



PENTICTON PICKLEBALL CLUB (PPC)

RESERVED COURTS 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 Captain's binder).
- If your court requires maintenance, ask arriving members to assist before playing.
- If there are non-members/guests playing in the group:
 - Collect the \$10.00 fee from them and have them sign the waiver (both sides) if one is not already on file.
 - File the completed waiver 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.
- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report, file it in the Incident Report binder and notify the Secretary of the incident. Email: secretary@pentictonpickleball.ca

When your session is over:

- If you notice any Club items remaining on the court after programs have ended, place them in the cabinet and ensure it is locked.
- If there are no Club events scheduled following your Reserved Court time, ensure the washroom is locked, before leaving.