Midland Area Pickleball (MAP) Policies and Procedures Manual

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# About the Club

The Midland Area Pickleball Club (or MAP) is a non-profit organization. Fees cover: court bookings, balls, portable nets as needed, equipment related to maintaining courts or nets, tournaments and related costs such as treats or prizes, events, and any equipment needed to run the club effectively. We may also occasionally make small charitable donations for events involving pickleball.

## Fees 2024-2025 Season

* Full: $125
* Associate: $50

## Our Mission

The Midland Area Pickleball Club (MAP) was founded in 2014 to bring the fun sport of pickleball to more people in the Midland area. We seek to promote the growth of pickleball as a sport for all ages and all abilities. Pickleball is a game where grandparents can play actively with their grandkids.

## Growing Pickleball

In 2014, pickleball was a relatively new sport with very few facilities available. Through the diligent efforts of the club, more indoor facilities are available during the winter months and there are now many outdoor courts available for public play in the area. MAP was instrumental in converting the Tiffin Park tennis courts to pickleball courts.

# Membership

MAP does not exclude people or treat them differently because of race, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

## Full Membership

Cap: 160

A Full member can attend any of the days/times indicated in our play calendar with the exception of special events where they may need to sign up in advance (such as Ladder Play). Full membership is capped at 160 players based on the number of venues and times we have available to play to avoid overcrowding. Adding more members with the existing number of days/times creates long waits to rotate in to play. Full members are added when there are existing Full members who leave the club (moving, no longer interested, etc) by extending an invitation the top of the wait list (longest wait at the top).

Members who leave the club after the season has already started will not be offered a refund.

Members must be at least 18 years of age to play.

## Associate Membership

Cap: 100

An Associate member is someone who is on our wait list to become a Full member, but has chosen to pay to play at one of the schools (for example, James Keating and St. Theresa’s) where time in the gyms has been booked. Associate membership is capped at 100 based on the number of days/times available to avoid overcrowding. Being an Associate member does not impact the priority or position on the wait list.

Each season, the existing Associate members will be given first priority for renewing as Associate members or choosing to just be on the wait list (if they decide the play at the schools or times available are not suitable). If the number falls below 100, the offer will go out to others on the wait list. If there are only a few spaces available, we will first target people who are newer to the wait list and, therefore, didn’t have the chance to sign up as Associates previously.

If an Associate member is offered a spot as a Full member part way through the season, their Associate fee they have already paid will be counted towards the Full member fee. For example, if the Full membership fee is $125 and the player has already paid $50 to be an Associate member, they would pay the difference of $75 to become a Full member that season.

Associate members who leave the club after the season has already started will not be offered a refund.

Associate members must be at least 18 years of age to play.

## Wait List

Cap: 200

The Wait List is capped at 200 people. People who request to be added once we are at 200 will be turned away as the wait time will be several years at a minimum. People are added in order of the date requested with the oldest requests at the top. If the wait list falls below 200, we will contact people who were turned away first to see if they now wish to be added to the wait list.

We have an exception to extend the cap of 200 if existing Full members request to add immediate family members (see the section on [Immediate Family Requests for Membership](#_Immediate_Family_Requests)). They will be added to the bottom of the list and not given preferential standing.

The cap may also be exceeded if we have not reached the cap of 100 Associate members and the deadline has elapsed for a response. If new people request to be added and wish to be Associate members, they can still be added to the wait list.

People requesting to be added to the Wait List should send an email via the web site or directly to the midlandareapickleballclub@outlook.com to make the request. This ensures we have a record of the request, including the date, in email. Verbal requests should be redirected to one of these methods. We require an email address for contact, so this also ensures we have their correct email.

People on the wait list can request to be removed from the wait list at any time.

## Injured Players and Membership

Players who know they will be out injured for the season (for example, having knee surgery), do not have to pay to play that year and will not lose a full membership spot. They can return later that season and pay a pro-rated rate or return the following season. They can re-join even if we are at the membership cap; it just means there will be fewer open spots for the following season.

From time to time, the nature of the injury is such that they may miss multiple seasons and we will still maintain their spot as a full member; their membership will be considered “on hold.”

Players who are skipping a year due to injury must indicate that at the start of the season they are missing. They should reply to the membership renewal email indicating they are injured and planning to return. Failure to do so means they will be considered “former” members in future and their spot is not guaranteed.

Members who are injured after the season has already started will not be offered a refund.

## Request to Return from Former Members

Players who choose not to return for a year or more cannot automatically rejoin the club. The Former members list will be checked to ensure there isn’t a reason preventing the player from returning (eg. abusive behaviour). If permitted, they will be added to the bottom of the wait list (even if the wait list is full).

## Immediate Family Requests for Membership

We do not automatically grant full member status to spouses, significant others, or immediate family. They can, however, be added to the wait list, even if the wait list is full. They will be added to the bottom of the list and not given preferential standing.

Immediate family is defined as: spouse/significant other, children, parents, brothers, sisters

# Waivers

Both Full and Associate members must have signed a waiver to play. They are requested to submit one via email if they can scan it in and email it or bring it to the first time they play. The convenors or executive can collect the forms and they should be returned to the Club Secretary.

A new waiver is not required each year unless there is a substantive change to the text.

If a member, Full or Associate, has not completed a waiver after several attempts to collect one, they will be asked to stop play until it is complete. Any player who does not agree with the waiver and will not sign it can choose to leave the club.

# Non-members Playing

While we would love to accommodate all players, we can only have members playing during our booked times. The club’s insurance only covers when our own players are playing. Additionally, non-members have not signed a waiver.

During the summer months when members are playing at non-booked times, this is open public time and does not need to be covered by the club’s insurance and is open to anyone.

# Annual Membership Renewal Process

The MAP season runs from October through to the following September. Originally, we just organized an indoor season from October through May, but found the outdoor courts at Tiffin were starting to get booked by other groups, which would limit club play, so we began booking at Tiffin Park as well and made it an annual season (explaining the odd season start/end).

We will always start the renewal process with our Full members. Since renewals are done during the summer months, we give at least three weeks for members to renew and pay to account for possible vacations.

The Club Secretary is responsible for managing the communications and the membership lists. This includes the Full members, Injured Full members, Associate members, Wait List, Former members, and those Removed from the Wait list.

## Full Members

The current year’s Full members, including those on the injured list, will be contacted about renewing their membership for the following season and given a deadline to respond and pay by. After that deadline, their spot can no longer be guaranteed and if their spot has been filled already, they will have to go back on the wait list.

Once we have a list of full/injured members who have renewed, we can determine the number of open spots based on the Cap minus the number of renewals.

Once the deadline for Full members has been reached and we have determined how many open spots there are, we will begin offering Full membership to the Wait list in order of the date they were added, taking the oldest first. No preferential treatment is given for people who are also Associate members.

Individuals from the top of the wait list are emailed offering them Full membership and giving them a three-week deadline to respond. The number of open spots determines how many people are emailed; we never contact more people than there are open spots. Sometimes this means we will leave an open spot if the next people on the list are a couple.

Frequently there are people who do not respond and accept the Full membership. There are also some cases where the email is no longer valid or they respond and say they are no longer interested. In this case, those individuals are removed from the Wait List (and corresponding Associate list if they were previously also an Associate) and the next person on the Wait List is offered Full membership. This is an iterative process that can take quite some time to complete. As we reach later in the summer, the deadline may change to two weeks in order to complete all renewals for the different groups in time for the start of the season.

Should a member leave the club or be asked to leave the club during the season, we will contact the top person on the Wait List and offer Full membership at a pro-rated cost. We may delay this and leave the spot open if there are injured members we know will be returning soon.

## Associate Members

Once the Full member list is completed, we move on to offering Associate memberships, beginning with people who were Associate members in the current season.

The current year’s Associate members will be contacted about renewing their Associate membership for the following season and given a deadline to respond and pay by. After that deadline, their spot can no longer be guaranteed and if their spot has been filled already, they cannot play as an Associate for the upcoming season. This does not impact their place on the Wait List.

Not responding to the Associate membership offer does not mean the person will be removed from the Wait List, just the Associate list.

After the deadline to renew Associate membership has been reached, the number of open spots will be the Associate member cap minus the number of renewed Associates. If there are only a few spots open, individuals from the Wait List who are not currently Associate members will be contacted. If there are a larger number of open spots (10+), a general email will go out to the Wait List (minus those who are already Associates) offering the Associate membership and indicating it is first come, first serve for the open spots.

If there are still open spots on the Associate list after that, any new additions to the Wait List will be offered the opportunity to join as Associates right away. New requestors are often more eager to play. Late requests from existing Wait List members can be included if we remain below the cap.

# Code of Conduct

* Treat others with respect
* Do not engage in unsportsmanlike conduct and avoid criticism and negative verbal or non-verbal communication
* Be generous when you win, graceful when you lose, and celebrate your teammates and opponents
* Do not engage in any behaviour that would endanger the health, safety, or well-being of others
* Engage in conduct that is free from fear, discrimination, abuse, and harassment
* Be fair and honest in play and when making line calls and dealing with others
* Know and follow the rules of pickleball, and cooperate when situations arise that aren't covered by the rules
* Accept responsibility for your own actions

Any member, Full or Associate, who does not agree with the Code of Conduct can choose to leave the club; refunds will not be issued if the season has already begun. By playing as part of the club, members are implicitly agreeing to the code of conduct.

# Abusive Behaviour Policy

Abusive behaviour is not tolerated and violates the club’s code of conduct. The United Nations defines abuse as:

Abuse is physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure, or wound someone.

In case of abusive behaviour of members:

* The first instance will result in a verbal warning from the convenor and/or club executive. All such warnings should be noted with the Club Secretary to document it.
* Should a second instance occur by the same player, a written warning will be sent via email from the club executive.
* A third instance of abusive behaviour will result in the player being removed from the club and their membership fee refunded (we will refund the prorated amount based on the number of months into the season). The player will not be allowed to re-join the club in the future and can no longer play or participate at any club booked times, events, tournaments, etc. They will be added to the Former Members list with a note indicating that they are not permitted to re-join the club.

# Charitable Donations

MAP is a non-profit organization and does get requests, from time to time, to donate to various charities and causes. In an effort to keep club fees low for our members, we will only consider supporting charities that involve pickleball in some way (for example, the Butter Tart Festival tournament is a pickleball tournament in support of cancer charities).

Requests should be sent to the club executive for consideration and approval. Maximum donation to be considered would be $100, but would be scaled to the event.

# Board of Directors

MAP has a 5-member executive Board of Directors with the following positions:

* President
* Vice President
* Club Secretary
* Member at Large (2)

The positions are filled from volunteers of the club’s Full members. When a board member leaves the executive, an email goes out to the Full members looking for a volunteer to fill the position. The remaining board members will have approval and right of refusal for a volunteer. The goal of the board is to represent the interests of all our members, including recreational and competitive players.

# Remuneration for Board of Directors

These positions are strictly volunteer and no financial compensation in any form will be offered to members of the board. Board members may be compensated for expenses directly related to running the club.