



Organiser Checklist

The session organisers main role is to facilitate a good overall session that is smooth for new players. The priority is this, not 'menial tasks' like net set up and pack up which regular players can do themselves.

	Make sure the float is correct (\$50). If for some reason the last sessions money and sign on sheet haven't been "done", put the money and sign on sheet in a marked enveloped so it's separate
	Arrive at least 15 minutes early
	Get equipment out per separate equipment checklist and place near the courts
	Setup table if required with the sign on sheet and money container
	Welcome players, introduce yourself to new players in particular right away
	Watch everyone appears to be signing in, help new players
	If there are new players at the start send them out with some of the 'beginner helpful' players. Don't go straight out with them which leaves further arrivals standing around
	When arrivals start to drop off 10 - 15 minutes in, jump on a game
	At this point likely everyone has arrived, count the money to make sure it matches the sign on sheet. Put into an envelope and place somewhere secure like a car so just float remains
	At the end of the session, add sign-on sheet and any last arrivals payment into the envelope
	As session winds up ask players to put the nets and balls where convenient for you
	If lights are on, turn off and padlock



Equipment List

Not everything is required for each session.

	Nets
	Balls and baskets
	Paddles
	First aid kit
	Sign on clipboard and pen
	Money container and float
	Sunscreen and sanitiser
	Phone with Square reader
	Optional: Light key