

## SPC POD LEADERS CHECKLIST FOR THE UNISUS SCHOOL

### 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 UNISUS International School:

- ✓ ENTER the building through the side entrance and proceed to the check-in desk.
- ✓ Pod Leaders GIVE the check-in list to the UNISUS staff member after ensuring that all players have checked off their name.
- ✓ PROCEED to gymnasium door. The first 2 lockers to the left of the entranceway have been assigned to our club for storage of pickleball nets, balls, etc. Combination for both locks is up-up-down-down.
- ✓ RETRIEVE net bags from lockers for court set ups.
- ✓ REMIND players that only clean and dry gym shoes are allowed inside the gym.
- ✓ SET UP 2-4 nets in designated taped courts with the help of arriving players. Your pod is responsible to set up/take down your own net only.
- ✓ COLLECT the \$3 fee and deposit in lock box 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.
- ✓ ENSURE that no balls are on court until scheduled play time as per our rental agreement.
- ✓ 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](mailto:summerland.pball.club@gmail.com)).
- ✓ 10minutes before the end of the session TAKE DOWN the portable nets with the help of members present. SKIP this step if there is another session after you played.
- ✓ STORE the net bags in the 2 designated lockers and lock for safekeeping.
- ✓ ENSURE the premises are left in good condition before leaving. Ensure any broken balls are discarded and benches are restored to their original position. No need to turn out lights or lock up, as custodian will take care of this after sign out.
- ✓ AT NO TIME are any members allowed to roam the halls of the school.