

Collector's Notes for Guayabitos Pickleball Club

Here are a few things for you to know in your role:

- Bring the **kit** which should include the following: pen, marker, scissors, receipt book, plastic pouch. If you are missing an item or short on receipts, please give the registrar heads up.
- When you arrive (if you are the first person), please **set up the table and chair** from the bodega (Code will be given). When done, please put everything back in the bodega and ensure it is **LOCKED!** Also **unlock the baños**. Lock when you leave or ask someone to do so.
- **Introduce yourself** to the players mentioning that you are the Collector. State that if they haven't yet paid their drop-in fee or membership, to see you at the table.

FREE - Kids under 16 and nationals are free: still provide a sticker and fill out a receipt for nationals and indicate free.

Drop-in fee: 100 pesos (colour sticker with today's date ie. Jan 9 EXP = J9)

Week fee: 300 pesos (1/4 sticker and record expiry date, i.e. + 7 days from payment Nov 9 EXP = N16)

Month fee: 800 pesos (1/2 sticker and record expiry date, i.e. Feb. 7-March 7 EXP = M7)

Seasonal fee: 1500 pesos (full sticker)

* Notify the player that the **fees can be transferred** over to a week, month, or seasonal but must bring receipt to do so. Place paid sticker above the neck on the paddle head. If upgrading from a drop in, week, or month, the expiry starts on the day of the membership purchase noted on the receipt.

Note: some people have a second paddle, please have them bring that paddle to you for another sticker of the same type. (i.e. 2 seasonals)

- With the label maker, please type out a **name sticker** and place it on their paddle on the top rim.
- Ask the player if they have registered on the **website** <https://www.pickleballguayabitos.com> If not, write their email on our receipt stub.
- Write **receipt legibly** so that the registrar can read it!
- Assist with the **court movement** (if comfortable) if no court host is present or to relieve the host to play. Help be the eyes (orange towels) for the host.
- Be **friendly!**
- **Hooks** for bench: 20 pesos (put \$ in the jar). No receipt.
- **Balls** are 150 pesos for 2 balls (write an official receipt: date, name, balls, and amount).
- An **Emergency Information Package** will need to be handed out for players to complete and place in their backpacks.

Membership Receipt info required: (drop in on small circle sticker)

- a. First and last name of player
- b. Amount and type of fee paid: ie. 100 pesos, drop in
- c. Date paid and expiry date
- d. Name of collector, you (Print)
- e. Email (IF THEY ARE NOT IN OUR DATABASE)

*If **you are not busy**, you can play but you must have someone who is trained to cover for you.

* Make sure your receipts and cash **balance** on the deposit slip! Cut out ALL receipts (including VOID receipts) and hand in with money in the drop box in the bodega. Lock up all supplies (incl. Orange flags) into the bodega. Lock bano!

May 23, 2025