

Venue Hosting Guidelines - 14/04/2024



Venue hosts are required to have a cheery disposition, a working knowledge of the Rules of Pickleball, be able to explain the scoring system, be able to instruct players on safety and strategy (see below) and be able to correct illegal serves and other rule violations.

Running a Session

- Check the list of attendees a couple of days before the event. If someone is not an ABPA member, contact the [ABPA Secretary](#) for confirmation that this person has been given permission to play eg. a visitor from another club. The host should explain to the visitor that the club, for insurance reasons, permits only **one** session of play before that person is required to join the club.
- The current list of ABPA members and their grades can be found here: <https://avalonbeachpickleball.org.au/membership-list/>.
- If a member's grade is below the skill level of the event, the host must contact the member, explain that they are not permitted to play due to their lower grading and ask them to cancel their booking. If they have not done so 24 hours before the start of the event, remove them and ask the [ABPA Secretary](#) to give them a refund.
- **PLEASE NOTE:** If anyone turns up and has not booked into the event via OpenSports, they **MUST NOT** be allowed to play. First-timers should email mail@avalonbeachpickleball.org.au to enquire about first-timer lessons or refer to the [First Timer page on our website](#).
- Prior to the start of play, make sure that the venue is fit for play and that all obvious obstacles are removed from harm's way, such as tables, mats, basketballs etc. In relation to the outdoor courts, the host must pay particular attention to removing leaves, twigs and any other obstacle from the courts. In the case of wet conditions, the host must be satisfied that the courts and surrounds are not slippery.
- Count the balls **before** they are handed out.

- Check players in via the OpenSports app.
- Supervise the erection of nets and check the height. This should be 36 inches at the posts and 34 inches in the centre. If you don't have a tape measure available, 36 inches is close to 3 small fingers from the top of the posts. If you then tighten the net from both ends until it is level, the centre height should be 34 inches.
- Organise or encourage 10-15 minutes of warm up/practice.
- If the host wishes to implement a system of play for the day, that system should be announced as soon as practical and monitored throughout the day. Ensure that everyone gets a fair go.
- Ask anyone who wishes to join ABPA to complete and submit a Membership Application form online: <https://avalonbeachpickleball.org.au/become-a-member/>.
- Complete an [Accident Report form](#) (download from ABPA website) if necessary and send it to the [ABPA President](#). If a member's emergency contact number is required, please contact Rona Richmond on 0411 541 025.
- Supervise the putting away of nets and other equipment on completion of play, check that all personal belongings are removed from the venue and count the balls.

Reporting

A Venue Host Report is an important Governance procedure for the Club, particularly for insurance purposes. Venue hosts are asked to complete a report within 24 hours of the session. You will find a link to the Venue Host Report Form in the third paragraph of the OpenSports event. It looks like this: [Venue Host Report Form link](#).

OpenSports

Venue hosts have now been given Event Manager permissions. This means that they can create, edit, repeat, and delete events, view and delete event attendees, and check players in (**Please do not repeat or create events**). If there is a need to delete an attendee, the attendee will receive an account credit **PROVIDED THAT THEY ARE REMOVED BEFORE THE CANCELLATION DEADLINE** i.e. at least 24 hours before the event. If there is a need to remove them after the cancellation deadline, please ask the [ABPA Secretary](#) to give them a refund.

It is up to the event host to keep an eye on the weather and cancel (delete) an event if necessary. If you are unsure if it is raining in Avalon, please check with an Avalon resident. An event should be cancelled **at least one hour before the scheduled start**. Attendees will receive an OpenSports cancellation message.

Safety Instructions

The Host must make sure that appropriate footwear is being worn i.e. non-marking indoor sports shoes or tennis shoes (no runners).

The host should be aware of the club rules relating to safety and not hesitate to draw people's attention to any conduct which is inconsistent with the following guidelines:

- When a ball from another court comes onto your court, play should stop immediately and the point replayed. Pick the ball up and return it by hand to the server on the other court. Never swat the ball across the floor.
- When a ball from your court goes onto another court, call out "Ball!" immediately.
- Do not walk behind a court where play is occurring. Wait until the point is over.
- Do not run onto another court to retrieve a ball. Stop immediately and call out "Ball!"
- That pickleball is a relaxed and very social game and that winning at all costs is not appropriate.

Court Etiquette

The host should explain court etiquette to anyone who does not conduct themselves satisfactorily.

A player should not:

- Call the ball out when there is any doubt whatsoever. If they THINK it may be out, then it's in!
- Argue with the opposition or their partner over the score.
- Fail to leave the court when it is their turn to do so.
- Bash the ball away in a fit of rage.
- Fail to thank other players on the court at the end of the game.
- Show dissatisfaction when asked to play with someone who they believe to be of a lesser standard than themselves.
- Criticise their partner for playing what they feel is a poor shot and not taking into account the experience of their partner.
- Belittle anyone as to their standard of play.

Guidelines for Court Use

Avalon Recreation Centre

- The host will require a key to unlock the venue and storage area. Council makes available 2 keys per venue to be shared by hosts. Please note that Council charges \$80 for a replacement key.
- Make sure that the main door to the Centre is in the "locked" position at the commencement of play.
- Please be aware that hire time includes the setting up and packing away of equipment.
- The table behind the courts near the window should be moved to the corner next to the storage room.
- On departure please ensure that all equipment has been put away **underneath the shelves** and that all doors are locked and lights turned off.

Avalon Outdoor Courts

The host will require a key to unlock the black storage box next to the dog park. Please attach it to your car keyring and do not lend it to anyone without permission from the ABPA President. The Club equipment may only be used during organised ABPA sessions unless special permission is obtained from the ABPA President.