



HOW TO GUIDE

Racquetball Canada

www.racquetballcanada.ca



TABLE OF CONTENTS

HOW TO GUIDE FOR A RACQUETBALL LEAGUE _____	3
PLANNING	3
LOGISTICS	3
MARKETING	4
PROGRAM	5
EXECUTING	5
FOLLOW UP	6
TIPS FOR RUNNING A LEAGUE	6
RUNNING A PREMIER LEAGUE	7
HOW TO GUIDE: WOMEN & GIRL'S DROP IN _____	8
PLANNING	8
LOGISTICS	8
BUDGET	9
MARKETING	10
PROGRAM	10
OTHER PROGRAMMING FOR WOMEN & GIRLS	11
TIPS FOR RUNNING AND WOMEN & GIRLS PROGRAM	12
SCHOOL & COMMUNITY BASED PROGRAMS AT A COURT FACILITY (AGES 8 AND OLDER)	13
PLANNING	13
LOGISTICS	13
BUDGET	14
MARKETING	14
PROGRAM	16
EXECUTING	16
FOLLOW-UP	16
SCHOOL & COMMUNITY-BASED PROGRAMS HELD IN A GYM (AGES 8 AND OLDER)	18
PLANNING	18
LOGISTICS	18
BUDGET	19
MARKETING	19
PROGRAM	21
EXECUTING	21
FOLLOW-UP	21
RACQUETBALL CANADA BADGE PROGRAM _____	23
Athletes with a disability	24
PROGRAMS TO ATTRACT PERSONS WITH MOVEMENT DISORDERS	24
Appendix A: Racquetball ladder rules _____	25
Appendix B: Sample scoring chart _____	26
Appendix C: Racquetball Canada Badge Program Report Cards _____	27

HOW TO GUIDE FOR A RACQUETBALL LEAGUE

PLANNING

Target Audience	Facility members, preferably no younger than 12 years old.
Goals	To promote weekly competitive singles games amongst players.
Details	<p>Most racquetball leagues operate on a “ladder” style. In a ladder competition:</p> <ul style="list-style-type: none"> • Players are listed as if on the rungs of a ladder. The objective for a player is to reach the highest rung of the ladder. • To set up the ladder, the list of players is ranked with the novice players at the bottom of the ladder and the more experienced players at the top. • The ladder is divided into sections and there is a round robin played over a block of time, which usually runs over a number of weeks. A round robin is where everyone in a section of a ladder plays everyone else. • At the end of a block the players are renumbered. The two players with the best record go up a division and the two players with the worst record go down a division. • Players can join for the entire league or for just a block of time.
Registration Fee	<p>As the organizer you can set the fee based on your expenses and revenue.</p> <p>When setting fees, take into account that players who are not already members of Racquetball Canada will need to purchase a Bronze Membership to ensure insurance coverage.</p>
Facility Membership	Depending on the facility, court access may be provided to members at no extra cost. If the players are not facility members a drop-in fee may be charged.

LOGISTICS

Preferred Dates	One day per week, depending on court availability. Preferred days seem to be Tuesday, Wednesday or Thursday.
Potential Conflicts	There may be an occasion where the courts are used for other events. If this happens the league is postponed for one week or more as necessary.
Facility Booking	Most leagues operate from September through to May. It is suggested that courts be blocked off for league play on the desired nights and times for the entire season to avoid conflicts.

Volunteers

The League Coordinator acts as the draw master and liaises with the facility.

The coordinator will monitor the score sheets and create a new "ladder" after each block. They are also the contact on behalf of the league members and the facility.

Equipment

Each player must provide their own indoor, non-marking shoes, eye protection, racquet and balls. The facility may also have equipment available to rent or borrow.

Players can use a brand or color of racquetball of their choosing as long as both players playing the league game agree.

Sanctioning

It is recommended the program is registered on Trackie for insurance, safety and liability reasons. The League Coordinator can set up the ladder on Trackie or contact the province for help.

Registration

Most leagues usually have people register at the beginning of the season. It is possible for participants to join throughout the season, at the end of each block, if there is space.

- Some facilities / provinces have an open house at the beginning of the season. Sign up for the league is encouraged at that time.
- During registration, ensure participants read the Safe Sport Framework, ensure they are aware of the Safe Sport HELPLine and the independent Safe Sport Officer. Also ensure they read the concussion education materials.
- Make participants aware of the social media links and the websites for Racquetball Canada and the province.
- Encourage participants to agree to receive information from the province and Racquetball Canada. Their information is not sold or used elsewhere.
- Make sure that participants become members of Racquetball Canada to ensure insurance and liability coverage and access to services.

MARKETING

Advertise

There are many ways to market your programs, many of which are at a minimal cost or at no charge. These are a few suggestions:

- Racquetball Canada, provincial and club websites;
- Email blast through Trackie;
- Facebook Event page;
- Twitter, Instagram;
- Send program information to schools, community associations, recreation boards, recreation leagues, etc.;
- Partner with a community association or another community group in setting up the league to increase your marketing

audience. Many of these organizations have newsletters, website, community message boards, etc.;

- Posters;
- Partner with facility to advertise (newsletter, app, website, etc).

Communicate

Send schedule/plan to participants with necessary details and instructions via email well in advance of your program beginning.

Post relevant links on social media. Facebook events and groups work especially well for updates.

PROGRAM

Create Groups

If possible, consider dividing the league into special groups such as juniors, adults, seniors and women.

Draws

The draw or ladder is created by the League Coordinator at the onset of the program and again after the last week of the block of games.

Schedule

Most leagues operate during the evening from approximately 6 pm to 9 pm, but leagues run during the day for retired men and women will attract several people.

Games as Necessary

Most leagues accommodate players who cannot play their games on the scheduled league nights, allowing them to play a game at a mutually convenient time with their opponent. The scores are then either sent to the League Coordinator or written onto the posted scoresheet.

Safe Sport

Consult Racquetball Canada's and/or your provincial Screening (Police Checks) and Safe Sport training requirements. There may be some requirements based on your program participants.

Download safe sport posters including information about the Canadian Sport HELpline and concussion education material to post during your program. This information can all be found on Racquetball Canada's website.

Make players aware of the posted resources and that more information is available on the Racquetball Canada and provincial websites.

EXECUTING

Set-up

Post your draw and schedule on a bulletin board close to the courts. You may also need tables, chairs, access to printing and Wi-fi.

Scoring

Ensure scores are recorded after each match.

Correspondence The League Coordinator sends updates to the league participants. Most coordinators send a weekly update of the standings.

FOLLOW UP

Results Send your league results to admin@racquetballcanada to be included in the rankings.

Social Media If you would like to advertise your overall results, promote your league or if something special is happening contact communications@racquetballcanada.ca.

Correspondence Following up with your league participants will help build your community.

- Send a follow-up email to participants thanking them for participating;
- Thank participants on social media;
- Circulate a post event / league survey;
- Circulate dates for next event / year.

TIPS FOR RUNNING A LEAGUE

- Partner with your local facility. The facility blocks off courts for you. All participants must be a member of the facility or pay a drop-in fee each time they play. Because all participants pay the facility to play, the facility should have no problem blocking off the courts for you.
- Choose the day / evening and times you will host league. Evenings from 6pm to 10pm work well. Divisions are run in chronological order – either best players early and less than best players late or vice versa. Participants over 50 will prefer to play in the daytime.
- Recruit league participants using posters at facility, emails to association members, websites, social media, registration nights. Partner with community associations and other recreation leagues who offer community programs.
- Register your events on Trackie to ensure sanctioning. You can do this yourself or ask your facility or province for help.
- If the registration is taken through Trackie all participants will be registered as members of Racquetball Canada. This helps ensure access to insurance programs and that all participants have signed all forms and read important information.
- Each week each participant is assigned an opponent, match time and court as per the schedule. League matches are 3 games to 11 points (not best of 3). See appendix for basic league rules.
- The schedule, rules sheet and a contact list are distributed via email at the start of each session. The schedule is also posted at the facility where results are recorded.

- If someone is unable to make their assigned time, they are to contact their opponent and re-schedule their match. Participants are encouraged to play as often as possible at their assigned date and time as a court has been blocked off for them.
- Players can opt in and out of the league at the start / end of each session. It is common to run on a 5-week rotation (6 players in each division). At the end of each session the two (2) players with the best record go up a division and the two (2) players with the worst record go down a division. This keeps things fresh and makes sure participants are playing within their skill level.
- To start the league, rankings or local knowledge should be used to create groups. Mid-season new players start in the bottom division unless their skill level is known by the league coordinator, then considerations should be made. If league is full a waiting list should be started for new participants.
- Benefits for all include: guaranteed use of courts, participants often meet new players similar to themselves in skill level, participants meet new players in general and often hang around to play more and meet on other days, keeps members active on a weekly basis.

RUNNING A PREMIER LEAGUE

- A premier league is an excellent way to retain existing players whose skills are more advance. It provides an opportunity for top level players to compete against each other from various clubs.
- Invite players based on ranking until you reach the desired number of players (Top 8, Top 12 or Top 16).
- Have draft or make teams.
- Book courts – play two nights per month from October thru March.
- It is recommended the program is registered on Trackie for insurance, safety and liability reasons and that all participants are members so they can access insurance and services.
- Participants play one full tournament style singles match each league night. Point spots are used when high ranked players compete against lower ranked players. Participants earn points for their team – 1 point per game won, 1 point per match won, 1 point for holding opponent scoreless in a game.
- At the end of season hold a playoff and have a party.
- Be creative with things like team names, doubles nights for bonus points, theme nights to earn bonus points etc.
- Court costs paid for through the player participation fees.

HOW TO GUIDE: WOMEN & GIRL'S DROP IN

PLANNING

Target Audience	Women preferably older than 16. Players can be of all skill levels or have no experience.
Goals	To promote the sport to women and girls.
Details	<p>Your plan will be based on your community and your audience but the following are some helpful tips.</p> <ul style="list-style-type: none"> • One afternoon (for women over 50) or one evening per month for women 16+. Your program could run more frequently if there is interest. • It is suggested that a coach provide a brief lesson at the beginning of the session and then play games so participants can work on the new skills or refine the skills they have. • A good practice is to have a coach dedicated to new players to teach them the rules and basics. • Participants don't have to attend all sessions. • Consider partnering with a community association, recreation board or league. • Accommodate any special needs (culture, religion, mobility, etc.) and include that information in your promotion.
Registration Fee	<p>As the organizer you will set the fee based on your expenses and revenue.</p> <p>Some provinces and communities have funding programs for women's and targeted programs so they can be offered on a no-charge basis.</p> <p>When setting fees, take into account that players who are not already members of Racquetball Canada will need to purchase a membership to ensure insurance coverage and access to services.</p>
Facility Membership	Depending on the facility, court access may be provided to members at no extra cost. If the players are not members of the facilities a drop-in fee may be charged.

LOGISTICS

Preferred Dates	Choose one day per month that does not conflict with tournaments etc. during the racquetball season. It might be preferable to have a drop-in session just prior to a tournament to help prepare some of the participants for tournaments.
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Facility Bookings	Book all sessions at the beginning of the season to avoid conflicts and to be able to provide lots of advance notice.
Guests Coaches	Reach out to local coaches, instructors and facilitators to help provide lessons or special clinics. Special topics can also be covered like nutrition, fitness, yoga etc. Your province may have access to sports medicine and science consultants for group programs.
Volunteers	Coordinator, resident coach, special coaches/instructors.
Required Equipment	Ask participants to bring their own shoes, racquets, eye-guard and balls. Having equipment on hand to lend to players is suggested.
Sanctioning	<p>We recommend using Trackie for registration as all the safety and liability information is built into the registration process.</p> <p>The League Coordinator can set up the event on Trackie or contact their province for help.</p>
Registration	<p>Drop-in programs by nature are more casual, but it is still important to register those who take part.</p> <ul style="list-style-type: none"> • Some facilities, clubs or provinces have an open house at the beginning of the season. Registration can be taken at that time. • Typically there is no registration deadline since it is a drop-in program, but ask for RSVP's in advance so coaches can properly prepare and you can ensure participants are members. • During registration, ensure participants read the Safe Sport Framework, ensure they are aware of the Safe Sport HELpline and the independent Safe Sport Officer. Also ensure they read the concussion education materials. • Make participants aware of the national, provincial and club social media links and websites. • Encourage participants to agree to receive information from the local league, the province and Racquetball Canada. Their information is not sold or used elsewhere. • Make sure that participants become members of Racquetball Canada to ensure insurance and liability coverage and access to services.

BUDGET

Revenue	You may not need to collect fees as these programs can often be operated with provincial funding or funding from Racquetball Canada.
Expenses	Court costs, food and prizes, guest instructors/facilitators

Funding/Grants

Racquetball Canada has development grants that can help with costs of this program. Other grants are often available for women only programs at the provincial or community level.

MARKETING

Advertise

There are many ways to market your programs, many of which are at a minimal cost or at no charge. These are a few suggestions:

- Racquetball Canada, provincial and club websites;
- Email blast (may be possible through Trackie);
- Facebook Event page;
- Twitter, Instagram;
- Send program information to schools, community associations, recreation boards, recreation leagues, etc.;
- Partner with a community association or another community group in setting up the league to increase your marketing audience. Many of these organizations have newsletters, website, community message boards, etc.;
- Posters;
- Partner with facility to advertise (newsletter, app, website, etc).

Communicate

With drop-in programs, good communication is especially important to keep people interested and to ensure organization.

- Send the schedule and program information to participants with necessary details and instructions via email and keep them updated on future events.
- Confirm details with any presenters, coaches, facilitators and volunteers.
- It is important to tell people what to wear, what to bring, what to expect and how long it will be.
- Encourage people to bring a friend.
- Post relevant links to social media.

Other

Hospitality - Usually light finger snacks such as vegetables or fruit and dip, pastries, cheese and crackers, but not necessary. Take into account religious and cultural needs.

Souvenirs - If holding a special event such as a small tournament souvenirs can be nice gift for the participants.

PROGRAM

Lesson Plans

Lesson plans are created by the coach working with new players. For the experienced players, lesson plans are created by the guest coach.

Coaches can use lesson plans found on Racquetball Canada's website. Racquetball Canada's Badge program (see pages XX) can be adapted for adults.

Results

If organized matches occur, send the results to admin@racquetballcanada.ca to be included in rankings.

Social Media

If you would like to advertise your program, share your results or if something special is happening contact: communications@racquetballcanada.ca

Correspondence

Following up with your participants after the program is complete will help them feel part of the community and will encourage them to return

- Send a follow-up email to participants thanking them for participating;
- Thank participants on social media;
- Circulate a post event survey;
- Circulate dates for the next event or for next year's program.

Safe Sport

Consult Racquetball Canada's and/or your provincial Screening (Police Checks) and Safe Sport training requirements. There may be some requirements based on your program participants.

Download safe sport posters including information about the Canadian Sport HELPLine and concussion education material to post during your program. This information can all be found on Racquetball Canada's website.

Make players aware of the posted resources and that more information is available on the Racquetball Canada and provincial websites.

OTHER PROGRAMMING FOR WOMEN & GIRLS

Women's Saturdays

Women's Saturdays provide an opportunity for a regular session without a major time commitment.

- Choose one Saturday per month during the racquetball season that does not conflict with tournaments etc.;
- Book courts at host facility;
- Ensure the event is registered on for insurance, safety and liability reasons;
- Ensure participants are members of Racquetball Canada for insurance coverage and to ensure all participant agreements are signed;
- Promote open and free courts to female members;
- Encourage your female members to bring friends and family;
- Encourage your male members to send their female friends and family;
- Try to keep participation to 16+ as generally juniors have ample opportunity to participate.

- Put up posters at facilities, including public recreation facilities;
- Advertise via social media. Ensure participants are members of Racquetball Canada for insurance coverage and to ensure all waivers are signed;
- Start an email database of those that attend to keep them up to date on future events;
- Have equipment and an instructor available for new players;
- Encourage experienced players to play round robins etc.;
- To keep interest of experienced players, bring in guest instructors to help them work on skill development;
- You can also host rule clinics etc.;
- Optional to have snacks available at courts or go out after for drinks etc.

Racquetball Day

This is a day where the participants are put into teams having at least one person from every skill level.

- There are several different types of challenges and games you can organize in order for the teams to win points. The team with the most points wins;
- This is a great day for everyone, as teammates cheer on each other and have fun;
- Usually the day is capped off at a local restaurant or some type of inclusive social activity.

TIPS FOR RUNNING AND WOMEN & GIRLS PROGRAM

- Create a schedule early in the season and advertise the dates for all the sessions. This allows the participants to plan with they can attend.
- Register your events on Trackie to ensure sanctioning. You can do this yourself or ask your facility or province for help.
- Make sure participants have registered as members of Racquetball Canada so they have covered under the insurance program and that all participant agreements are signed.
- Rather than playing games for points, have the participants play for a set time, then get everyone off the courts at the same time and mix up the groups.

SCHOOL & COMMUNITY BASED PROGRAMS AT A COURT FACILITY (AGES 8 AND OLDER)

PLANNING

- Goals**
- To introduce junior players to the sport of racquetball;
 - To teach basic skills, improve fitness and being active;
 - To explain the simple rules, safety, techniques, court ethics;
 - To increase court usage and participation levels in facilities.

LOGISTICS

Details

For School Programs:

- Invite elementary, secondary or post-secondary students to facility.
- Offer as a half day program and a full day program. You will need to flexible based on the school schedule.

For Community Programs:

- Offer sessions in a “day camp” format, as part of a multi-sport camp or during holidays, in the summer or on professional days when working parents may need supervised activities for school-age children.
- Can partner with recreation organizations in your community, including community associations, recreation boards, etc. Many associations are willing to share costs and revenue and already have systems in place for advertising and participant registration.

For All Programs:

- Program can vary; for example, once per week, one-time, multiple times.
- If your group is large, you will need another space in the facility beside the courts so all participants can be engaged
- Equipment needed includes safety goggles, racquets, balls/adaptive balls, cones, mats, tape, shoes with non-marking soles.
- Reach out to your province to borrow a school kit. Every province has a kit of at least 15 racquets, balls and goggles.

Sanctioning

It is recommended the program is registered on Trackie for insurance, safety and liability reasons.

BUDGET

Revenue

Once you know your costs, you may find you require revenue to cover the cost of running the program. Contact your province in case there is provincial or community-based funding available to help offset the expenses. Partnering with another group may help share costs.

Expenses

Expenses may include:

- Travel costs for coach/instructor;
- Equipment;
- Advertising/promotion;
- Coach/instructor fees (volunteers may be available);
- You may have to pay for court use. Your province may be able to help you obtain a lower rental fee or a not-for-profit fee especially with municipal facilities.

MARKETING

Advertise

For School Programs:

- Work with your local school boards to set up system-wide programs.
- Contact athletic directors at schools and post-secondary institutes.
- Set up a booth or table at Teacher and Parks & Recreation Conventions.

For Community-Based Programs:

- Set up a Facebook Event page and keep it up to date.
- Partner with your facility. Set up table on a busy day or a display, put up posters and place brochures at the check-in desk. Plan to advertise in any club newsletters or on their website.
- Partner with schools in the area to send home flyers or advertise on their newsletter and class websites.
- Contact your local radio and television stations to promote the events. Many stations advertise a listing of community events and may invite you onto a community events show.
- Tie your program into a Provincial or National Racquetball Week.
- If working with a community association or municipality, plan far enough in advance that programs can be advertised in Program Guides (usually 6 months in advance), community newsletters (4 to 6 months in advance) and on community message signs.
- Look for community information opportunities hosted at shopping malls, trade fairs, community membership drives and at public or sport events to promote your programs.

Communicate

- Create a tie in with a local sporting goods store or with the pro-shop if your facility has one.

Clear and frequent communication will help your program operate smoothly.

- For clubs, provide a write up about the activity and what will be covered, time/dates/duration.
- Provide links for racquetball info to participants.
- For schools and groups send details to Sport Rep or designated contact.
- Ensure the number of volunteers are sufficient and qualified (if applicable).
- Remind volunteers of dates, time and expectations.

Other

For School Programs:

- Arrange for someone to meet participants.
- Check with the school about taking photos and videos and follow their policy.

For Community-Based Programs

- Plan how to manage registration and build that into your advertising.
- Set up a welcome table at the facility and greet those coming into the facility whether they are they for your event or not. This may attract registrants for that day's event or for future events.
- Ensure all participants complete Waivers and Media Release forms. If taking registration through Trackie, these forms are built into the registration process.

For All Programs:

- Designate a hospitality area.
- Display information about the sport at proximity to the program.
- Provide souvenirs, certificates, prizes and awards.
- Provide more information about community racquetball programs.
- Take photos to use for social media or for advertising programs.
- If your facility has one, arrange for a viewing area for parents. Invite parents onto the court for a few minutes at the end of the session. Have their children teach them what was learned that day.

PROGRAM

- Schedule** Review the schedule, including instruction time, practice, breaks, play, lunch and time for questions, with the facility, volunteers and persons in charge of the group(s).
- Lesson Plans** Use the lesson plans found on Racquetball Canada's website. These include a series of instructional videos.
- For schools, share lesson plans and links to online tools with teachers so they can continue to offer racquetball in their classes. Encourage them to borrow the school kit from the province.
- Safe Sport** Consult Racquetball Canada's and/or your provincial Screening (Police Checks) and Safe Sport training requirements. Ensure all those working with participants meet those requirements. For schools, there may be no requirement if school staff is supervising the program.
- Follow the *Rule of 2* and all safety protocols including the concussion protocols.
- Download Safe Sport posters including information about the Canadian Sport HELpline and concussion education material to post during your program.
- Other** Share information with teachers and group leaders about [Community Initiation](#) Coach Training.

EXECUTING

- Set Up** Make sure your equipment is ready in advance including tables, chairs, as well as any materials. Ensure the change rooms and washrooms are accessible.
- Volunteers** Coordinate volunteers, making sure everyone is clear of their role, expectations and safe sport protocols.

FOLLOW-UP

- Feedback** Ensure you provide an opportunity for feedback either in person at the end of the session(s) or provide a form for each party to fill out at a later date. Use testimonials for future advertising and promotion.
- Social Media** Use social media to share information about your program successes.
- If you would like to advertise your results, something special happening or promote your program contact communications@racquetballcanada.ca.

Correspondence

Following up after the program is complete will encourage participants to return and may help increase registration in regular programs:

- Send thank you emails. Include pictures of the event if possible;
- Circulate dates for other event(s)/session(s);
- Provide information on how to sign up for racquetball programs offered in the community.

SCHOOL & COMMUNITY-BASED PROGRAMS HELD IN A GYM (AGES 8 AND OLDER)

PLANNING

Goals	<p>To introduce junior players to the sport of racquetball.</p> <p>To introduce modified racquetball</p> <p>To utilize school and community gyms as racquetball facilities</p> <p>To teach basic skills, improve fitness and being active</p> <p>To introduce simple rules, safety, basic techniques and court ethics</p> <p>To help increase interest in court facility-based programs where available</p>
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LOGISTICS

Details	<p>For School Programs:</p> <ul style="list-style-type: none"> • Respect the school schedule, as there will be a defined block of time. Often times schools like to operate with half day or full day programs when travel is involved. • Be aware that school schedules change often for assemblies, snow days, fire drills, lockdown, etc. <p>For All Programs:</p> <ul style="list-style-type: none"> • Programs can be held in elementary, secondary or post-secondary gyms or at community-based gym facilities such as community centres. • Program can vary; once per week, one-time, multiple times. • If a facility is close by, participants can travel to court facility to play at the end of the unit or instruction period. A skills-based tournament is a fun way to finish off a unit. • Ensure no other gym equipment is in the way. • Equipment includes safety goggles, racquets, balls/adaptive balls, cones, mats, tape and shoes with non-marking soles. Reach out to your province to borrow a school kit. Every province has a kit of at least 15 racquets, balls and goggles.
Sanctioning	<p>It is recommended the program is registered on Trackie for insurance, safety and liability reasons.</p>

BUDGET

Revenue

Once you know your costs, you may find you require revenue to cover the cost of running the program. Contact your province in case there is provincial or community-based funding available to help offset the expenses. Partnering with another group may help share costs.

Expenses

Expenses may include:

- Transportation for participants and travel costs for coach/instructor;
- Equipment;
- Advertising/promotion;
- Coach/instructor fees (volunteers may be available);
- Facility rental fees for community-based programs. Your province may be able to help you obtain a lower rental fee or a not-for-profit fee especially with municipal facilities.

MARKETING

Advertise

For School Programs:

- Work with your local school boards to set up system-wide programs.
- Contact athletic directors at schools and post-secondary institutes.
- Set up a booth or table at Teacher and Parks & Recreation Conventions.

For Community-Based Programs:

- Set up a Facebook Event page and keep it up to date.
- Partner with your facility. Set up table on a busy day or a display, put up posters and place brochures at the check-in desk. Plan to advertise in any club newsletters or on their website.
- Partner with schools in the area to send home flyers or advertise in their newsletter and class websites.
- Contact your local radio and television stations to promote the events. Many stations advertise a listing of community events and may invite you onto a community events show.
- Tie your program into a Provincial or National Racquetball Week.
- If working with a community association or municipality, plan far enough in advance that programs can be advertised in publications (usually 6 months in advance), community newsletters (4 to 6 months in advance) and on community message signs.

- Look for community information opportunities hosted at shopping malls, trade fairs, membership drives and at public or sporting events to promote your programs.
- Create a tie-in with a local sporting goods store or with the pro-shop if your facility has one.
- Partner with clubs to advertise programs when there is a facility within proximity. Programs like this will benefit the facility.

Communicate

Clear and frequent communication will help your program operate smoothly:

- For school programs, send details to Sport Reps or the designated contact.
- Provide participants with links to information about the sport and how to sign up for racquetball programs offered in the community.
- Remind volunteers of dates, time and expectations.

Other

For School Programs:

- Arrange for someone to meet participants.
- Check with the school about taking photos and videos and follow their policy.

For Community-Based Programs

- Plan how to manage registration and build that into your advertising.
- Set up a welcome table at the facility and greet those coming into the facility whether they are they for your event or not. This may attract registrants for that day's event or for future events.
- Ensure all participants complete Waivers and Media Release forms. If taking registration through Trackie, these forms are built into the registration process.

For All Programs:

- Designate a hospitality area.
- Display information about the sport at proximity to the program.
- Provide souvenirs, certificates, prizes and awards.
- Provide more information about community racquetball programs.
- Take photos to use for social media or for advertising programs.
- If your facility has one, arrange for a viewing area for parents. Invite parents to join in the activity for a few minutes at the end of the session. Have their children teach them what was learned that day.

PROGRAM

- Schedule** Review the schedule, including instruction time, practice, breaks, play, lunch and time for questions, with the facility, coaches/instructors, volunteers and persons in charge of the group(s).
- Lesson Plans** Use the lesson plans found on Racquetball Canada's website. These include a series of instructional videos.
- For schools, share lesson plans and links to online tools with teachers so they can continue to offer racquetball in their classes. Encourage them to borrow the school kit from the province.
- Safe Sport** Consult Racquetball Canada's and/or your provincial Screening (Police Checks) and Safe Sport training requirements. Ensure all those working with participants meet those requirements. For schools, there may be no requirement if school staff is supervising the program.
- Follow the *Rule of 2* and all safety protocols including the concussion protocols.
- Download Safe Sport posters including information about the Canadian Sport HELPLine and concussion education material to post during your program. These are available on the Racquetball Canada website.
- Other** Share information with teachers and group leaders about [Community Initiation](#) Coach Training.

EXECUTING

- Set Up** Make sure the schools, community groups and facilities have a list of any equipment you need. Ensure the change rooms and washrooms are accessible.
- Volunteers** Coordinate volunteers, making sure everyone is clear of their role, expectations and safe sport protocols.

FOLLOW-UP

- Feedback** Ensure you provide an opportunity for feedback either in person at the end of the session(s) or provide a form for each party to fill out at a later date. Use testimonials for future advertising and promotion.
- Social Media** Use social media to share information about your program successes.

If you would like to advertise your results, something special happening or promote your program contact

communications@racquetballcanada.ca.

Correspondence

Following up after the program is complete will encourage participants to return and may help increase registration in regular programs:

- Send thank you emails. Include pictures of the event if possible;
- Circulate dates for other event(s)/session(s);
- Provide information on how to sign up for racquetball programs offered in the community.

RACQUETBALL CANADA BADGE PROGRAM

The *Racquetball Badge Program* is designed to help athletes progress through a series of challenges and receive a badge for their efforts and progression. The following are the requirements for each level of the badge program.

All skills must be performed 6/10 times to complete a level. See the Appendixes for the Badge Program Report Cards.

Level 1	<ul style="list-style-type: none"> • Can list the equipment needed to play racquetball • Can demonstrate a proper forehand and backhand grip • Can demonstrates a proper forehand and backhand grip • Can explain the basic rules of racquetball • Can list the names of the different shots in racquetball
Level 2	<ul style="list-style-type: none"> • Can execute a drop and hit down the line (DTL) and crosscourt shot • Can perform the proper footwork for the Star Drill • Can execute a drop and hit ceiling ball (one at a time) • Can execute a legal lob and drive serve
Level 3	<ul style="list-style-type: none"> • Can execute an instructor fed DTL and crosscourt shot • Can execute a drop and hit DTL, crosscourt and pinch kill shot • Can execute a lob, drive, and Z serve to both left- and right-hand side • Can perform a solo 10 shot ceiling ball rally • Can execute a ceiling ball return off a lob serve • Can execute a legal shot off an instructor fed off the back wall set up
Level 4	<ul style="list-style-type: none"> • Can execute an instructor fed pinch kill • Can perform a solo 20 shot ceiling ball rally from deep court • Can execute a DTL and cross court pass or kill off an instructor fed ceiling ball • Can execute an effective kiss lob, jam drive and wrap around serve • Can execute an effective DTL and cross court shot off an instructor fed off the back wall set up • Can perform an effective short hop off an instructor fed lob serve without producing a set up • Can execute an effective lob, drive, and Z serve without producing set ups
Level 5	<ul style="list-style-type: none"> • Can execute a DTL, cross court, and pinch kill shot off an instructor fed ceiling ball • Can perform a 10 shot ceiling ball rally from deep court using only forehands, and then using only backhands • Can execute a DTL, crosscourt, and pinch kill shot off instructor fed off the back wall set up • Can execute a DTL, cross court, and pinch kill shot off an instructor fed ceiling ball set up that comes off the back wall • Can perform a DTL, crosscourt, and pinch kill shot off an instructor fed lob serve

ATHLETES WITH A DISABILITY

PROGRAMS TO ATTRACT PERSONS WITH MOVEMENT DISORDERS

It has been found that physical activity is important for people living with Parkinson's (PD) and similarly for people with other movement disorders. Racquetball was seen to have a global effect on the body. Improvements were seen in both the upper and lower extremities as well as their reported most and least affected side.

You can find a comprehensive manual on Racquetball Canada's website to help operate a modified racquetball program.

The Coaching Association of Canada has a workshop called Coaching Athletes with a Disability that can aid in delivering programs to athletes with a disability.

APPENDIX A: RACQUETBALL LADDER RULES

1. Starting positions on the ladder will be determined by Ladder Coordinators taking into consideration the level at which players are ranked and their experience playing racquetball.
2. New players joining the ladder after the start of the season will begin in the bottom group unless positions are vacated at a higher and more appropriate level. Provision will be made for experienced players and those with a racquetball ranking.
3. All groups will normally consist of six, although it may be necessary to adjust some groups to fit in the number of players registered. In this case there may be a bye week in some groups.
4. Matches will be decided based on three games played. All three games must be played in a match and the total number of games won and lost entered on the score sheet that is posted at the courtside bulletin board. Points are awarded for each game won.
5. Players should use Racquetball Canada rules. All three games will be played to 11 points and must be won by a minimum of 2 points. Two serve rule will be used as well.
6. Player positions within the ladder groups will be determined first by the number of matches won. In the event of a tie between players in a given group, the higher position will be awarded to the winner of the matches between those who are tied. If players are still tied, standing in the group will then be determined the total number of games won (points).
7. At the end of each round, the top two players in each group will advance to the group above, while the bottom two will move to the group below.
8. Under certain circumstances, discretionary adjustments may be made to move a new player up the ladder faster if it is clear from the results that his/her matches are uncompetitive.
9. In the case of a defaulted match (no-show at an agreed upon match), the winner will score 3 games won and the loser with 0 and note a default win on the score sheet (for the resolution of potential ties).
10. All matches must be completed by the time the courts close on the final day of each round.
11. Players are responsible for organizing their own make-up matches.
12. Injuries should be communicated to the Ladder Coordinators and potential ladder opponents immediately.
13. Participation in the ladder is expected from all registered players. Any player who does not complete a match in a round will be contacted and asked to withdraw from the ladder.

APPENDIX B: SAMPLE SCORING CHART

Date	March 24			March 31			April 7			April 14			April 21		
Week	Week 1			Week 2			Week 3			Week 4			Week 5		
Courts	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3

A 9:00 - 9:45	Name 1															
	Name 2															
	Name 3															
	Name 4															
	Name 5															
	Name 6															
B 8:15 - 9:00	Name 7															
	Name 8															
	Name 9															
	Name 10															
	Name 11															
	Name 12															
C 7:30 - 8:15	Name 13															
	Name 14															
	Name 15															
	Name 16															
	Name 17															
	Name 18															

APPENDIX C: RACQUETBALL CANADA BADGE PROGRAM REPORT CARDS

Abbreviations

FH	Forehand
BH	Backhand
FDTL	Forehand down the line
FCC	Forehand cross court
BDTL	Backhand down the line
BCC	Backhand cross court
FP	Forehand pinch
BP	Backhand pinch
FLob	Forehand lob serve
BLob	Backhand lob serve
FDr	Forehand drive serve
BDr	Backhand drive serve
FDrZ	Forehand drive Z serve
BDrZ	Backhand drive Z serve

Level 1

Task	Date	
Can list the equipment needed to play racquetball		
Can demonstrate a proper forehand and backhand grip		
Can demonstrate a proper forehand and backhand swing		
Can explain the basic rules of racquetball		
Can list the names of the different shots in racquetball		

Level 2

Task	Date	
Can perform the proper footwork for the Star Drill		

Task	Date	Left	Right
Can execute a legal lob and drive serve to left and right side			

Task	Date	FH	BH
Can execute a drop and hit ceiling ball (one at a time)			

Task	Date	FDTL	FCC	BDSL	BCC
Can execute a drop and hit down the line (DSL) and crosscourt shot					

Level 3

Task	Date	
Can perform a solo 10 shot ceiling ball rally		
Can accurately referee a tournament style match following RC rules		

Task	Date	FH	BH
Can execute a ceiling ball return off a lob serve			
Can execute a legal shot off an instructor fed off the back wall set up			

Task	Date	FDTL	FCC	BDTL	BCC
Can execute an instructor fed DTL and crosscourt shot					

Task	Date	FDLT	FCC	FP	BDLT	BCC	BP
Can execute a drop and hit DTL, crosscourt and pinch kill shot							

Task	Date	Flob	Blob	FDr	BDr	FDrZ	BDrZ
Can execute a lob, drive, and Z serve to both left and right hand side							

Level 4

Task	Date	FH	BH
Can execute an instructor fed pinch kill			
Can perform an effective short hop off an instructor fed lob serve without producing a set up			

Task	Date	FDTL	FCC	BDLT	BCC
Can execute a DTL and cross court pass or kill off an instructor fed ceiling ball					
Can execute an effective DTL and cross court shot off an instructor fed off the back wall set up					

Task	Date	Kiss	Jam	Wrap
Can execute an effective kiss lob, jam drive and wrap around serve				

Task	Date	Flob	Blob	FDr	BDr	FDrZ	BDrZ
Can execute an effective lob, drive, and Z serve without producing set ups							

Task	Date	
Can perform a solo 20 shot ceiling ball rally from deep court		

Level 5

Task	Date	FDTL	FCC	FP	BDTL	BCC	BP
Can execute a DTL, cross court, and pinch kill shot off an instructor fed ceiling ball							
Can execute a DTL, crosscourt, and pinch kill shot off instructor fed off the back wall set up							
Can execute a DTL, cross court, and pinch kill shot off an instructor fed ceiling ball set up that comes off the back wall							
Can short hop an instructor fed lob serve and perform a DTL, crosscourt, and pinch kill							

Task	Date	FH	BH
Can perform a 10 shot ceiling ball rally from deep court using only forehands, and then using only backhands			