

## **Captain Duties Checklist – Harold Simpson (HS)**

**A more detailed checklist is located in the binder in the pickleball bag.**

1. Pick up key to HS from Badminton Hall (BH)
2. **Arrive 15-20 minutes early**, unlock door by placing the U shaped locking mechanism on the door's push bar
3. Turn on lights
4. Unlock the kitchen door where the AED is located
5. Take out pickleball bag and chairs from storage room inside the gym
6. Set up pickleball nets - 3 person job
7. Ensure all players sign in and pay. Sign up book and round-robin schedules in bag
8. Organize play: format and time limit
9. Fill out deposit slip, insert slip and cash in baggy
10. Return key and make cash deposit

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

11. Take down pickleball nets – 3 person job
12. Return pickleball bag including all contents (sign up book, schedules) and chairs to storage room
13. Lock the kitchen door
14. Turn off lights
15. Lock door by removing the U shaped locking mechanism from the door's push bar

- 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 **SPC President** if any injuries occur*
- Text or phone **SPC Facilities Director** with any concerns regarding pickleball nets or balls

**Thank You for Volunteering!**