



PENTICTON PICKLEBALL CLUB (PPC)

DROP-IN COURT HOST CHECKLIST

When you arrive at the court:

- Check the courts for safety concerns. If there is a situation that could be unsafe phone a member of the Executive (phone numbers are in the back of the Drop-In binder).
- Open the cabinet. The Court Host Coordinator will provide the combination. If the courts need maintenance, ask arriving members to assist before playing.
- Clip the Attendance Sheet to the fence and complete the top portion.
- Hang the Court Host white board on the fence and write your name on it with a white board marker.
- If there are non-members/guests playing in the group:
 - Collect the \$10.00 fee from them and have them sign the waivers (both sides) if one is not already on file.
 - File the completed waivers in the 'Waivers' binder and put the money in the cash box.
 - **NEW:** Complete guest details on the 'Guest Control Form' filed at the front of the Waiver binder.
 - Ensure they sign the Attendance Sheet and have checked 'PD' (Paid) next to their name.
 - As Court Host, put your initials next to the 'PD' tick. DO NOT accept membership forms/payment, as registration and payment to join must be completed on the PPC website.
- Remind members to sign the Attendance Sheet as they arrive.
- Set up a paddle rack (or both the Gold and Silver racks if it is expected to be a busy session) and distribute 2 balls to each of the court dispensers. Hang the 'Cracked Balls' bag to a convenient location on the fence.
- During busy Drop-In times, if there are 4 or more sets of paddles waiting to play, the Court Host may announce that games will end at 9 points instead of 11.
- Be informative about Club procedures when asked. Welcome new members and help them learn about our Club. Let new players know about available beginner lessons so they are ready to begin playing Drop-In as soon as possible.
- Club paddles are available for loan in exchange for a personal item of value, such as car keys, for anyone who does not have a paddle with them.
- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report and file it in the 'Incident Report' forms binder. Notify the Secretary of the incident. Email: secretary@pentictonpickleball.ca

- As Court Host for Drop-In you are free to participate in the games but be watchful of new players arriving. Attend to them as soon as you are able.

When Drop-In is over:

- Return the Drop-In balls to the cabinet.
- Return the paddle rack(s), the Court Host sign and the Cracked Balls bag to the cabinet.
- File your session's Attendance Sheet in the section of the Drop-In binder that is identified as 'Completed Attendance Sheets'.
- Connect with the incoming Program Captain(s) to hand over court responsibility. As a courtesy, let them know you have left the washroom open. If there is no session immediately following yours, or the incoming Captain has not yet shown up, return all items to the cabinet and lock it. Ensure the washroom is locked.