



## Pickleball Alberta Needs Volunteers!

Pickleball Alberta (PA) is looking for volunteers for Board positions and new committees. The key objective of PA is to attain Provincial Sports Organization status while working with and supporting Pickleball Canada - in becoming a National Sports Organization. By accomplishing this we will have access to greater support from provincial and national sports funding in Canada.

If you are interested in helping out at the provincial level we want to hear from you!!

**Let us know what position you are interested and provide a summary of your relevant background and your contact information (email and phone).** If you want to nominate a person please make sure they agree and are copied on your nomination.

**Please send your expression of interest or a nomination to [president@pickleballalberta.org](mailto:president@pickleballalberta.org) by October 15<sup>th</sup>.**

The Board will review all applications, may ask for additional information and will make appointments to these positions. If you have any questions please speak to anyone on the Board (including me!)

*Bev Walker*

*September 28, 2017*

## PA Board Positions

The PA Board aims to hold two in-person meetings per year one of which is the same day, prior to the AGM. For 2018 we will attempt to arrange one of the in-person meetings in conjunction with one of the Alberta tournaments. In addition, we aim to hold two phone conferences. Updates and other communications is by email and phone during the year.

### Board Secretary

The Board Secretary is responsible to:

- Attend and record minutes of Board meetings, the AGM and any special meetings that may be called.
- File annual reports to Service Alberta required to maintain our registration as a not for profit society. This includes clarifying the requirements of Service Alberta.
- Maintain key documents including by-laws, insurance documents, corporate registration documents.
- Assist with other activities of PA from time to time.

## **Communications Director**

The Communications Director is responsible to:

- Lead the communications initiatives for PA to clubs including: website, social media, member newsletters, club contacts.
- Attract and lead a group of volunteers to complete the communications tasks.
- Attend Board meetings, the AGM and any special meetings.
- Provide regular reports to the Board on communications initiatives.
- Develop and maintain a connection with clubs with regard to events and information they would like to see provided by PA. Communicate this information to the Board and recommend communications initiatives to address the requests from clubs.

## **Committees**

The following Committees will be established reporting to the Director at Large (Mike Cooper). PA is seeking volunteers to chair committees or to help out as a committee member.

### **Tournament Coordination**

- Communicate with clubs who are planning tournaments to provide information on tournament plans for other clubs – contacts and dates.
- Encourage clubs to work together to plan dates that do not coincide.
- Provide information to clubs on best practices regarding running a tournament, lessons learned from other clubs, etc.
- Keep abreast of PCO sanctioning requirements and process, participate in applicable PCO forums as required.

### **Referee training and development**

- Keep abreast of referee training, mentoring and certification requirements and processes established by PCO.
- Keep abreast of current pickleball rule and equipment regulations. Answers questions on rules and regulations from Alberta clubs and players.
- Promote and coordinate referee clinics for affiliated Alberta clubs.
- Facilitate mentoring and referee certification.
- Note: PCO and USAPA have agreed to recognize referees certified under each other's programs as they are following essentially the same training and certification protocols.

### **Coaching and player development**

- Become familiar with the Canadian National Coaching Certification Program (NCCP) and look for ways to educate clubs and players on the key tenants and advantages of this program.

- Ensure coaching / player development information is available on the PA website including: Alberta Sport Connection, Coaches Workshop Calendar, Home Study Courses, Coaching Association of Canada and other relevant information/links.
- Keep abreast of coaching / player development program development led by PCO and participate in this process where appropriate.
- At the appropriate time, assist in introducing to Alberta clubs and players, the coaching/ player development initiatives established by PCO.
- Note: PCO is in the early stages of creating a coaching / player development training and certification program. The decision has been taken to follow the Canadian National Coaching Certification Program (NCCP) protocols (<https://albertasport.ca/coaching/nccp/>). Therefore, pickleball coaching program certification in Canada will be unique but may draw on the aspects of the program recently implemented by USAPA.