

If you have any issues or inquiries from the public, you can direct them to visit our website at www.pickleballhamilton.com or email us at info@pickleballhamilton.com.

Court Facilitator Responsibilities

Before

1. Sign-up to facilitate a session on the google sheet (to be provided).
2. Ensure you understand what session type (e.g. open play, level play, ladder) you are facilitating.
3. Check on CourtReserve how many players you are expecting.
4. Aim to arrive at least 10 minutes before the start of your session.
5. Take your phone for checking sign-ups and calling a board member (see *Appendix A* for contact info) if there are issues.

At start

1. If there is no session before you, unlock the gate for the new courts. If there are people booked for the old courts, also open the gate for the old courts.
2. Coordinate with previous session facilitator (if applicable) to check when it is OK for next session players to enter.
3. Ensure your session players remain outside the courts until it is OK to enter.
4. Check the court conditions are suitable for play and take appropriate action if required to clear debris/water.
**If you need squeegees or brooms to clean off the courts, info will be provided separately for unlocking the shed (see Appendix B for map). Please make sure you return any equipment to the shed after use.*
5. Check all attendees are current Members. If you do not know them - ask their name.
6. Advise players which types of play (e.g. open play, level play, etc.) are on which courts.

During

1. Try to ensure that the play rules in place are being observed, such as etiquette rules and game format (i.e. winners stay and split, max 2 games).
2. If required, adjust play from 11 (win by two) to straight to 9.
3. Stop play if conditions become unsafe or if there is an accident*.
**The AED, first-aid kit and extra bottled water are in the bin at the courts.
*In case of an accident/injury, please fill out the accident report (to be provided).
In case of an accident/injury, emergency contact info can be found in the google sheet (link to be provided).
4. Listen to and take a record of any instances of inappropriate behaviour. Try to not get personally involved in altercations.

Near end

1. Announce at least 20 minutes before the end that players wishing to stay for the next session must take the time and sign up if there are spaces.
2. Announce last serves at time up and indicate that all players not attending the next session have 5 minutes to clear the courts to allow the next session players in.

After

1. Coordinate with the incoming facilitator if appropriate.
2. Ensure all players have vacated the courts.
3. If there is no session after you, lock up both sets of courts. If there is a session after you, check to see whether the old courts are being used or can be locked up.
4. Place any items left behind in the storage box and send a picture/communication on WhatsApp.
5. If there are any events/incidents/accidents that occur during your session(s), please note them in the google sheet link (to be provided).