

PICKLEBALL CAPTAIN'S CHECKLIST FOR THE BADMINTON HALL

Note: A Program Captain is mandatory for every program. If there is no Captain available, the program will be cancelled.

When you arrive at the Badminton Hall:

- ✓ OPEN the door of the Hall using the designated door code.
- ✓ TURN ON heat and lights. 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.
- ✓ ENSURE that players are wearing proper indoor footwear. Outdoor shoes are not allowed.
- ✓ OPEN the indoor playing record for members to sign in and collect their drop-in fee. Ensure that all participants at the Hall are members of the Summerland Pickleball Club.
- ✓ NEW MEMBERS – Place the completed membership form and payment in the same plastic baggie as the drop-in fee.
- ✓ GUESTS – Guests are permitted on a one-time basis after which they must become an SPC member. Guests must sign a liability waiver form.
- ✓ ORGANIZE AND RUN the program scheduled for the date and time that you are Captain (e.g. Social Play or Round Robin).
- ✓ 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 at the Hall. Reinstall the badminton nets.
- ✓ SUMMARIZE member participation along with fees received on the small sheet provided, insert the sheet and money into a plastic baggie and place the baggie in the designated slot.
- ✓ STORE the completed playing record booklet and empty cash box in the net bag.
- ✓ 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. Return the key to the lock box and ensure the lock box is securely locked when you leave.