

SPC POD LEADERS CHECKLIST FOR THE HAROLD SIMPSON MEMORIAL 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 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 Harold Simpson Memorial Hall:

- ✓ OPEN the door of the Hall using the key retrieved from the lockbox at the Badminton Hall. You can obtain the code for the lockbox from a fellow Captain, or by contacting the SPC Secretary (summerland.pball.club@gmail.com).
- ✓ USE the small tool chained to the locking bar of the door to lock the bar in its OPEN position. LOCK the bar once all players have arrived.
- ✓ ENSURE that no one parks in the first two parking spaces in the front lot. These are reserved for the Centre's vans.
- ✓ REMOVE shoes at the front mat if wet or snowy. Ensure all players are doing the same. Only clean and dry gym shoes are allowed inside the hall.
- ✓ ENSURE that all players are members of a registered pod.
- ✓ TURN ON the lights. Switch for the hall lights is located on the left in the front area. Switches for the lights to the gym are on the left once through the door to the gym. Make sure the dimmer for the pot lights is pushed up and the toggle switch below the dimmer is on. The other bank of light switches is in the other hallway to the right.
- ✓ RETRIEVE the net bag from the closet in the hallway to the left of the entrance and set up the portable net with the help of arriving members.
- ✓ If the BASKETBALL HOOPS are out for play, these can be swung back against the wall with the long metal pole kept on the top of the cupboards to the left of the door of the equipment room.
- ✓ SET UP 2 chairs at least 2m apart. These are kept in the equipment room.

- ✓ IF SOMEONE GETS HURT on the courts (a head injury or requiring medical attention) please record the incident and email the report to the SPC Secretary (summerland.pball.club@gmail.com).
- ✓ ENSURE that everyone has paid \$4. Only loonies, toonies and bills are accepted. COMPLETE the deposit sheet with your name, date, time, number of players and dollar amount. PLACE the money and sheet into a plastic baggie and PLACE the baggie in the tin that is kept in the net bag.
- ✓ SKIP the next few steps if there is another session directly following your session.
- ✓ At the end of the program session TAKE DOWN the portable nets with the help of members present. SKIP this step if there is another pod playing right after you.
- ✓ STORE the cash box in the net bag and return the net bag to the hallway closet. The cash box will be emptied at the end of the day.
- ✓ ENSURE the Hall is left in good condition before leaving. Ensure any broken balls are discarded and the chairs are returned to the equipment room.
- ✓ TURN OFF the lights. Lock the entrance door by loosening the locking bar if outside of regular building hours.
- ✓ RETURN the key to the lock box at the Badminton Hall. Ensure the lock box is securely locked when you leave. Or you can GIVE the key to the Pod Leader of the following session for return to the Badminton Hall.