

## Chapter 12.0 – Club Additions to the Board Approved CC P&P's

### 3.1 Officers:

In addition to a club President, Vice-president, Secretary and Treasurer, the Pickleball Club shall elect a Membership Chair and as many Members-at Large as necessary to represent the membership (typically two).

### 3.3 Duties of CCEB Officers:

#### President:

- Shall preside over club meetings.
- Shall be responsible for administration of club business.
- Shall act as principle liaison between club and the association.
- Shall issue notices of meetings of the Executive Board or General Meeting.
- Shall appoint all committees and chairpersons with board approval.
- Shall, in the event of board vacancies on the Executive Board, appoint, with Board approval, an interim replacement until official elections can be held.
- Shall assign duties to other Board members.

#### Past President:

- Shall act as advisor for continuity from one administration to the next.

#### Vice President:

- Shall perform the duties of the President in the event of the President's absence.
- Shall perform other duties as assigned by the President.

#### Secretary:

- Shall maintain club records.
- Shall prepare and keep minutes of meetings.
- Shall conduct all correspondence relating to club meetings.
- Shall furnish whatever reports to the association as required.
- Shall perform other duties as assigned by the President.

#### Treasurer:

- Shall receive and deposit all funds due to the club.
- Shall pay all club-related bills.
- Shall furnish financial reports to the Executive Board, membership and association as required, including year-end reports.
- Shall have good knowledge of bookkeeping procedures.
- Shall have ability to work with a spread sheet and to work with Money or Quicken for keeping the financial records.
- Shall perform other duties as assigned by the President.

#### Membership Chair:

- Shall input all new members into the club roster.
- Shall maintain the club roster and order name tags for new members.
- Shall coordinated intake and input of club membership annual renewals.
- Shall send each new member a "welcome packet".

#### Member(s)-at-Large:

- Shall represent the membership at general Board meetings.
- Shall perform other duties as assigned by the President.

### 3.5 Election and Terms of Office:

The Pickleball Club shall maintain a two-year term for all officers of the Executive Board (EB). A maximum of three, two-year terms is allowable. All terms shall commence on January 1<sup>st</sup> and run through December 31<sup>st</sup>.

The Pickleball Club shall maintain staggered EB terms for continuity. An election of a President, Secretary and Member-at-Large shall be one year, and an election of a Vice-president, Treasurer, Membership Chair, and Member-at-Large the following year.

The position of Past-president shall be voluntary.

### 6.3 Guests:

#### Pickleball Club Guest Policy:

1. Resident Guest: A resident guest is a resident of SCG with a current association activity card or tenant activity card, who has not yet formally joined the club. They may attend club-sponsored functions three times before being required to join the club.
2. Non-resident Guest: All other individuals who are accompanied by an association member or otherwise sponsored by an association member are considered non-resident guests. They are not qualified for club membership and are not permitted to attend club-sponsored functions.
3. Household Guests: An individual or family member who temporarily resides as a guest with a SCG resident during an area visit. These individuals may use the association's facilities if they meet all club requirements for safety, training and individual decorum. Household guests may attend club functions and are not prohibited to a limited number of hours of play.

### 9.1 Pickleball Club Member Rules of Conduct:

- Pickleball Club members are required to comply with the Sun City Grand Member Code of Conduct at all times while engaged in club activities.
- The use of offensive/inflammatory language or language that is deemed to be a threat to other members is strictly prohibited.
- Any actions taken by club members during play that are a result of anger, frustration or are antagonistic in nature or that cause injury to another member is strictly prohibited.

## Chapter 13.0 – Club Specific Rules

This document covers information that is specific to the Grand Pickleball Club. If there is an area of conflict, the Sun City Grand Charter Club Policies and Procedures will prevail.

### MISSION STATEMENT

THE **GRAND PICKLEBALL CLUB** IS A SOCIAL ORGANIZATION WHOSE OBJECTIVE IS TO PROMOTE THE SPORT OF PICKLEBALL WITHIN THE SUN CITY GRAND COMMUNITY WHILE PROVIDING A POSITIVE EXPERIENCE FOR ALL PLAYERS INCLUDING SPORTSMANSHIP, FAIR PLAY, SAFETY, RESPECT, INTEGRITY AND EQUALITY AMONG CLUB MEMBERS.

### MEMBERSHIP

Membership shall be open to all members in good standing of the Sun City Grand Community Association.

### DUES

Dues are determined by the Executive Board and voted on by the membership. Current club dues can be found on the [Membership Application](#).

### MEMBER RESPONSIBILITIES

- Pay dues on time.
- Know club procedures.
- Know and abide by game rules and drop-in rules.
- Accompany household guest(s) on court.
- Protect club equipment.
- Wear name badges while on the courts.
- Stay informed by use of our website – [www.grandpickleball.org](http://www.grandpickleball.org).
- Wear proper shoes with non-marking soles.
- Show courtesy to others and do not interrupt game in progress.
- Members are required to monitor per the SCG Charter Club Policies and Procedures, Chapter 6.0 and the Pickleball Club Member Monitor Requirement Policy - <http://grandpickleball.org/member-monitor-requirement-policy/>.
- Members are encouraged to serve the club by volunteering to serve on committees, teaching, or being an officer, etc. Monetary compensation shall not be accepted by any volunteer/club member.
- Code of Conduct. The SCG Charter Club Policies and Procedures, Chapter 12.0 should be read by all members. All members agree to abide by these conduct codes.

## COURT USAGE

- The courts are open from 6:00 a.m. until 9:00 p.m., year-round.
- There are “summer” hours for club events and “winter” hours for club events. The club President will send out an email when hours change season to season.
- Court reservations are made on the clubs website up to 7 days in advance – See, <http://grandpickleball.org/reservation-instructions/> for instructions.
  - Cancellation of court reservations can be made up until the minute before the reservation.
  - If you are not going to use your reservation, you must cancel it.
  - If you do not cancel your reservation, penalties will apply.
  - The first infraction will warrant an email warning; the second infraction will warrant a one-week suspension of the reservation system; the third infraction will warrant a month suspension of the reservation system; a fourth infraction will warrant a year suspension of the reservation system.
- Pickleball Rules – See, <http://grandpickleball.org/rules/>
- Drop-in Procedure – See, <http://grandpickleball.org/drop-in-procedure/>
- Ladder Rules and Procedures – See, <http://grandpickleball.org/ladder-management-rules/>

## COURT COURTESY

- Wear athletic shoes with non-marking soles (court shoes are recommended).
- Pick up balls remaining on court and replace in canister when exiting the courts.
- Retrieve balls hit over the fence and replace in canister.
- Move chairs back to original place if you have repositioned them.
- Keep courts clean – dispose of papers, empty bottles, etc. in trash containers.
- Put only broken balls in broken ball trash containers.
- If you hit a ball into the next court, call “ball” loudly so the other team will stop play, preventing injuries.
- Use the entry gate of the court you will be playing on.
- Do not enter courts while courts are in play.
- Do not presume that a “reserved” court is open to you simply because you know the members playing on that court. “Reserved” courts are only open to those players that have been specifically invited by the person who reserved that court.

## MONITORING AND SAFETY

Club Monitor: During all club-sponsored activities on the courts, a monitor must be provided by the club to ensure that established operating and safety procedures are followed. All Club members are required to monitor a minimum of one time per year. In the event of rain, the monitor will go to the courts and prepare a sheet marked “rained out” to get credit for that day.

Monitors shall insure people playing during club events are (1) members of the club, (2) eligible house guests of club members or (3) a SCG resident non-club member (limited to 3 visits before being required to join the club). All CAM carrying

residents/club members must swipe their CAM card before playing. All guests must check-in with the monitor and sign in on the daily sheet. In the event of a disagreement between a monitor and club participant the decision of the monitor will prevail in all instances. A monitor's decision may be appealed to the Pickleball Executive Board. Until such appeal is heard and acted upon, the monitor's decision prevails.

Monitor instructions: <http://grandpickleball.org/monitor-guidelines-and-procedures/>.

Injuries: In the event of injury requiring medical attention, club monitors shall complete an Incident Report which the monitor shall turn in to the General Manager's Office.

## **FINANCIAL CONTROLS and/or PROCEDURES**

- Check and balance procedure to preclude a single withdrawal from ordering, receiving and disbursing equipment or inventories over \$1,000.00 per the SCG CC P&P's.
- Any non-budgeted monetary disbursements over \$1,000.00 shall require membership approval.
- Deposit all revenues in an established club account, as approved by CAM, in the club name, and maintain the club account through succeeding club administrations. Disbursements should not be made from cash, which has not been deposited in the club account. All disbursements should be made by check, or from an approved petty cash fund, with purchase receipts or invoice retained with documents.
- All transactions shall be recorded in club financial records and all financial records must be preserved for 7 years.
- As part of regular club meetings, the Treasurer should provide the members with a financial presentation showing revenues and disbursements and account balances. This presentation should be recorded in the minutes of the meetings.
- Periodically inventory and reconcile retail and assist inventories.
- All monies received by the club from special activities and events must be deposited into the club's bank account. All associated disbursements must be made by check. No disbursements may be made from "un-banked" monies.

## **GENERAL MEETINGS**

- Executive Board meetings shall be held not less than twice annually. Time and place shall be determined by the Executive Board. The President shall preside at said meetings.
- Membership meetings shall be held not less than twice annually. Time and place shall be determined by the Executive Board. The President shall preside at said meetings.
- Roberts Rules of Order Newly Revised shall be followed. The club Chair must recognize a club member before they speak. All club member comments or concerns must be directed to the Chair and shall not exceed 3 minutes per speaker.

## JOB DESCRIPTIONS

A complete list of job duties for the club can be found at:

<http://grandpickleball.org/contacts/>

Most jobs are self-explanatory but can change from time to time, therefore, to avoid outdated information within this document, only job descriptions that remain static will be outlined here.

### Social Committee:

- Plan, direct, coordinate and manage social activities/events for the club that encourage social interaction of club members.
- Provide leadership and direction to coordinate the efforts of the social committee volunteers.
- Report to the Executive Board and membership at club meetings to keep members informed of planned events.
- Coordinate the use of CAM facilities and equipment through the activities office for social functions.
- Interview and select caterers or vendors for each event.
- Prepare all club email blasts for all club-sponsored events.
- Manage each scheduled event to include site setup, vendor placement, performers, caterers, volunteers, etc.

### Court Maintenance Committee:

- Shall clean and maintain courts.
- Be responsible and make sure cleaning equipment is available and in good repair.
- Work with CAM maintenance on court and surrounding facility issues.
- Be alert to safety issues.
- Prepare courts for tournaments.

### Ladder Committee:

The ladder committee consists of a Ladder Manager and one Ladder Captain for each skill-level. They shall make sure the ladders run smoothly and ensure that ladder rules are enforced. The ladder manager will report directly to the Executive Board. The Ladder Manager must have access to a computer and possess basic computer skills. The Ladder Program runs all year including holidays.

See: Ladder Management Rules for Players and Captains -

<http://grandpickleball.org/ladder-management-rules/>.

### Mixers:

- Mixers are club social events. Social play focuses on players having fun and making connections with other club members and is not considered a competition such as Ladder or League or Tournament. Therefore, no skill-level ranking shall be assigned to a specific mixer. Any club member in good standing regardless of their skill-level shall be allowed to play.

- Starting times differ for each Mixer pursuant to the club calendar (See, <http://grandpickleball.org/calendar-of-events/>)
- Mixers operate without advance sign up. Players should show up 15 minutes prior to the start of play. Play is assigned on a first come – first serve basis with alternates if necessary.
- All Mixers shall have a monitor to coordinate and manage play. If a monitor is not able to attend, it is the monitor's responsibility to obtain an alternate monitor before the event or to cancel the event with appropriate notice to membership.
- Mixers shall not be allotted more than one-half the available court space (i.e. 11 courts) for play. The Board shall periodically review court usage statistics and make changes to the number of courts assigned to a Mixer.
- Any changes to mixers times or formats must be submitted to the club President and approved by the club Executive Board.

#### Court Ball Distribution Committee:

- Replaces balls in canisters on courts as needed and as specified by the Executive Board.
- Shall recruit volunteers to assist as needed.
- Replenish balls a minimum of three times per week
- Maintain ball inventory.

#### Webmaster:

Shall update the website as needed. Reports directly to the Board. The website is one of the primary sources of information that is available to members for club activities and procedures. The Webmaster will gather information from various sources and keep the website updated in a timely manner. The goal is to have the website be the main information source to members.

Tournament Director: The Tournament Director is responsible for scheduling, setting up, and coordinating all Board and CAM approved pickleball tournaments. Tournaments are to be self-funded with all monies collected and expenses turned over to the club Treasurer for payment. The Tournament Director reports directly to the Executive Board. The Tournament Director will solicit support from all club members to assist in running the tournaments. The following list of volunteer positions is required to make tournaments successful:

- Health and Safety: Assures that proper equipment is readily available in case of an emergency. Communicates Health and Safety guidelines to all participants and provides trained safety volunteers on each day the tournament is held.
- Desk/Matchmaking: Prepares brackets and seeding charts.
- Referees: Solicits volunteers to referee all matches. Calls and coordinates referees to courts as needed.
- Food and Beverages: Provide food and beverages during tournament as directed by the Tournament Director.

The Tournament Director will determine what, if any, awards will be given and the method of recognition. The Tournament Director is responsible for acquiring such awards.

Clinics: The purpose of clinics is to help improve player's skills. The Clinic Director(s) shall communicate information regarding clinics via membership emails to ensure maximum participation.

Clinic organization and format shall be at the discretion of the Clinic Director(s). They shall have sole authority in choosing a format for a clinic but shall also solicit input from the membership regarding specific skills that participants may desire to help improve the overall quality of play and for the enjoyment of the game. The Clinic Director(s) shall be responsible for recruiting enough qualified instructors for each clinic so that skills can be taught, observed and practiced.

Introductory Lesson Director: Shall schedule, organize and coordinate classes for beginners and potential club members. A sign-up sheet is located on the bulletin board located on the north wall of the restrooms. The Introductory Lesson Director is responsible for posting new sign-up sheets as needed.

Introductory Lesson Director shall perform the duties of the court monitor, making sure students wear proper shoes, providing safety instructions and recording the number of participants in the monitor notebook.

Safety Committee Director: Shall be responsible for keeping first aid supplies available and keeping emergency procedures posted to encourage safe play and hazard free courts.

- Keep first aid box stocked.
- Encourage club members to get CPR and AED certification.
- Provide safety personnel for tournaments.
- Work with court monitor to make sure accident/incident reports are completed when needed.
- Make sure emergency procedures are posted.

Monitor Chairperson: Shall be responsible for providing monitor credit to members who have either monitored a club function or provided a service for the club.

- Keep records and provide necessary tools and supplies for monitors.
- Compile and submit reports to the Executive Board as needed.
- Oversee monitor schedule to ensure that members have signed up properly and that there is a designated monitor for all club functions.
- Provide monthly reports to SCG Activities Director as required.

Dated: \_\_\_\_\_



Pickleball Club President

Dated: \_\_\_\_\_

Lifestyles Manager