

Hi All Badminton Champions,

An EC volunteer will open the gym. He or she will set up the game sign-in board and you can put your card up for a match. Do NOT practice or start a game until the setup is completed. All players in the gym at the opening and closing time are asked to help. Please put empty water bottles and trash into the trash can.

SCSG will open from 10AM to 7PM on April 2. Feel free to come at 10 AM and help us to clean the gym before play starts. If you bring food or snack, please keep them in the office area.

Thank.

TOBC by CAST-LA Executive Committee

Mar. 25, 2016

#### Before Play Opens:

1. mop/sweep the gym floor
2. cover the windows,
- 3, raise the basketball backboards,
4. move the bleachers out,
5. ensure that bathrooms are open and lights are on,
6. set up the poles and net.

#### As Soon As Play Ends:

1. take down and put away the nets, poles and window coverings,
2. sweep up leftover birdies and feathers,
3. check the floor for (and remove) stickers from N-3 and other shuttles, and
4. ensure that bathrooms are empty
5. ensure that the gym lights are out and all doors locked.