Session Organiser Checklist

The session organiser's primary role is to ensure a smoothly run session for all members, especially new players.

	Arrive at least 15 minutes early.
	FIRST JOB - Turn on 'Square' machine (if it comes up as an update, press 'update now' as it takes 10 mins to update).
	Check float is $50 (if the previous session's money and sign-in sheet haven't been packed away, place them in a plastic bag and put it through the letterbox slot on the container door).
	Get equipment out (set up as per the equipment checklist and place 2 balls in each basket. You can ask the first member who arrives to do the balls while you continue signing people in).
	Set up table with sign-in sheet & money container (make sure you open the Pickle Planner app on your phone so you can check who has already paid. Plug the power bank into Square machine to ensure it stays charged.
	Watch that everyone signs in correctly
	Welcome new players (introduce yourself and explain the Pickle Planner app (herveybay.pickleplanner.com) for payments and court hire. Pair new players with beginner-friendly members. **Stay at the sign-in desk at all times, until arrivals start to drop off.**
	Put money tin in shed before playing (when arrivals start to drop off, you are free to jump in for a game or two but keep an eye out for late arrivals).
	Count money at end of session (near the end of the session, count the money and check it matches the sign-in sheet. If it balances, place it in a plastic bag and put it through the letterbox slot on the container door).
	Ask players to return balls (as it gets close to finish time, go around the courts and ask people to bring in the balls when finished).
	Lock the shed once everything is put away.
	Turn off lights and padlock – (night sessions) and ensure front gate is securely locked.

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Equipment List

	Balls
	Paddles
	First aid box (make sure it is accessible)
	Sign-in sheet & pen
	Money container & float
	Sunscreen & sanitiser

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