

## PICKLEBALL CAPTAIN'S CHECKLIST FOR THE HAROLD SIMPSON MEMORIAL 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 Harold Simpson Memorial Hall:

- ✓ OPEN the door of the Hall using the key with the blue fob 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.
- ✓ 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.
- ✓ 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 chairs. These are kept in the equipment room.
- ✓ RETRIEVE the sign-in book and money box from the net bag. Ensure that all participants are members of the Summerland Pickleball Club.
- ✓ GUESTS – Guests are permitted on a one-time basis after which they must become an SPC member. Guests must sign a liability waiver form available at the Badminton Hall.
- ✓ 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 SPC Secretary.
- ✓ ENSURE that everyone has signed in and paid. Complete the deposit sheet with date, time, number of players and dollar amount. Place the money and sheet into a plastic baggie.
- ✓ If there is another group of players immediately following, SKIP the next three steps.
- ✓ At the end of the program session TAKE DOWN the portable nets with the help of members present.
- ✓ STORE the completed playing record booklet and empty cash box in the net bag and return the net bag to the hallway closet.
- ✓ 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.
- ✓ TAKE the money in the plastic baggie to the Badminton Hall. Retrieve the key with the orange shoelace from the lockbox to gain access to the Badminton Hall.
- ✓ INSERT the plastic baggie into the deposit slot.
- ✓ TURN OFF the lights, lock the door and return the keys to the lock box. Ensure the lock box is securely locked when you leave.