



## HOST CHECKLIST

The Host is responsible for the smooth running of all session activities and creating a safe playing environment. Abusive and disrespectful play will not be tolerated.

### Player Registration

- Verify player numbers by reviewing *OpenSports* player bookings
- If **less than** 8 players are registered, the session is to be cancelled

### Venue Preparation

- Obtain Stadium key from Mitre 10, if required
- Turn on lights, if required
- Open storage room and kitchen door
- Open windows, if required
- Check that there are no safety hazards on the courts

### Court Preparation

- Ensure all courts are clean and free of debris
- Check nets and stands for damage. Do not use if damaged.
- Set up nets based on number of registered players
- Ensure net heights are correct

### Equipment Setup

- Set up table with playing boxes, if using
- Ensure all necessary equipment such as balls and extra paddles are ready
- Check for equipment malfunctions, eg. Cracked balls, damaged paddles

### Match/Session Scheduling

- Explain method of play, eg. Jumble Doubles, Boxes, King of the Court
- Co-ordinate matches based on method of play
- Be prepared to adjust play schedule as needed due to unexpected circumstances
- Ensure matches start at scheduled session time
- Match play is to stop at the end of scheduled session time

### Miscellaneous

- Place medical first-aid kit in clear view on table
- Be aware of defibrillator location – under stairs
- Confirm Defibrillator is working and in good order
- Review Defibrillator service record – **must be checked and signed on a monthly basis**

### Emergency Procedures

- In case of an accident or injury, obtain consent from injured person before administering first aid
- If the person is unconscious, consent is assumed. Apply first aid immediately.
- Call emergency services on '000'
- Complete the Accident/Incident report

### End of Playing Session

- All equipment to be packed away and secured in storage lockers
- Lock storage lockers
- Close windows
- Ensure floors are swept
- Lock kitchen and storage rooms
- Turn lights off
- Lock Stadium
- Return keys to Mitre 10