

PICKLE BALL COURT MONITOR DUTIES

******these duties may be subject to change as Covid protocols change***

******PRIOR TO BEGINNING PLAY, you must check SIGN UP GENIUS (SUG) for your session to note/record any TBD entries. WE MUST HAVE NAMES FOR ALL PLAYERS IN ALL COURTS. This MUST be resolved before start of play for your session. The leader of group should fill in names on SUG or fill in names on Sign In Sheet provided at court.**

1. ARRIVE AT COURTS 15 MINUTES EARLIER THAN PLAY START TIME

- bring personal items such as mask, chair, equipment.

2. AT THE SHED:

- a) Open lock box on fence, combo = _____ get shed key.
- b) open shed and leave key hanging in shed
- c) get key ring on right side-this has keys for Portable Restroom, ODC gates, storage box in pavilion, and extra shed key

3. IF YOU ARE 1ST SESSION MONITOR, UNLOCK RESTROOM, UNLOCK SOUTH GATE, West gate, East gate

*******Players must enter through West gate and, because of MDH Covid guidelines, must exit session through East gate

- a) UNLOCK RESTROOM AND LEAVE LOCK INSIDE RESTROOM ON THE HOOK PROVIDED
- b) unlock storage box in pavilion

YOU ARE RESPONSIBLE FOR KEEPNG TRACK OF KEYS-KEYS MUST BE GIVEN TO NEXT MONITOR (if no next session, lock up storage box, courts and shed).

4. THESE ITEMS SHOULD ALL BE IN STORAGE BOX:

- a) locate and put on monitor vest
- b) bungee straps.
- c) 3-ring binder with forms
- d) pens / pen bins (white for clean pens-- green for used ones)
- e) paper towels and big towel to cover table top for cleaning/drying balls, Lysol spray/Clorox wipes, hand sanitizer

5. AT COURTS:

- a) bungee open west door
- b) use first table for monitor materials/forms, etc
- c) greet incoming players— they must be registered with SUG
- d) make sure any TBD players/subs have been recorded on SUG by court leader or on the Sign In form provided. Goal here is to NOT have any names missing in the event we need Covid 19 Back tracing.
- e) check that all players have signed the yearly Covid Risk and Waiver form. Forms are in the 3 ring binder. Once signed and dated leave in binder.
- f) Make sure players maintain 6 feet social distancing.
- g) No spectators allowed inside pball court pavilion

6. AFTER YOUR SESSION:

- a) collect and secure forms
- b) wipe down pens, touch points and any other equipment used

7. IF YOU ARE THE LAST SESSION MONITOR:

- a) clean up site, return items to storage box, lock it
- b) Lock west and east gates.
- c) return keys to inside of shed
- d) LOCK UP SHED/put shed key in lock box on fence and spin combination.

THANKS FOR BEING A COURT MONITOR AND providing FOR SAFE AND SECURE PICKLE BALL PLAY!