

## **Captain Duties Checklist – Badminton Hall (BH)**

**A more detailed checklist is located in a binder at the hall.**

1. **Arrive 15-20 minutes early**, unlock door, turn on lights and heat (courts and lobby). In the winter, ensure stairs are swept of snow.
2. Take down badminton nets – 3 person job
3. Put badminton cans in lobby
4. Set up pickleball nets - 3 person job
5. Ensure all players sign in and pay, greet new club member's
6. Organize play: format and time limit
7. Complete cash deposit

**If you are the last pickleball group of the day OR no players signed up in subsequent time slots (check SignUpGenius):**

8. Take down pickleball nets – 3 person job
  9. Put badminton cans in the courts
  10. Set up badminton nets - 3 person job
  11. Turn off lights and heat (courts and lobby)
  12. Lock outside door
- All guests must pay a drop in fee
  - Guests who are not members of Pickleball Canada must complete and sign a Guest Waiver form
  - *An incident report must be completed if there is an accident. Text or phone the **SPC President** if any injuries occur resulting in the completion of an Incident Report*
  - Text or phone the **Badminton Hall President** with any concerns regarding the badminton hall:
    - Damage to **badminton nets** or the facility
    - AED, plumbing, safety or security issues, burnt out light bulbs
    - supplies: shortage of toilet paper, paper towel, soap
  - Text or phone the **SPC Facilities Director** with any concerns regarding **pickleball nets** or balls

**Thank You for Volunteering!**