

Castle Creek Pickleball Policies and Procedures

1. Payments, Fees, and Memberships

Fees provided to the club cover balls supplied for play, court maintenance and upkeep, social events provided by the board, rental fees, and insurance fees.

a. Daily nonmember fees

- i. Daily drop in fees for all non members shall be \$3 per day.
- ii. Payment must be made *prior to play* with no exceptions.
- iii. Payment envelopes will be provided where non members will enclose their money, write their name on the outside, and put the envelope in the box provided.
- iv. Non members must sign the sheet in the area provided.

b. Member Dues

- i. Membership dues shall be \$100 per six months of unlimited play.
- ii. Payment of membership must occur before member is exempt from daily fees (no backdating or IOU's).
- iii. Membership will start on the day received.
- iv. Members will be added to sign in sheet on which the member must initial each day they play.

c. Non Payment

- i. Any nonmember or expired member who does not pay before playing will be reprimanded in the following way:
 1. 1st infraction - the person will be asked to pay or leave and be given a verbal warning that a suspension will occur for subsequent infractions.
 2. 2nd infraction - the player will be asked to leave and given a one month ban from playing at the club from the date of the infraction.
 3. 3rd infraction - the player will be asked to leave and given a six month ban from playing at the club from the date of the infraction.
 4. 4th infraction - the player will be asked to leave and given a lifetime ban from playing at the club from the date of the infraction.
- ii. Board members reserve the right to modify these rules on an individual basis by a vote of the board.

d. Waiving of fees

- i. The board may from time to time, at their sole discretion, vote to give complimentary memberships to any player as compensation for services or support given to the club. These can be for any length of time and activated at any time as approved by a vote of the board.
- ii. Active Board members are exempt from membership and daily fees. This will terminate if the board member steps down or is replaced.

2. Training, Use of Courts

a. Eligibility

- i. Any Person wishing to provide training at the courts at any time must first be approved by the board.
- ii. Trainers must show proof of insurance.
- iii. Trainers must have a current active membership at the club.

- b. Requirements
 - i. Trainers must provide a log of their training schedule to a board member monthly.
 - ii. A fee of 10% of the gross amount earned monthly must be paid to the club at the end of each month.
 - iii. Training cannot run into designated open play times as detailed on the club calendar.
 - iv. Training cannot interfere with club activities such as tournaments, round robins, special engagements, etc. as detailed on the club calendar.
 - v. Trainers are responsible for securing the courts should they be the last ones to leave the courts when finished.
- 3. Open Play, Use of Courts
 - a. Eligibility
 - i. Any person paying their daily fee or an active member in good standing may use the courts during open play, or at any other time of the day.
 - ii. Any person under a current ban by the board may not use the courts for any purpose at any time.
 - b. Requirements
 - i. Any person using the courts during open play times shall use the sign in system *before playing*.
 - 1. Non Members
 - a. Place your daily fee in a signed, provided envelope
 - b. Seal the envelope and place in the slot of the provided collection box.
 - c. Sign your initials next to your name on the provided players sign in sheet, or if your name is not listed, sign your name legibly on the space provided on the sign in sheet
 - 2. Members
 - a. Sign your initials next to your name on the provided players sign in sheet. Take note of your membership expiration date. It is the member's responsibility to maintain a current membership
 - ii. Any person using the courts outside of designated open play times, or any time the sign in system is not available, shall place their fee in the black lock box in the center of the courts *before playing*.
 - iii. Any time a player is the last to leave the courts, he/she is responsible to make sure all the entry gates and shed are locked and secured.
 - iv. Players should return any good balls to the hoppers on each court when finished playing.
 - v. No furniture is allowed in the court area at any time.
 - vi. Water is not provided. Players are responsible for bringing enough water to support themselves while at the club. Water can be obtained/purchased from the Gopher Hole restaurant if needed.
 - vii. Good etiquette is required at all times. This includes but is not limited to:
 - 1. Playing in a manner that is respectful and courteous.
 - 2. No throwing of equipment or paddles.
 - 3. Respecting your partner and opponents.
 - 4. Tapping paddles after matches end.
 - 5. Refraining from verbal arguments or outbursts.

6. Refraining from unsolicited training or advice.
7. No loud profane language.
8. Not leaving any trash on or around the courts.

c. Violations

- i. Any person in violation of Castle Creek Pickleball policies and etiquette may face the following reprimands:
 1. 1st offense - the player will be given a verbal warning.
 2. 2nd offense - the player will be given a second and final verbal warning.
 3. 3rd offense - the player will be given a one month ban.
 4. 4th offense or more - the player may be given another one month ban, or, by a vote of the board, a permanent ban from the club.
 5. The board may review and adjust any reprimand as they see fit, based upon the severity and frequency of the violations.

4. The Board

a. Eligibility

- i. The board shall consist of 5 members.
- ii. Board member must be in good standing with the club

b. Requirements

- i. Board members must be willing to contribute and share the many duties required by its position. Duties of current board members include, but are not limited to those listed below: *Financial* (manage income and expenses, pay in bills, cash handler, cash deposits, reconcile bank account, etc.), ppl *Communication* (manage website, Facebook page, CC club emails, Golf course liaison) *Special Events* (Party Planner, Social Engagements, tournaments Golf Course liaison), *Court maintenance* (Recycling, purchase balls, nets , Cleaning) *Membership* (Collect and record payments for new members and renewals, PayPal, Sign in sheets up to date) *Policies & Procedures* (set guidelines for play, etc)
- ii. There is no term limit to being on the board.
- iii. Board members serve at will. The preferred distribution of the board is 3 from competitive side and two from social as this reflects the demography of the players.

c. Appointment

- i. If a player wishes to be on the board, they must submit their name and intention to a board member by December 15th.
- ii. If no player has submitted their name by December 15th, the board will remain as is.
- iii. If at least one player has submitted their name, a regular election will be held the second Tuesday of January
- iv. If a player wishes to call a special election for removal of a current board member, they must submit a petition with signatures of current members in good standing, equal to half the current total paid membership +1. If a valid petition is submitted, an election will be held the second Tuesday of the month following a 30 day waiting period to allow for preparation and announcement. The petition must include a replacement candidate
- v. If a current board member steps down, an election will be held in the same manner as a special election unless no player has submitted their intention to be a board member. A petition is not required

- vi. The general election format will be an anonymous ballot vote with all candidates and current board members listed. Each member in good standing at the beginning of the election period will have 3 votes to distribute among the eligible candidates. Votes can be distributed in any manner, including giving one candidate multiple votes. The top 5 candidates with the most votes will be the board members going forward until the next election. In case of a tie, the election will be reheld in the same manner as a special election tie.
 - vii. Special election format to fill an empty position will be by anonymous ballot with the replacement candidate(s) listed. Active members in good standing at the beginning of the election are eligible to cast one (1) vote for their choice. At the end of the election period, the candidate with the majority of votes will be the winner. In case of a tie, the election will be reheld in the same manner. If at the beginning of the ballot submission period there is only one candidate. The election will be voided, the candidate will win by default, and assume their board position immediately.
 - viii. Election time period shall be as follows:
 - ix. Minimum time from announcement to election shall be 2 weeks for special elections, and 3 weeks for the general election
 - 1. Election ballots will be received for 1 week from the beginning date of the election
 - 2. Ballot results will be tallied and announced within one day of the end of the election week
 - 3. The winner will assume duties immediately upon announcement of the winner
 - x. Submitting Ballots
 - 1. Ballots will be provided to members in good standing at their request. Members shall receive one ballot and 2 envelopes. Members shall vote only once on the ballot provided and seal it in one of the provided envelopes. No identifying information shall be on this envelope
 - 2. Members shall seal the first envelope within the second envelope and write their name on the outside
 - 3. The final double envelope can be returned to a board member or placed in the collection box
- d. Removal
- i. Any member(s) wishing for a board member to be removed or replaced shall have a replacement candidate nominated as per Rule 4.c.iv.