

Toronto Gay Pickleball Association Court Ambassador Guidelines

Your Responsibilities

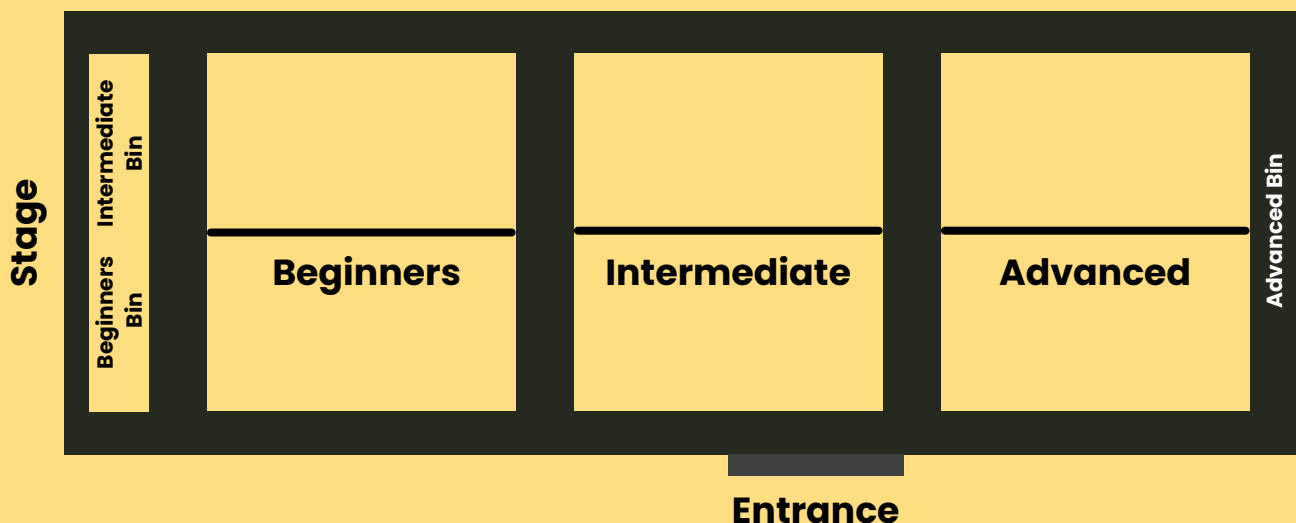
On days when you are a Court Ambassador (CA):

- **Key Tasks:** Ensure attendance, make announcements, organize paddles/bins, and manage the session flow.
- **Paddle Placement:** CA paddles should not be placed in bins before the following times:
 - 6:15 PM or 8:15 PM (evening sessions)
 - 11:15 AM (weekend morning sessions)
 - 1:45 PM (weekend afternoon sessions)
- **Play Level:** You may play at your level and place your paddle in the respective bin.

Setup

- **Arrival:** Arrive 15 minutes before the start time to set up.
- **Access:** The building usually opens 15 minutes before the permit start time.
- **Tasks:**
 - Retrieve nets, balls, and bins from the storage room.
 - Request the caretaker to unlock the storage room or raise basketball nets if needed.
 - **Sprucecourt:**
 - Set up bins as follows:
 - Left stage: Beginners group
 - Right stage: Intermediate group
 - Far bench: Advanced group
 - **Open Play/Levelled Play:** Use one set of bins for all players.
 - **Benches:** Move benches out of the play area to the end zones.
 - Sweep the floor if necessary.
 - Assist with net setup.

Sprucecourt Layout



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Check-in

- Check in only those members registered for that session.
- Inform players of court assignments:
 - **Advanced:** Court farthest from the stage
 - **Intermediate:** Middle court
 - **Beginners:** Court closest to the stage
- **Reminders:**
 - Indoor shoes only in the gym.
 - No food allowed in the gym.
 - Play cannot start before the permit time (6:00 PM or 11:00 AM on weekends).

Paddle System

- All games use winner/runner up bin format and players split for next game if applicable.
- Paddles go in and out, alternating between the winner and runner up bin, as games conclude.

Play Format

- **No Changes Allowed:** Players and courts will not be combined unless there are fewer than 4 players per court.
- **Adjustments:**
 - If a court has fewer than 4 players:
 - Join a group at your level or below to create a full court.
 - Combine courts and integrate players.
 - If courts are combined and more players show up within the first 45 minutes to create a minimum of 4 on a court, stop combined play after games end and go back to assigned court play.
- **Open Play Guidelines**
- Sprucecourt: Players shift down as courts finish.
- Oakwood: Players move to the next available court.

Announcements

- **Timing:** Make announcements within the first 15 minutes.
- **Announcement Contents:**
 - Introduce yourself and welcome everyone.
 - Explain the bin system (winners and runners-up split for the next game).
 - Remind members to put their name on their paddle.
 - Allow a 2-minute warmup, then start games.
 - Play format: Hard 9.
 - **Safety Guidelines**
 - Call "ball" if the ball goes onto another court; stop play and return the ball intentionally.
 - Wear appropriate indoor court shoes and consider protective eyewear.
 - Avoid running backward and be cautious near the kitchen line.
 - Stay hydrated.
 - First Aid: A kit is available in each bag. Report any needed replenishments to CA Coordinator ASAP.
 - Keep all external doors closed.
 - Remind members to avoid putting shoes on hanging mats at Sprucecourt.
 - Indicate the location of washrooms (only gym and washrooms are permitted areas).

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End of Play

- **Announce when there are 5 minutes left.**
- **Play ends at:**
 - 7:45 PM or 9:45 PM (evenings)
 - 1:15 PM or 3:45 PM (weekends)
- **Wrap-Up:**
- Ask members to help take down nets and return equipment to storage.
- Friday evening & Saturday morning at Sprucecourt: Do not take down nets.
- Return benches to their original positions:
 - Sprucecourt:
 - 2 on each end
 - 2 on far side of gym (away from the stage)
 - No benches in front of the stage
- Ensure all belongings are collected before leaving the gym.
- Leave any forgotten items in the storage room.

Shift Changes

If you need to switch shifts:

- Check with people scheduled on your day first.
- Ask the entire group in the WhatsApp chat.
- Post the confirmed switch in WhatsApp so the CA Coordinator can update the schedule.

Contact

- If a member has any concerns, please ask them to direct their question/concern to **tgpafeedback@gmail.com**
- If members don't want to play where they are registered, they can send an email with the explanation for change, but they cannot play on another court without approval from the board (NO EXCEPTIONS)