

# Grand Pickleball Club

## Standing Rules and Operating Procedures

Updated 03/08/2011

This document covers rules and procedures that are specific to the Grand Pickleball Club. If there is an area of conflict, the Club bylaws or the Chartered Clubs rules, regulations and procedures will prevail.

### I. MEMBERSHIP:

A. Membership shall be open to all members in good standing of the SCGCA.

B. Guest Privileges:

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, but is qualified to do so. 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. They 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. They may play at club events if accompanied by a current member of the club.

C. Dues:

1. Dues are determined by the Executive Board and voted on by the membership. Dues are as follows:
  - a. New members joining in January thru September: \$15.
  - b. New members joining October thru December: \$20 for the remainder of the year and all of the next year.
  - c. "Renewal Dues" are \$25 annually, effective January 1, 2007. However, those members that have fulfilled their club monitoring obligations in the previous year will get a \$10 credit and be allowed to renew for \$15. As a member of the club you understand that you are expected to help with court monitoring. Currently the monitoring obligation is once annually if you live here in SCG for more than 3 months of the year. If you live in SCG for less than 3 months a year, you are expected to monitor once.

D. Member Responsibility Area:

1. Members are encouraged to serve the club by volunteering to serve on committees, teaching, or being an officer, etc.
2. Pay dues on time.
3. Know club procedures.
4. Know and abide by game rules and drop-in rules.
5. Accompany household guest(s) on court.
6. Protect club equipment.
7. Wear name tags when on the courts.
8. Stay informed by use of our website – [www.grandpickleball.org](http://www.grandpickleball.org).
9. Wear proper shoes with non-marking soles.
10. Members must agree to monitor per rules. <http://grandpickleball.org/monitor%20procedures.pdf>.
11. Show courtesy to others and do not interrupt game in progress.
12. Code of Conduct. The CAM Code of Conduct should be read by all members. It is available at [www.grandinfo.com](http://www.grandinfo.com) and on our bulletin board at the courts. All members agree to abide

by these conduct codes. Reported failures of the code to any Board Member will result in an investigation by at least 2 Board Members of the reported problem(s). After their report to the board, the Board will vote on whether the incident is a failure of the Code, and if so, whether a warning should be sent to the offender or a Code of Conduct Incident Form completed and sent to CAM for their action. Once turned over to CAM for their action, the process is in their hands and those involved must communicate directly with the Director of CAM Activities or the designee of CAM.

**E. Court Usage:**

1. The courts are open from 6 AM till 10 PM, seven days a week.
2. Court reservations are made on the clubs website up to 7 days in advance and on the reservation sheets, located on the bulletin board by the courts, for the current day.
3. Pickleball Rules – See Website.
4. Drop-in Procedure – See Website.
5. Ladder Rules and Procedures – See Website.

**F. Court Courtesy:**

1. Wear athletic shoes with non-marking soles.
2. Pick up all balls remaining on court after your games are over and replace in canister.
3. Retrieve balls hit over the fence and put in canister.
4. Move chairs and benches back to original place if you have repositioned them.
5. Keep courts clean – dispose of papers, empty bottles, etc. in trash container.
6. Turn off lights when leaving the court at night.
7. Put only broken balls in broken ball trash container.
8. If you hit a ball into the next court, call “ball” loudly so the other team will stop play – preventing injuries.
9. Use the entry gate closest to the court you will be playing on.

**II. Program Supervision and Safety:**

- A. Club Monitor: During all club sponsored activities on courts, a monitor must be provided by the club to insure that established operating and safety procedures are followed. Monitors shall make sure people playing during drop-in are members of the Club, eligible house guests of Club members or SCG resident guests if courts are open. 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 Executive Board. Until such appeal is heard and acted upon, the monitor’s decision prevails.
- B. In the event of injury requiring medical attention, Club monitors will be responsible for making sure the incident report is filled out and turned in to the Cimarron center.
- C. All Club members are required to monitor a minimum of one time per year. In the event of rain, the monitor is to prepare a sheet marked “rained out” in order to get credit for that day.
- D. Monitor instructions: <http://grandpickleball.org/monitor%20procedures.pdf>.

**III. Executive Board:**

- A. There shall be a President, Vice President, Secretary, Treasurer, immediate past President, and as many elected directors needed for member representation. The Executive Board shall have overall governing authority consistent with the bylaws and shall authorize committees necessary to carry out the purposes and objectives of the club. The Executive Board may be assisted by the chairperson of such committees to carry out the club functions and purpose.
- B. Election of officers: All officers and directors shall be elected by a majority vote of those present at an annual membership meeting (usually once a quorum has been established).

1. Quorum: 20 members in good standing, excluding the Executive Board, must be present and eligible to vote at any election. If more than one member is nominated for an elected position, voting shall be by secret written ballot.
  2. Nominating Committee:
    - a. Shall be appointed by the Executive Board.
    - b. Consists of a minimum of 3 members.
    - c. Cannot be a member of the Executive Board.
    - d. Must be a member in good standing of the club.
  3. Term of Office:
    - a. All officers and directors are elected for one.
    - b. The term of the 2007 Board shall begin on January 1, 2007, and end on March 31, 2008. Subsequent terms shall begin on April 1, and end on March 31.
    - c. Newly elected officers or directors, within 14 business days of taking office, shall read and understand the Associations Chartered Club Rules, regulations, and procedures. Submit CC-5 new club officer form to the activities director.
- C. Responsibilities:
1. President:
    - a. Preside over club meetings.
    - b. Accountable for administration of club business.
    - c. Act as principle liaison between club and the association.
    - d. Appoint all committees and chairpersons with board approval.
    - e. In the event of board vacancies on the Executive Board, the President shall appoint, with Board approval, an interim replacement until official elections can be held.
    - f. Assign duties to other Board members.
    - g. Have good written and verbal communication skills.
    - h. Have vision about where to take the club.
    - i. Have basic computer knowledge.
  2. Past President:
    - a. Shall act as advisor for continuity from one administration to the next.
  3. Vice President:
    - a. Shall perform duties of President in the event of the President's absence.
    - b. Shall perform other duties assigned by the President.
    - c. Have basic computer skills.
  4. Secretary:
    - a. Keep club records.
    - b. Issue notices of meetings of the Executive Board or General Meeting.
    - c. Keep minutes of meetings.
    - d. Conduct all correspondence relating to club meeting.
    - e. Furnish whatever reports to the association as may be required.
    - f. Have basic computer skills.
  5. Treasurer:
    - a. Receive and deposit all funds due to the club.
    - b. Pay bills.
    - c. Furnish financial reports to Executive Board, membership and association as required.
    - d. Prepare and submit year end reports.
    - e. Maintain the club roster.
    - f. Work closely with paddle ball chairperson and name tag chairperson.
    - g. Have good knowledge of bookkeeping procedures.
    - h. Have ability to work with a spread sheet.
    - i. Have the ability to work with Money or Quicken for keeping the financial records.
    - j. Have excellent computer skills.
  6. Elected Board Member at Large (#1):

- a. Duties as assigned by the President.
- 7. Elected Board Member at Large (#2):
  - a. Duties as assigned by the President.

#### **IV. Financial Controls or Procedures:**

- A. Check and balance procedure to preclude a single withdrawal from ordering, receiving and disbursing equipment or inventories.
- B. Any non-budgeted monetary disbursements over \$500.00 shall require membership approval.
- C. 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.
- D. All transactions shall be recorded in club financial records and all financial records must be preserved for 7 years.
- E. 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.
- F. Periodically, inventory and reconcile retail and assist inventories.
- G. 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.

#### **V. General Meetings:**

- A. 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.
- B. Roberts Rules of Order Newly Revised shall be followed.

#### **VI. Mission Statements and Job Descriptions**

- A. Social Committee: Shall organize activities to encourage social interaction of club members. Any monies made from these events shall go to the club treasury. The committee chair will report directly to the board member assigned.
  - 1. Job Description: Social Chairperson
    - a. Develops social committee.
    - b. Chairs committee.
    - c. Reports to Club President.
    - d. Attends Board meetings.
    - e. Organizes and hosts social events for the club.
    - f. Coordinates usage of and maintains equipment and food which is shared by other club events.
    - g. Other duties as assigned by President or Board.
  - 2. Specific functions of Social Committee
    - a. Host and provide food and beverages at award banquets, potluck dinners, BBQ, Christmas party, and any other events as directed by the board.
    - b. Coordinate the use of CAM facilities and equipment through the activities office for social functions.
    - c. Facilities must be reserved well in advance of event with the Activities Office.
    - d. All alcoholic beverages must be provided by Dillon's Catering.
    - e. Coordinate and set up facilities for social functions.
    - f. New Social Chairperson needs to be appointed before the last social event of the year.
- B. Court Maintenance Committee: Shall clean and maintain courts. Be responsible and make sure cleaning equipment is available and in good repair. Will work with CAM maintenance on

court and surrounding facility issues. Shall also be alert to safety issues. Prepare courts for tournaments. The committee chair will report directly to the board member assigned.

1. Job Description:

- a. Interface: Most maintenance problems can be directed to CAM via the maintenance clerk (Norma Gaitan 546-2121) or the Director of Maintenance for SCG (Scott Phillips). They prefer to have only one person (the appointee) report problems rather than receive many phone calls about the same problem. The appointee or his designated team can handle most problems.
- b. Court Cleaning: CAM will clean the courts 4 times a year. Cleaning by the club should occur every 4-6 weeks as required; cleaning might be scheduled prior to tournaments if desired. A good rain (0.2") can clean the courts adequately. A cleaning crew is 8 people - 2 on the water brooms, 2 on squeegees, and 4 on bristle brooms. Two crews of 4 move across the courts from south to north, in the direction of drainage.
- c. Clock Care: Two clocks require a "C" or "AA" battery, which should last a year before replacing. The clocks are generally of the indoor variety because most outdoor clocks have small faces. The battery and clock terminals will oxidize causing the movement to stop or run slow. To correct this, remove the battery and clean all terminals with a pencil eraser and replace the old battery or use a new battery and just clean the clock terminals. The clock needs to be secured at the top and bottom or the monsoon winds will knock the battery out or destroy the hands or movement.
- d. Wind Flags: The monsoon winds and sun beat up on these flags requiring replacement yearly. They are locally available only in the spring and cost about \$10.00 each.
- e. Trash Collection: Best done weekly. If the courts are occupied carry the 3 extra bins (storage shed) so only one trip is necessary. If vacant, the extras are not needed.
- f. Net Adjustment: The center of the net should be 34" above the ground. Courts 1-8 use a ½" socket wrench which is inserted over the bolt head located in the net post farthest from the fence. Turn counterclockwise to raise the net and clockwise to lower. Generally, over time, the cable will stretch causing the net to sag. The other courts have a brass stud in the net post farthest from the fence. A brass handle stored in the toolbox mates with the stud and turns for adjustment. All tools are stored in the storage shed.
- g. Insect Control: Ants tend to accumulate around the net posts and on the sidelines where people sitting spill sweet refreshments. Spray insecticide where the ant's digging brings sand to the court surface and under all seats where the spills occur. Spray is needed every 2 months, after a heavy rain, or when sand or ants are apparent.
- h. Weed Control: Weeds will grow in the crack directly under the net. Spray once or twice each year.
- i. Fence Maintenance: As players crash into the fence, the fence ties at the bottom of the fence become loose and eventually fall off. Two or three times each year inspect the fence and replace or tighten loose fence ties. Replacement ties are stored in the shed.
- j. Wind Screen Inspection: New windscreen wires were added to all of the screen eyelets in the summer of 2006. Carabineer clips were also installed on every other eyelet at the base of the screen. Inspect all eyelets every six months; replace any missing wire. As the eyelet ties break the wind can tear the entire side of the screen loose; preventative maintenance in this area can delay a major expense.
- k. Court Lighting: Find a player who plays at night often to help you keep the lighting in good repair. This repair is exclusively a CAM item; any problem should be reported to the CAM maintenance clerk listed in Item 1 above.

C. Ladder Committee: The ladder committee runs the weekly League/Ladder program. It consists of a ladder manager and ladder captains. They shall make sure the ladders run smoothly and ladder rules are enforced. The ladder manager will report directly to board member assigned.

1. Job Description of Ladder Manager:

- a. Makes sure the Ladder Program is running smoothly by overseeing the Ladder Captains and the Ladder Rules as well as solving any conflicts or problems associated with the Ladder. The Ladder Manager must have access to a computer and possess basic computer skills. The Ladder Program runs all year including holidays. Note: All reference to Ladder Rules means LADDER MANAGEMENT RULES FOR PLAYERS AND CAPTAINS on the Sun City Grand Pickleball Club website [http://grandpickleball.org/pmach/ladder\\_rules.php](http://grandpickleball.org/pmach/ladder_rules.php).
- b. Oversees the Ladder Captains.
- c. Recruits and trains the Captains (or oversees the training if it is done by an existing Captain).
- d. Makes sure the Ladder Captains follow the Ladder Rules explicitly.
- e. Answers any questions, solves problems, etc. which the Captain may have.
- f. Keeps all Ladder Captains informed of any changes in the rules or policy.
- g. Lets the Ladder Captains do their jobs without interference.
- h. Oversees the Ladder Rules:
  - i. Makes necessary changes to Ladder Rules with the Captains' approval.
  - ii. Updates the Ladder Rules on the web site when seasons change (playing times).
- i. Fills in as a Substitute Captain when needed.
- j. Keeps the communication lines open.
- k. Is the direct contact from the Board to the Ladder Program.
- l. Solves any disputes, problems, or complaints directed to the Ladder Program.
- m. Makes decisions in the Ladder Program's best interest in meetings.
- n. Attend Pickleball Club Executive Board meetings.

2. Job Description of Ladder Captain:

- a. Manages one skill level of the Ladder. The Ladder Captain has a weekly commitment, must have access to a computer and possesses basic computer skills. The Ladder Program runs all year including holidays. The Captain can share the duties with a Co-Captain.
- b. Be familiar with and enforce the Ladder Rules.
- c. Report directly to Ladder Manager.
- d. Maintain Ladder Administration site for assigned Ladder.
- e. Post rankings and schedules weekly as per the Ladder Rules.
- f. Keep players informed of changes of Ladder Rules or ladder programs.
- g. Records participants on the pink sheet in monitor book.
- h. Acts as monitor during play.
- i. Organize and manage assistants, if applicable.
- j. Keep Ladder Manager informed of any problems or concerns.

D. Paddle and Ball Sales Committee: Shall keep an inventory of paddles and balls for purchase. Replaces balls in canisters on courts as needed. Answers questions regarding club membership and rules. Reports directly to Board member assigned.

1. Job Description:

- a. Ways contacted – from slips left at Pickleball bulletin board near the courts, website, telephone, or word of mouth.
- b. When contacted we determine the following – how they got our name and number, determine if they have taken the “Free Lesson” so we know if they have used a paddle before and which one, if they know; determine if they want to become members of the GPC, and give directions to our residence and make arrangements to meet them.
- c. At time of contact – we thank them for their interest in Pickleball and our Club, usually show them the paddles, display and explain to them the different models – explaining their make-up, their origin, the differences in the handles, types of grips, their hand size and the cost of the paddles; let them touch and hold both models – helping them

choose a model and color; answer any questions they have regarding the paddles and club; after determining if they are interested in joining the club, explain all the benefits of a club membership, if they want to join give them an application form and explain to them what the membership entitles them to at that point and until they get their name tag (s). Explain why they need to wear their nametag and that it needs to be worn whenever they go to the courts and play. Show them a name tag and explain how they will get theirs; and if they become members or say they had mailed their application in already, fully explain to them ladder play, drop-in, round robin play, tournaments, open play (sign up times for reserving courts), free lessons, free clinics, how they will be contacted through the club's website for information, joining the ladders, tournament info, etc., all information relating to the club; Board Members, roster and other information; and answer any questions.

- d. If they do not want to become members – explain the sign up sheets for courts on the bulletin board. Tell them they must sign up for court use and cannot play during certain times nor during club sponsored events. Explain the use of pickleballs at the courts are for members only and encourage them to purchase three balls for their use at the courts. Tell them to mark their balls with their own logo.
- e. Orders, sales and inventory records:
  - i. Handle contacts with our vendors, Pickleball, Inc., 4700 9<sup>th</sup> Ave. NW, Seattle, Washington 98107, owner Doug Smith or assistant Janet Valentine, 1-800-377-9975 for paddles and balls and Pro-Lite Sports, 1425 Broadway #442, Seattle, WA 98122, Mark Friedenber, 1-888-775-9615 for paddles.
  - ii. Order paddles and balls for sale/use by GPC.
  - iii. Maintain sufficient inventory to handle requests for paddles, balls (only use the yellow Singapore type), obtain a supply of Pickleball instructional books (obtained through a separate vendor) and know when to re-order more equipment.
  - iv. Maintain inventory of equipment at residence.
  - v. On occasion, will coordinate the providing of GPC equipment to functions as approved by the Board.
- f. After sales are made:
  - i. Document each sale through the forms used to do this.
  - ii. Maintain the checks and money received for the various sales.
  - iii. Prepare and maintain a perpetual inventory in an Excel format.
  - iv. Update inventory records as necessary and occasionally provide copy to Treasurer or other Board member.
- g. Court Balls:
  - i. Responsible for the maintaining/supplying/replacing of balls in the ball holders at the courts. Going to the courts, a minimum of three days a week is needed to insure a sufficient supply of pickleballs is on hand.
  - ii. Look at the damaged balls in the trashcans, from time to time, to make sure only broken balls are placed therein.
  - iii. Maintain separate ball inventory, recording dates of receipt, date and numbers of balls sold or taken to the courts.
  - iv. Coordinate with the Tournament Director how many balls are needed for any tournaments sponsored by the club.
  - v. Will occasionally check the paddles/balls at the Cimarron Center, and replace if needed.
- h. Monies:
  - i. Review, count, and prepare (by used forms) all the monies obtained from the sales of all equipment and prepare a form entitled "Funds Submitted to GPC".
  - ii. Provide the form, monies and application forms to the Treasurer.
  - iii. Maintain sales record.

- iv. Upon receipt, provide all invoices to the Treasurer for payment.
- E. Webmaster: Shall update website as needed and keep members updated on club news, rules and general communication issues. Reports directly to the Board Member assigned.
  - 1. Job Description:
    - a. 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 to supplement information that is available on the bulletin board and mass email. Information is typically gathered from the following sources:
      - i. Club President or other board members.
      - ii. Committee chairpersons.
      - iii. Email newsletters.
      - iv. Club meetings.
      - v. Other pickleball websites.
      - vi. Tournament directors within SCG and from outside the club.
      - vii. Tournament websites such as Huntsman and Arizona Senior Olympics.
    - b. Information on the website usually includes but is not limited to the following:
      - i. Starting times for regularly scheduled playing events such as ladders, drop-in, round robins, etc.
      - ii. Information on future tournaments including starting times and dates. The tournament commissioner sometimes provides an information flyer in a word processor format. The Webmaster would convert this to an html format and provide links to the document on the main page, tournament page and coming events pages.
      - iii. Clinic information in the form of an information page and online signup.
      - iv. Tournament results and photos.
      - v. Information about playing events such as round robin and mixers.
      - vi. Information about coming social events. The social committee may provide an information flyer on a future social event in a word processor format. The Webmaster would convert this to an html format and provide a link on the coming events page and elsewhere as appropriate.
      - vii. Calendar of coming events. The administration page for this function is available to the tournament commissioner, social director, lesson coordinator and others so that they may update the calendar with their own events. A separate person may handle this.
      - viii. The contacts page is updated at the beginning of each year and whenever there are changes in volunteer responsibilities.
      - ix. The ladder schedule and standings pages are updated automatically when the ladder captains enter the scores and schedule. However, if the online ladder program was not maintained, those pages would have to be manually updated and posted to the website.
      - x. The roster page is updated automatically when the Treasurer edits the roster administration page or when members edit their own personal data. If that program was not maintained, the roster page would have to be manually created and uploaded.
      - xi. Club documents such as meeting minutes, bylaws, pickleball rules, ladder rules, membership application and other club rules and procedures.
      - xii. Email newsletters for the benefit of those that have difficulty receiving club email or are too quick with the delete key.
  - 2. Requirements:

- a. Knowledge of how to create web pages by using a visual editor or by using a text editor with knowledge of HTML and CSS.
- b. PC, operating system and editor of the Webmaster's choice. Existing pages do not use any proprietary formats of commercial visual editors. They could very easily be edited manually or imported into a visual editor. JavaScript is not used except for a couple of snippets that could be eliminated without reducing basic functionality of the pages.
- c. Knowledge of transferring files to the website with an FTP program.
- d. The Webmaster should have good written communication and presentation skills, be well informed on club activities and be able to post information in a timely manner.
- e. Optional: Knowledge of the SQL database functions and knowledge of the PHP programming language or a programming background sufficient to enable the webmaster to quickly learn the SQL and PHP. This part is optional depending on the skills of the Webmaster. Most of the following functions should continue to work without maintenance by the Webmaster as long as changes in the display format were not desired. It is possible that version upgrades or changes in the default configuration of the SQL and PHP on the host server might cause some of the functions to stop working. If the Webmaster did not have knowledge in this area, another way might have to be found to do the following functions or some would have to be deleted.
  - i. Online roster database. This would have to revert back to being done on a spreadsheet or database program. The roster page on the web would no longer be automatically updated when the Treasurer edits information. Members would not be able to update their own personal information. It would also complicate the sending of mass emails to the latest member list. Loss of data would be possible if an offsite backup system were not routinely followed.
  - ii. Online signups for clinics, tournaments, etc. would not be available. This feature is usually customized for each activity. It is not a generic signup routine.
  - iii. Ladder functions would not be online. This would revert back to being done on a spreadsheet or similar program. Training of ladder captains would be more difficult and require a higher skill level on the part of the ladder captains. Ladder captains would no longer be able to easily substitute for one another without manually exchanging files. If the ladder captain became ill or the ladder captain's computer was inoperable, the files might not be available. Emails to the ladder participants would be more difficult and time consuming.
  - iv. The calendar of coming events would have to be created manually rather than from the event database. It would no longer be able to be edited by the social chairman, lesson coordinator, and other club members that are responsible for scheduling events.

#### F. Mass Email Volunteer:

1. Job Description: The volunteer will receive emails from various club members that desire to send emails to the club membership. Senders are usually the club President or board members or committee chairpersons. The email will then be sent sequentially with the Bulk E-Mailer program to each address in the online roster database. Most emails will require minor editing before sending. They quite often have instructions to you that need to be removed. They might also have references to pages on the website that should have links to the appropriate page if the sender has not already put in links. You might also want to help the sender by correcting minor typos and using the spell checker in your email program. The procedure is as follows:
  - a. Import the latest email list from the administration page of the online roster database into the Bulk E-Mailer program. This is a simple process that only takes about a minute.
  - b. Edit the incoming email and "Save as...." an eml file to a name and location where you can find it.

- c. Create a new message in Bulk E-Mailer by filling in the dialogue box with the location of the file (alternatively fill in the body of the message as plain text by copying and pasting from the original). Fill in the subject line. Fill in the "Reply to" to address if it is desired to have replies go to the originator of the message. If not filled in, the reply will go to your email address by default.

2. Requirements:

- a. PC with Windows Operating System 98/ME/NT/2000/XP/Vista.
- b. Internet Service Provider with an email policy that is not too restrictive. The policy must allow sending of approximately 500 emails (or more if the club grows) within a time of about 10 minutes. Cox cable is known to work well. AOL will almost certainly not work.
- c. Bulk E-mailer program provided by the club (requires about 5MB of hard disk space).
- d. The volunteer must use an email program that can save files in html format. Microsoft Outlook Express (not Outlook) and Mozilla Thunderbird are known to work well. Alternatively, the emails could be sent in plain text but would not maintain the formatting of the message originator.
- e. Broadband Internet provider such as Cox cable or DSL would be preferred. A dial-up line would probably work okay, but would probably take a lot longer. If using dial-up line, call waiting should be disabled.
- f. Volunteer should be familiar with common computer/internet functions such as saving downloaded files and editing and saving email files.

G. Name Tag Volunteer: Shall purchase supplies and make nametags for new members and those who request replacements. Reports to Board member assigned. Info:

<http://grandpickleball.org/nametag.html>

1. Job Description:

- a. Pin on nametags – supplies are purchased from Office Max – Avery 74549 pin on name badges and 2 kinds of tape. A plastic container needs to be purchased to keep tags in the trunk by the courts. The computer program to make them is Microsoft Picture It! Publishing Gold 2001. As the Treasurer gets new members they are sent to the Name Tag volunteer. Make the nametags, print them and put them in the box by the courts. Email each person to tell them that they are done and to please pick them up ASAP. The labels come in sheets of 8, so try not to make them until you have 8 names so as not to waste supplies. However, that has not been a problem because there have been about 9 to 12 a week. You might also get requests for a new tag from people who have lost theirs or put them through the washing machine.
- b. Magnetic nametags: <http://grandpickleball.org/nametag.html>. These nametags are ordered from the vendor listed below. The vendor will deal with one person representing the club and does not want individuals calling them. These nametags are distributed in the same manner as the other nametags.

Can Do Engraving & Specialties  
15434 N. 99<sup>th</sup> Ave.  
Sun City, AZ 85351  
623-972-1760

- c. Keep website Link updated with current information (price, etc.)

H. Tournament Committee: Responsible for scheduling, setting up, coordinating all activities for SCG 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 Board member assigned.

1. Job Description:

- a. This is strictly a volunteer position within SCG Pickleball Club.
- b. The following tournaments are currently scheduled annually. This list is flexible and can be changed in any way. The Tournament Director (TD) will solicit input from the membership regarding the types of tournaments that they would like to have. The TD

will market these and any other tournaments within the club to ensure maximum participation.

- i. March – All SCG Tournament - M, W, MD by age.
- ii. April – All SCG Tournament – Draw for Partners.
- iii. November – A, B, C and Novice Invitational Tournament - M, W, MD by skill.

2. Tournament Support: The TD will solicit support from all club members to assist in running the tournaments. The following list of volunteer positions (chairs) is required to make the tournaments successful. Each Chair will require additional support and it is the responsibility of the Chair to solicit and acquire that support.
  - a. Tournament Director – Calls and schedules the matches during the day(s) of the tournament and is responsible for making up the draw sheets. Resolve any/all conflicts.
  - b. 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.
  - c. Refs and Lines people – Provides trained referees and lines people.
  - d. Score Keeping – Develops “match” score sheets and maintains scores on all posted Draw Sheets.
  - e. Photography – Takes tournament action pictures of players and forwards to the club afterwards for posting on the club website.
  - f. Communications – Provides all tournament related communication to the entire club membership leading up to the tournament itself. This Chair must have good computer communication skills.
  - g. Tournament Funding: The financial goal of running the tournaments is to be self-funding. There may be an entry fee charged per person or per team. That fee will be determined by the TD with Board approval. All funds shall be turned over to the Treasurer with an accounting of all monies spent and received.
  - h. Food and Beverages – Provide food and beverages during tournament as directed by the TD. Coordinate with club’s social committee chairperson regarding equipment and supplies.

3. Awards and recognition: The TD will determine what, if any, awards will be given and the method of recognition. The TD is responsible for acquiring such awards.

- I. ASO Tournament Event Committee: Responsible for setting up and coordinating all activities of the portion of the ASO tournament which is held on SCG Courts. Currently, this occurs annually during the third week in Feb.

1. Job Description:

- a. This is a volunteer position within the SCG Pickleball Club.
- b. The Event Director will coordinate with the ASO directors at Arizona Traditions, Happy Trails and any other location.
- c. The Event Director will act as Tournament Director as described in the previous chapter, except the awards are handled by the ASO Committee.
- d. The Event Director may be assisted by other ASO committee members from venues other than SCG.
- e. The Event Committee is made up of SCG club members and follows the guidelines of the SCG Tournament committee.

- J. Clinic Director: Shall organize instructional clinics for all club members interested in improving their game. The Clinic Director (CD) reports directly to the Board member assigned. They are responsible for scheduling, setting up and coordinating all activities for Pickleball Clinics to be held on the SCG Pickleball courts involving SCG Club membership at various times during the calendar year.

1. Clinics: The purpose of clinics is to keep players interested in the game of Pickleball and to help improve player’s skills. The CDs solicit input from the membership regarding the “skills” for instruction to help improve the overall quality of play and for the enjoyment of the

club members. The CD communicates information regarding the clinics within the club to ensure maximum participation.

2. Clinic Organization: The CDs work together to recruit enough qualified instructors for each clinic and four participants per court/instructor so that skills can be taught, practiced, observed with feedback/comments to ensure skills are learned.
  3. CD Skills: It is preferred that the CDs have good computer skills, especially with email for major communications. The CD must be able to work with the Webmaster to learn how to maintain the clinic web page and sign-ups. Microsoft Word and Excel are two programs used to generate bulletin board flyers, court assignments, and general clinic information.
  4. Participants sign-up on-line via the Pickleball Club Website. The CD groups the participants in groups of four with "like" skill levels. Participants and instructors are assigned courts by the CDs.
- K. Introductory Lesson Director: Shall schedule, organize and coordinate classes for beginners and potential club members. Lessons are conducted on courts 11 and 12. Paddles are in the chest in the white shed.
1. Job Description for director:
    - a. October thru April – classes held twice each week.
    - b. Contact instructors to get commitment to teach a given session. This scheduling is done one month in advance of the class.
    - c. Prepare and post on bulletin board a signup sheet for each class, with room for eight students to signup.
    - d. The coordination of instructors is done primarily via e-mail.
    - e. May thru September – classes held when enough students have signed waiting list.
    - f. Post a waiting list on bulletin board.
  2. Job Description for Instructors:
    - a. Classes are limited to eight students on two courts with two instructors.
    - b. An attempt is made to group weaker players together on one court and stronger players on the other court.
    - c. Students are first taught to simply dink the ball back and forth over the net.
    - d. Basic ground strokes are taught next.
    - e. The rules of the game are then taught (i.e. no volley zone, the two bounce rule, etc.).
    - f. The serve is taught next.
    - g. The student's next try playing a game while the instructor gives tips on court position, strategy, etc.
    - h. The students are then told about how to join the Club, how to buy paddles, and how to enter into "drop-in" with players of their level.
    - i. Instructor performs duties of court monitor, making sure students wear proper shoes, providing safety instructions and recording number of participants on Pink sheet in monitor book.
- L. Safety Committee: Shall keep first aid supplies available, keep emergency procedures posted and encourage safe play and hazard free courts.
1. Job Description:
    - a. Reports to Board Member assigned.
    - b. Keep first aid box stocked.
    - c. Encourage club members to get CPR and AED certification.
    - d. Provide safety personnel for tournaments.
    - e. Work with court monitor to make sure accident/incident reports are made out when needed.
    - f. Make sure emergency procedures are posted.
- M. Court Monitoring Committee:
1. Job Description:
    - a. Developing instructions and providing training for monitors.

- b. Keeping records and providing necessary tools and supplies for monitors.
  - c. Compiling and submitting reports to the Club President.
  - d. Overseeing Monitor Schedule.
  - e. Giving monthly reports, as needed, to the Club's Executive Board.
- N. Nominating Committee: Shall nominate members for Club officers and Board positions and is responsible for the complete election process. Reports to the Executive Board, with the slate of candidates, seven days prior to election.
- O. Publicity Chairman: Purpose is to enhance the positive image of the Grand Pickleball Club within in the community, to announce upcoming pickleball events which the public might be interested in, and to promote the sport of pickleball in SCG and the surrounding community. This is a volunteer position reporting to the Board member assigned.
- 1. Meet CAM requirements for club publicity.
  - 2. Keep announcements up to date on all SCG community bulletin boards.
    - a. Submit fliers to Activities department for their applying to the SCG bulletin board.
  - 3. Update Grand Times
    - a. Change the club info page periodically.
    - b. Submit interest articles as needed.
  - 4. Represent club at Newcomers Coffee quarterly.
  - 5. Coordinate with CH22 for major events.
  - 6. For tournaments, coordinate with Tournament Director.
  - 7. Submit articles/photos to newspaper. Sun City Living is only newspaper which accepts sports articles. 2007: Jim Geffre is doing this. His contact info: 544-3394 [geffre1949@yahoo.com](mailto:geffre1949@yahoo.com).
- P. Couples Round Robin Director: Shall coordinate the group that signs up to play by assigning courts and opponents. Acts as court monitor during play. Records number of participants in monitor book. Reports directly to Board member assigned.
- 1. Job Description:
    - a. Couples enjoy playing together on Tuesday evening, and the format is a sign-up sheet posted at the pickleball bulletin board next to the courts. The time is 6:00 PM during winter months, and 7:00 PM during summer months, every Tuesday evening. Couples do not have to be husbands and wives, just male and female. Everyone is encouraged to arrive ½ an hour early to warm up so we can start on time. We play 6 rounds and we post the playing sheets from the computer on each playing court. The sheet advises who is playing who and on which court, one round after another, until 6 rounds are completed. We play each game to 11 points. Win or lose, we do not keep track of the results. This is a social evening, yet competitive.
    - b. Good to carry a bag with tape, scissors, and extra copies, and pens. The sign-up sheets, we make out on a monthly schedule and post them on the bulletin board and each Monday night or Tuesday morning, the sheet for that week is picked up to make up the playing sheets for Tuesday night. (You may make copies of sign-up sheets for the weeks or months ahead.) Couples should wear their name tags for the evening.
    - c. There is a computer program that you install, and it helps to organize everything for you. All you do is enter the number of couples playing and who they are, and it will sort out exactly how many courts and who will be playing who and where. You can notify by email. It helps to have computer skills for this job.
    - d. There are lots of last minute changes, people wanting to play, and people canceling at the last minute. So then you just wing it! There are byes, and you eliminate the bye.
    - e. The average level is "B", yet some novices come in and are more than welcome. At that point, we just separate the strong and weak couple and even it out, so that everyone can have fun a little more equally. And if you are unable to be there from time to time, there is always someone there who has experience in handling the evening event for you. Everything is pretty self explanatory, and the evening is fun and runs

along pretty smoothly after announcements and greetings are made. Some evenings every court is taken, some evenings only a few courts are used, either way, all have a good time. We have 8 courts reserved for Tuesday nights and we have anywhere from 4 to all 8 being used on any given Tuesday night.

## Q. Sunday Night Mixer

### 1. Overview:

- a. The Sunday night mixer is a weekly club event typically held on pickleball courts 1-8 at Cimarron. The starting time is 6:00 PM during winter and 7:00 PM during summer. The focus of the mixer is doubles social play, not a competition. Individual scores and records are not kept and there are no prizes or “event winners or losers”.
- b. The mixer is open to all club members although most regular players range between lower C and middle A ranking. With 8 courts reserved, the mixer can accommodate up to about thirty five players. The average number attending is about 20. The mixer has operated without advance sign up. Players show up prior to the starting time Sunday night and then draw numbers that determine their partner and court for each game. Six games are scheduled lasting about 2 hours. Depending on the number of players that show up, a person may play in all six games or may have a bye for a game if the number of players attending is not an even multiple of 4.

### 2. Sunday Night Mixer Monitor Duties

- a. This club event requires a monitor. If the monitor will not be 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.
- b. Club members and resident guests with current SCG activity card may play in the mixer. Resident guests can play only 3 times and then must become members.
- c. Wear club nametag and encourage others to wear nametag, wear proper shoes.
- d. There is a binder with the appropriate supplies. At designated starting time, count the number of players that will be playing. Remove the pairing sheets corresponding to the number of players from the three ring binder and post the pairing sheets on courts using magnetic clips. There is approximately one pairing sheet for every two courts. Remove a packet of sequential numbers equal to or greater than the number of players, from the plastic bag in the binder. If there are more numbers than players, just set aside the extra numbers from the packet. Put the active numbers in an envelope and have each player draw one number. Players will use the numbers to determine their partner and court of play for each game. After play, record the appropriate information on the PINK sheets in the Monitor Binder in the storage chest. You will get monitor credit for the event.
- e. If there is an accident or emergency, call **911 on the RED PHONE mounted on the bathroom wall**. Following an incident, provide an incident report (from Monitor book) to someone who witnessed it, and ask him/her to complete it. Turn in completed report to the desk at Cimarron Fitness Center within 24 hours.
- f. This is a social event for enjoyment of all participants – competitive spirit should be a secondary priority. If there is a significant argument or disagreement regarding interpretation of rules, club policies, use of court etc., try to diffuse situation to prevent escalation and avoid harm/danger to members. Contact Cimarron Center for security assistance if needed. Document incident using sheets in club monitor book.
- g. Following play, collect pairing sheets and clips from courts and re-file in the three ring binder. Monitor should walk around courts to pick up loose balls, minor trash, and personal belongings left behind. If there are no other players using courts, lights should be turned off.
- h. Typically twice a year during May and October, the starting time for the mixer is changed. The exact date of the change is determined by the monitor. At least two weeks prior to the date change, notify the person in charge of the court scheduling

sheets (typically the Club Secretary). An e-mail announcement can also be forwarded to the person who sends Club emails (typically Web Master or Treasurer) for distribution to all club members.

- R. Round Robin Mixer Committee: Coordinates group that signs up to play by assigning courts and matches. Acts as Court monitor during play. Collects money from participants and provides snacks and drinks following play.
1. Reserve all 8 courts for date/time of play via email to the club Secretary.
  2. Send email to events calendar person to mark the date on the website calendar.
  3. Announce upcoming mixers to the membership by sending a flyer/announcement to mass e-mail person about 2 weeks prior.
  4. Post the sign up sheet at the bulletin board at the courts 1 week prior to play. Sign up sheets should be for 32 players, with space for at least 6 alternates to sign up. This helps cover any cancellations.
  5. Mixers have historically been scheduled for Friday afternoons, either 1 - 3 PM or 2 - 4 PM.
  6. Mixers can be held once per month or in the winter, twice a month.
  7. Collect \$1 from each player (32 players)
  8. Explain process to all players:
    - a. Courts are marked A, B,C, D, with schedule of play.
    - b. Draw numbers from A1 - D8 = letter is court & number is for player.
    - c. Play 4 games.
    - d. Break - draw numbers again.
    - e. Play 4 games.
    - f. Have snacks (suggested snack quantities are as follows: 5 – 6 oranges cut up, 2 bunches of grapes, 4 dz cookies or 1 box ritz crackers & peanut butter. Drinks - 36 cans of pop, 1/3 regular and 2/3 diet).
    - g. Keep receipt for snacks and be reimbursed by treasurer.
    - h. Remind everyone that this is a SOCIAL event and everyone is here to have fun and meet new people!
    - i. Register event in Monitor notebook.
    - j. Click on this link for matching tables: [Round Robin Matching Tables.](#)