

SPC POD LEADERS CHECKLIST FOR THE BADMINTON HALL

Additional COVID-19 Instructions

- Pod Leaders must be present before pod members arrive.
- Players can enter the building 5 min before their scheduled playing time and must leave as soon as tear-down is complete.
- Players showing COVID-19 type symptoms are not allowed to participate.
- Face masks must be worn when entering/leaving the building, while staying in the sitting area and during set-up and tear-down. Masks can be removed once players are on their court and ready to play.
- Spectators, visitors and guests are not permitted. Physical distancing rules must be respected.
- Pod Leaders are responsible to wash balls with soap and water before and after the game and store them in the containers provided with the net bags.
- Remind players to wash their hands before handling the balls.
- Please remember: violation of a COVID instruction will result in a warning, a second violation in a 2-week suspension of the entire pod.

When you arrive at the Badminton Hall:

- ✓ OPEN the lock box using the designated code and retrieve the key.
- ✓ UNLOCK the door of the Hall.
- ✓ TURN ON heat and lights. The thermostat is on the left side of the door frame to the gym.
- ✓ Take down the badminton nets if installed. Retrieve the portable pickleball nets from the back room and set up with the help of arriving members. Your pod is responsible to set up/take down your own net only
- ✓ ENSURE that all players are members of a registered pod.
- ✓ REMIND players to only wear proper indoor footwear. Outdoor shoes are not allowed.
- ✓ COLLECT the \$3 fee and deposit in slot using a small baggie. Only loonies, toonies and bills are accepted, no change will be provided. Enter your name, number of players, date, time, and dollar amount.
- ✓ IF SOMEONE GETS HURT on the courts (a head injury or requiring medical attention) please record the incident and email the report to the Club Secretary (summerland.pball.club@gmail.com).
- ✓ At the end of the program session TAKE DOWN the portable nets with the help of members present and store the nets in the designated area. Reinstall the badminton nets. SKIP this step if there are other pods playing after you.
- ✓ ENSURE the Hall is left in good condition before leaving. Notify the Club Secretary of any issues that need attention (e.g. plumbing or electrical problems).
- ✓ TURN OFF heat and lights. Activate the exhaust fan with the controller on the right. It will turn off by itself.
- ✓ Return the key to the lock box and ensure the lock box is securely closed when you leave.