

# PPA Captains' Handbook

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## Purpose of the Handbook:

The purpose of this handbook is to provide guidance and support for PPA captains who are responsible for running round robin and ladder events. Captains serve as leaders and facilitators, ensuring that all participants enjoy a fair, competitive, and organized play environment. Their role includes enforcing the PPA policies, rules and procedures, maintaining the integrity of events, and promoting sportsmanship among players. This handbook aims to equip captains with clear procedures, best practices, and practical tools so that they can confidently manage event logistics, resolve disputes, and foster a positive community atmosphere. By adhering to these guidelines, captains help uphold the standards of the sport and contribute to the success of every pickleball event.

## PPA Captain Duties and Responsibilities

- **Overview**
  - The PPA Captain plays a vital role in maintaining smooth operations, fostering effective communication, and ensuring that organizational guidelines are followed. Captains are charged with establishing a positive environment, overseeing player participation, and managing court logistics. They are expected to encourage collaboration among team members and promptly address any concerns that arise.
- **General Responsibilities for All Captains**
  - Ensure courts are in safe play condition.
  - Ensure that every participant is either an active PPA Member or has a current Liability Waiver on file. This requirement is essential for both participation and compliance with PPA standards. Captains should refer to the [Membership Directory](#) and [Liability Waiver documentation](#) for further guidance.

- Manage the addition and removal of players from the roster (if applicable) in accordance with established Round Robin guidelines. See below for Competitive Round Robins. For other Round Robins and Ladders, players should be placed based on their stated or desired level and moved if their level of play is not consistent with the group.
  - Follow the scheduled day of play, start and end times, and approved court usage as outlined in the [Master Calendar](#).
  - Post 'In Use' signs on the courts at least 15 minutes prior to the scheduled start time. This practice notifies others of reserved court usage and helps prevent scheduling conflicts. If players object, refer them to the calendar in the kiosk and the flyer explaining PPA scheduling and who they can contact.
  - Replenish balls as needed, utilizing supplies from Shed 1 located near court 9 and labeling them "PPA" using a black Sharpie.
  - Utilize the [Medical Incident Report](#) to document injuries
  - Assist new captains by directing them to this document, the [Captain's page](#) on the website, and train them on the process and cadence for the activity they will be leading, and have them meet with one of the Play Group Liaisons.
  - Use [Rally Scoring](#) if needed to speed up games (Competitive Round Robins have specific rules for rally scoring, refer to competitive round robin guidelines)
  - Players who repeatedly cancel late or are no-shows are subject to suspension if a sign-up is used and it causes others not to be able to play. (Competitive Round Robins have specific rules for this, see next section.)
- **Specific Responsibilities for Competitive Round Robin Captains:**
    - Become familiar with the [Competitive Round Robin Rules](#) document.
    - Use Score Tracker to accurately record all game scores. Proper scorekeeping is necessary for monitoring player performance. Direct any questions to Carll Frye.
    - Utilize Signup Genius to send invitations and communicate important information about upcoming matches to roster members. Instructions can be found [here](#).
    - Training new captains includes training on SignUpGenius (SUG) and the Score Tracker, and transitioning the group to the new captain in SUG.
    - Bring the updated player-averages spreadsheet to the court each week. This promotes transparency and gives players the opportunity to review their progress.
    - Track and report any player promotions or demotions to the player, receiving captain(s), and appropriate Play Group Liaison, with a monthly summary to [prescottpickleball.president@gmail.com](mailto:prescottpickleball.president@gmail.com) no later than 5 days before month-end.
    - Organize the Championship playoff, typically in the third week of each month. This event highlights the top performers and motivates competitive play.
      - Take three photographs and write a brief summary of the game. The photos should be one of all 4 players and 1 each of the teams while playing.

- Submit the photos and written summary via email to [prescottpickleball.president@gmail.com](mailto:prescottpickleball.president@gmail.com) no later than 5 days before month-end. Timely submissions are vital for maintaining accurate records and efficient communication.
- Communicate promotions and new players to the group in the weekly invitations.

## **Competitive vs. Social Play**

- PPA Competitive Play refers to Round Robins in which scores are tracked.
- Social Play includes Round Robins and Ladders in which scores are not tracked.
- In Competitive Round Robins, players must qualify for a given level, and players are moved up or down between levels if their 4-week average score is above 9.7 or below 7.0. Social Round Robins may also use levels to match up players with similar skills, but they are less strictly enforced, and scores are not tracked. In all Round Robins, court assignments are based on randomized grids which can be found [here](#):
- All Ladders are non-competitive, in that scores are not tracked, but they may be segregated by level of play. The key difference between Ladders and Social Round Robins is that in Ladders, while the first game court assignment is random, for subsequent games the winners move up, the losers move down, and the players split so they have a new teammate. Usually, the games are timed.
- Round Robins and Ladders are managed by the PPA
- Open Play and Challenge Play are not managed by the PPA, see this [link](#) for more information

## **Onboarding Process for new players**

- Liability Waivers
  - Captains shall verify that all players are PPA members or have signed a liability waiver (see above). In competitive play, non-PPA members may play once after completing a waiver after which they must join PPA to continue to play.
  - Captains shall place completed waivers in the top drawer of the file cabinet of Shed 1 next to court nine.
- Guest and Evaluation Players (Competitive RR's)
  - Guest players are not recorded in the Score Tracker. Evaluation players are recorded in the Score Tracker. If they are directed to a different level, maintain a record of their evaluation.
- Signup Genius
  - All Competitive Round Robin Captains shall use Signup Genius for invitations to those on their roster (see above). Tell your players to save their confirmation email in case they need to cancel. Social Round Robin and

Ladder Captains have the option of using Signup Genius. If they don't use Signup Genius, Captains should maintain a roster with emails so that they can communicate with players in the event of cancellations or other pertinent information needs to be communicated.

## **Key Contacts and Support Resources**

- Captains and their assigned Round Robins and Ladders can be found [here](#).
- PPA Liaisons for Play Groups/Court Issues: Ann Steiner and Andrea Schmidlin
- Training: Rick Bothell or see this [link](#)
- New Member Orientation: Karen Eads
- Marketing/Publicity: Dawnell Muecke
- Parks and Recreation: Contact Play Group Liaisons listed above
- [PPA Board Members](#)

## **Safety Procedures and Emergency Protocols**

- **Prepare**
  - Familiarize yourself with the location and contents of the first aid supplies and incident report forms in Shed 1 by Court 9.
  - Captains are encouraged to identify who in their roster has first aid, medical, first responder, or CPR training and would be willing to assist if needed. Note who among those playing on a given day has this training.
- **Prevent**
  - Do not conduct PPA activities if:
    - The playable court surface has standing water, snow, or ice.
    - The temperature is below 40 or above 90 degrees (captains have some discretion for marginal conditions).
  - If these conditions are known at least an hour before scheduled play, email those signed up, or email the entire roster if sign-ups are not used, advising that the activity is cancelled.
  - If thunder is heard or lightning is seen, play should immediately be suspended. Players should move to a safe location, such as their vehicle. Play may not resume until there has been a 10 minute period where no lightning or thunder has been detected. The play group captain will determine start and stop time.
  - If players choose to play anyway, clearly communicate that this is discouraged and it is no longer a PPA activity. The captain should not play, to set an example.
- **Respond:** If a player is injured or ill:

- Determine if the person needs emergency care. If the person is unconscious or has obvious injuries that might require medical attention, call 911.
- For a serious injury or illness, check for A (airway), B (breathing), C (Circulation and CPR) have someone get the AED device from outside the bathroom and follow AED instructions.
- If they refuse medical attention but may not be able to drive themselves safely, strongly encourage them to call for a ride, or arrange one for them.
- **Report:** Complete a medical incident report form found in Shed 1 (by court 9) and [here](#).
  - Choose someone to document the report if you are attending to the injured/ill person.
  - If the person does not want medical attention or refuses a ride, document this.
  - Make sure the form is completed properly and placed back in the same drawer (manilla folder labeled 'completed forms').
  - Email a photo of the completed form to [prescottpickleball.president@gmail.com](mailto:prescottpickleball.president@gmail.com)
  - If emergency services were called, call the PPA Board President to inform them.

## PPA Badge Process

Captains will assist with new member and replacement badges.

- **Location:** The badges, along with a list of names, are placed in a labelled box in Shed 1 by court 9, on the left on top of the plastic drawers.
- **Notification:** When the badges are placed in the box, members are notified by email and directed to do one of the following:
  - Request it at the new member orientation, normally held at 8 or 9am on the first Saturday of each month by court 9, see the [Master Calendar](#).
  - Request it from their captain if they participate in a PPA Round Robin or Ladder
  - Go to the courts during a Round Robin or Ladder, preferably about 15 minutes before the event, and ask the captain on site to retrieve their badge. See the Master Calendar for times.
  - If none of these options work for them, reply to the email asking that it be mailed.
- **Delivery:** The person providing the badge must note on the sheet the date it was picked up.
- **Current Contacts** for questions or issues: Marcie Moody and Ted Vanderlaan

## Conflict Resolution

- The Parks Department Rules are posted on the Court 7 fence and can be found [here](#) at the bottom of the page. They include: “Please demonstrate good sportsmanship. Foul or derogatory language is not acceptable.”
- The PPA Code of Conduct can be found [here](#) and goes into more detail on how players should conduct themselves. Captains should familiarize themselves with these guidelines and/or print a copy for reference.
- The **PPA Conflict Incident Report (CIR)** referenced below can be found in a labeled drawer to the left of the door in Shed 1, or online [here](#). Place completed forms in the labeled folder in the drawer in the shed and inform the PPA Play Group Liaisons as soon as possible.
- Situations that are dangerous, hazardous or seem at risk of escalation
  - Call 911
  - Get yourself to a safer place
  - If possible, assist others to a safer place
  - As soon as possible, complete a PPA CIR
- Situations not involving PPA or PPA members
  - Attempt to reason with the individual(s)
  - Point out any pertinent information on the kiosk, on the City Signs, etc.
  - Contact City and/or Police at non-urgent number (posted on court #7)
  - If you are uncomfortable, do not engage; walk away
  - Depending on severity, complete a PPA CIR
- Situations involving PPA-sponsored events and/or PPA member(s)
  - Generally, response to behavior not in line with the Code of Conduct is based on:
    - Severity of the behavior
    - Frequency of unacceptable behavior, generally evaluated as occurring within a one-year time frame.
  - Captain management guidelines for less serious offenses
    - Speak calmly and quietly to those involved
    - Separate players if necessary
    - Make a decision that will diffuse the situation
    - Consider contacting a Play Group Liaison or Board member to come to the courts
  - Document the details of the event on a PPA CIR.
- The Play Group Liaisons will review and advise if other action is warranted.

## Process for Updates of the Handbook/ Feedback Mechanism

If Captains see a need for changes to the handbook, they should contact Play Group Liaison(s), currently Ann Steiner and Andrea Schmidlin