



## Port Townsend Pickleball Club

PO Box 440, Port Townsend, WA 98368

[ptpickleball@gmail.com](mailto:ptpickleball@gmail.com)

<https://www.ptpickleball.com>

### Guidelines for Organized Play

These procedures change occasionally to best accommodate the demand for courts. Please review them before proceeding.

- There are two sessions within the Organized Play period, one from 11:00am to 1:00pm and a second from 1:00pm to 3:00pm.
- You may schedule one court for one session on any given day.
- To schedule a court for one session, go to [Playtime Scheduler](#). You will need to register for a free account, if you don't already have one.
- To register for a court during Organized Play, sign up for the desired session. You can sign up more than just yourself by adding the names in the "Notes" section or by asking everyone in your playing group to sign up in [Playtime Scheduler](#). If you have a group of four or more, you can close your session in the notes by typing "Session full." If you do not add "Session full," other players can sign up.
- If you have 3 or fewer players and would like more, simply put in the names without "Session full."
- Do not simply type "Guest," "Private," or similar terms in Playtime Scheduler. All player names must be listed. Sessions scheduled with "Guest" or "Private" can be reset by the administrator.
- No individual's name should appear more than twice in a week (Sunday to Saturday) with the exception noted immediately below. This applies whether you are the lead person or one of the additional players. Playtime Scheduler allows scheduling up to 10 days in advance.
- Anyone may sign up for an unscheduled court after 3:00 pm of the day before, regardless of the twice a week rule.
- Player(s) may walk on to any unscheduled court and use it for the remainder of that session.
- If a court has been scheduled and the players do not arrive by ten minutes after the scheduled time, anyone may walk on and use it for the remainder of the session.