ca
Director 3	Jim Cowden	director3@pentictonpickleball.ca

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GENERAL INFORMATION

1. PPC and public play Members are listed on a schedule posted at the courts as well as on the PPC website. www.pentictonpickleball.ca
2. Any courts not being used by PPC during programmed, drop-in or reserved court sessions are available for public play.
3. Play/warm-up does not begin before 8:00 am.
4. Players sign in on attendance sheets before going on the courts to play.
5. The team on the big fence side of the court serves first.
6. Non-members guests must have a signed waiver on file.
7. No alcoholic beverages or cannabis is permitted on the courts.
8. Equipment (bags/backpacks) are permitted on the courts during programmed or drop-in sessions as long as they can be hung on the fences inside each court. Bags may be hung on the viewing area fences but must not obstruct the view of the spectators. Non-glass water bottles may be on the courts. No bikes or animals allowed in the viewing area.
9. PPC provides balls for play during programmed, drop-in and reserved court sessions. Cracked balls should be disposed of in the trash bin. If you are the last group playing and have Club balls, they must be returned through the hole in the back of the cabinet, located in the viewing area between courts 1 & 2.
10. Except for valuable items, lost and found articles are hung on the fence or placed on the ground beside the cabinet.
11. Programmed sessions:
 - a. Only PPC members may register on Court Reserve to participate in programmed sessions unless there is room for a guest to be included and the player is of an appropriate skill level for that session. (Guests must pay the drop-in fee and have a signed waiver on file.)
 - b. Programs have a capacity limit of 5 players per court.
 - c. Any courts not being used during a programmed session are available for public play.
12. Drop-In sessions:
 - a. Pre-registration on Court Reserve is not required for Drop-In sessions.
 - b. Non-members are welcome during drop-in sessions at no charge but must sign a waiver before participating.
13. Reserved Court sessions:
 - a. The Club member who books a reserved court is the 'Court Host' for that session.
 - b. Non-member guests may be included on a member's reserved court booking during the reservation process by adding the player's name in the 'Guest' section of Court Reserve and collecting the \$10.00 fee and a signed waiver on the day of play. The Court Host takes responsibility for explaining and enforcing Club rules and procedures to guests.
 - c. If a court has not been claimed after 10 minutes of the scheduled time, it becomes open to other members or the public (e.g. a 10:00 AM booking not claimed by 10:11 AM is open to other players).
14. Safety:
 - a. Never play on a wet court as it is extremely dangerous. Use at your own risk.
 - b. The use of proper eye protection is not mandatory but is highly recommended.
 - c. If an injury is suffered during a session, the Court Host is responsible for completing an Incident Report Form (attached). These forms are kept on file for insurance purposes. Notify the Secretary of the incident. Email: thesecretary@pentictonpickleball.ca. The AED/ First Aid Kit are in the locked cabinet. Please notify one of the court host coordinator's if you have used any first aid items that may need to be replenished.
15. Members are expected to consider their skill level when signing up for programs. Rating descriptions can be found on the PPC website.
16. PPC Code of Conduct: Penticton Pickleball Club is committed to fostering a welcoming, inclusive, and respectful environment for all its members and participants. The Code of Conduct outlines the standards of behaviour expected from players, ensuring a positive and enjoyable experience for everyone involved in the

sport. If the Court Host encounters a situation where the code of conduct is not adhered to, contact a Court Host Coordinator who will assist you with the reporting procedure.

NOTE:

Regularly scheduled PPC programs and Reserved Courts may be cancelled or changed by the PPC Board if special events, tournaments, or court maintenance are scheduled. Notices will be posted on the "Announcements" section of CourtReserve as well as on the PPC website.

The Court Host Coordinator's Role:

1. recruiting court hosts for both programs and drop-in.
2. encourage court hosts to have a designated back up. Back up does not need to register for a program if covering for a court host. Back up needs to be aware of combinations/how to complete incident reports, location of first aid kit and AED.
3. ensure court hosts understand that rude or unsportsmanlike behaviour will not be tolerated.
4. ensure court hosts understand how to use the paddle system or round robin.
5. ensure round robin binders/kings court binders etc are in order, and score sheets are available
6. if the Court Host no longer wishes to Court Host they must notify the Court Host Coordinator. The Court Host Coordinator will find a replacement and ensure that they have received the manual and understand their role.

Court Host Information for 'Programmed Sessions'

1. Run your session in a acceptable format.
2. Attend Court Host meetings if required.
3. Keep the Court Host Coordinators up to date on happenings in your program.
4. Check to make sure that the website accurately reflects your program times, dates, and other relevant information.
5. Monitor the players in your group to ensure they are at the appropriate level. If you have a concern about a player's level of play, contact the Court Host Coordinators. Do not discuss with the player during your session.
6. If your group is not at capacity give permission for non-members/guests to participate.
7. If there are non-members/guests playing in the group:
 - Collect the \$10.00 fee from them and have them sign the waiver (both sides) if one is not already on file.
 - File the completed waiver in the 'Guest Waivers' binder and put the money in the cash box.
 - Complete guest details on the 'Guest Registration Form' filed at the front of the Waiver binder.
8. Notify the Court Host Coordinator and help arrange for a qualified substitute if you are unable to attend your session.

Checklist

When you arrive at the court:

- Check the courts for safety concerns. If there is a situation that could be unsafe phone a member of the Board of Directors.
- Open the cabinet. The Court Host Coordinator will provide the combination. If the courts need maintenance, ask arriving members to assist before playing.
- Decide on a format for the session. Options may include:
 - Round Robin (there are Round Robin sheets in binders in the cabinet)
 - Paddle Racks
 - King's Court
- Be informative about Club procedures when asked. Welcome new members and help them learn about our Club.

- If a court is not being used, the court is available for the public or other members wishing to play on their own.
- Late arrivals – if warm-up is over and your program has started, players who arrive late may be asked to leave.
- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report, file it in the Incident Report binder and notify the Secretary of the incident.

Email:

thesecretary@pentictonpickleball.ca

When your session is over:

- Your session should end 5 minutes before the end of the scheduled Mme. The incoming session will wait until most of the current session players are out of the viewing cage area. Connect with the incoming Court Host(s) to hand over court responsibility. As a courtesy, let them know you are leaving the balls out for their use. If there is no session immediately following yours, or the incoming Captain has not yet arrived, return all items to the cabinet, and lock it.

Court Host Information for ‘Drop-In Sessions’

When you arrive at the court:

- Check the courts for safety concerns. If there is a situation that could be unsafe, contact one of the Court Host Coordinators.
- Open the cabinet. The Court Host Coordinator will provide the combination. If the courts need maintenance, ask arriving members to assist before playing.
- Clip the Attendance Sheet to the fence and complete the top portion.
- Hang the Court Host white board on the fence and write your name on it with a white board marker.
- If there are non-members guests playing in the group:
 - There is no charge for non-members to participate in drop-in sessions.
 - Have them sign the waivers (both sides) if one is not already on file.
 - File the completed waivers in the ‘Waivers’ binder.
 - Complete guest details on the ‘Guest Registration Form’ filed at the front of the Waiver binder.
 - Ensure they sign the Attendance Sheet.
- Remind members to **PRINT** their name on the Attendance Sheet as they arrive.
- Gold and Silver paddle racks are permanently mounted on the viewing area fence between Courts 1 and 2. Distribute 2 balls to each of the court dispensers.
- During busy Drop-In times, if there are 4 or more sets of paddles waiting to play, the Court Host may announce that games will end at 9 points instead of 11.
- Be informative about Club procedures when asked. Welcome new members and help them learn about our Club. Let new players know about lessons, if available, so they are ready to begin playing Drop-In as soon as possible.
- Club paddles are available for loan in exchange for anyone who does not have a paddle with them.
- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report and file it in the ‘Incident Report’ forms binder. Notify the Secretary of the incident. Email: thesecretary@pentictonpickleball.ca
- As Court Host for Drop-In sessions you are free to participate in the games but be watchful of new players arriving. Attend to them as soon as you are able.

When Drop-In is over:

- Return the Court Host sign to the cabinet.
- File your session’s Attendance Sheet in the section of the Drop-In binder that is identified as ‘Completed Attendance Sheets’.
- Connect with the incoming Court Host(s) to hand over court responsibility. If there is no session immediately following yours, or the incoming Court Host has not yet shown up, return all items to the cabinet and lock it.

Drop-in Procedures

General Information:

- Drop-In is open to all players of all skill levels. Beginners (those who have never played previously) should take lessons prior to playing Drop-In.
- There must always be a Court Host on duty during Drop-In.
- The first side scoring 11 points and leading by at least a 2-point margin wins. During busy times when there are 4 or more sets of paddles waiting to play, the Court Host may announce that the games will end at 9 points instead of 11.
- To promote fair play, the paddle rack system is used to determine the playing order. There is no limit on the number of players at Drop-In.
- If a court is not being used, the court is available for the public to play on their own.

To Play:

- Members **PRINT** their name on the Drop-In Attendance Sheet and then place their paddles in the rack for the next available court.
- Non-members/Guests must obtain a Guest Waiver from the Court Host to sign, pay the \$10.00 fee, sign the Attendance Sheet and then place their paddles in the rack for the next available court.

How to Use the Paddle Rack System:

Single Rack System

- If there are paddles on the rack, players who just finished their game must exit the court so that the waiting players can move to the vacated court.
- A stack of paddles is complete when there are 4 paddles in the stack. You can add your paddle to any stack that does not already have 4 paddles. If all the paddles are in sets of 4, start a new set by putting your paddle beside the last stack.
- As a court becomes available, the players with the set of paddles on the side closest to the gate take their paddles and access the court. All other paddles are shuffled up one bracket to make more space. The paddles must remain in the same order when they are moved, even if there are less than 4 paddles.
- As a courtesy to players already on the courts, players are asked to walk around the fence when accessing the 2 west courts.
- If your paddle is in a 3-paddle, or fewer, stack and it is your turn for the next court, yell out the number of players needed to fill the court (i.e. 'need one/two more', etc.). They may come from anywhere, even if they do not have a paddle on the rack or they have just come off the court.
- When you leave the court, the group can put their paddles back up in the same stack or they can mix them up by placing their paddles in different brackets that don't already have a full set of paddles.

Gold/Silver Rack System

- Two paddle racks are used – Gold (winners) and Silver (runners up). There is also an indicator board to advise players which rack they should be placing their paddles in, and which group goes out to play next.
- After the first players complete their game, they place their paddles in the relevant rack – Gold (winners) or Silver (runners up). When 4 paddles are in a rack, a new foursome goes out to play, as a group. The players from the previous game split up, Gold or Silver, as appropriate.
- The group that goes out (Gold or Silver) flips the indicator pointer to the next group (Gold or Silver) of 4 to go out. This happens each time a group of 4 goes out to play, alternating between Gold and Silver. New players arriving after Drop-In has started may place their paddles on either side to make a foursome.

The paddle system is intended to provide a better mixing of players while still giving an opportunity for lower level players to play with higher level players.