**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 them 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.

**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](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.
* Be **friendly**!

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

1. First and last name of player
2. Amount and type of fee paid: ie. 100 pesos, drop in
3. Date paid and expiry date
4. Name of collector (Print and initial)
5. Email (IF THEY NOT IN OUR DATABASE) \*Receipt must be submitted to upgrade.

\*if not busy, you can play but you must have someone who is trained cover for you.