

PICKLEBALL CAPTAIN'S CHECKLIST FOR THE UNISUS INTERNATIONAL SCHOOL

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

When you arrive at UNISUS International School:

- ✓ CHECK into school office (first set of double doors directly off parking lot), and sign in.
- ✓ PROCEED to gymnasium door. The first 2 lockers to your immediate left of entranceway have been assigned to our club for storage of pickleball nets, balls, etc. Combinations for the locks can be obtained from a fellow captain, or by contacting the SPC Secretary (summerland.pball.club@gmail.com).
- ✓ RETRIEVE net bags from lockers for court set ups.
- ✓ REMOVE shoes in hallway if wet or snowy. Ensure all players are doing the same. Only clean and dry gym shoes are allowed inside the gym.
- ✓ SET UP 2 nets per gym in designated taped courts with the help of arriving players.
- ✓ RETRIEVE the sign-in book and money box from the net bag. Round robin sheets if needed are also stored in locker. 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 in front of folder with round robin sheets
- ✓ ORGANIZE AND RUN the program scheduled for the date and time that you are Captain (e.g.Social Play or Round Robin).
- ✓ 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.
- ✓ 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.
- ✓ TAKE DOWN the portable nets with the help of members present at end of session, keeping in mind, premises must be vacated by scheduled finish time.
- ✓ STORE the completed playing record booklet, empty cash box, the net bags, and balls 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. Tight security is key in maintaining the club's rental agreement.
- ✓ EXIT the gymnasium door when all is checked, and walk outside around building to main office door (will likely be locked), knock on door and secretary will let you in to sign out.
- ✓ TAKE the money in the plastic baggie to the Badminton Hall. Retrieve the key from the lockbox to gain access to the Badminton Hall. Insert plastic baggie into deposit slot. Turn off the lights, lock the door and return the key to the lock box. Ensure the lock box is secure before leaving Badminton Hall.