

St. Albert Pickleball Club

Board Policies

Operational

Member-Organized SAPC Events & Activities

Policy:

The SAPC Board provides a limited framework for enabling SAPC members to organize events, activities or programs (“organized events”) for the benefit of the Club that require the scheduling of pickleball courts and Club equipment or facilities for a one time or re-occurring timeslot.

Purpose:

The facilitation of these special organized events by an individual member or a group of Club members provides an opportunity to spread the work load for Club programs over a larger volunteer base and provide benefits to the Club as a whole, such as special coaching sessions, skill development, ladder play, rating clinics, etc.

Clarification:

1. These organised events are Club-sanctioned events with all Club benefits and obligations in force. The organiser(s) will recruit the volunteers needed to make the event a success.
2. Scheduling of organized events will be limited in order to maintain adequate court availability for the routine SAPC play sessions.
3. This policy applies to all requests for reservation of court time including single, intermittent and regularly occurring organized events.
4. This policy providing the opportunity for members to initiate organized events must be communicated to all SAPC members by the SAPC Board
5. Court time for such organized events cannot be made during public or member drop- in times unless the SAPC Board approves it as a special single or annual event. Approval from the City of St Albert is required and must be obtained (by the Board) if public hours are affected by the organized event.
6. The Board must approve all organized events scheduled under this policy.
7. Organized Event Coordinators (including instructors and facilitators) must submit an Organized Event Agreement Form (see Appendix 1 below) a minimum of 14 days prior to the anticipated start date of the organized event.
8. Organized events will only be approved for inclusive group activities involving at least 12 participants.
9. The Event Coordinator will ensure that the SAPC Codes of Conduct and relevant policies are communicated and followed.
10. Organized events will NOT be approved if they are not offered to a significant proportion of SAPC members. For example, a request to reserve the courts for 8 specific players will not

be approved but a request for a women's 3.5 drop-in for skill development activities or group lessons would be considered.

- a. Organized events will be prioritized for SAPC members. However, participants who are not members of SAPC may participate, at the discretion of the SAPC Board, in order to help facilitate the effectiveness of the activity if sufficient SAPC members are not available to participate (e.g. a non-member may act as a substitute in group lessons to maintain the structure of the event).
 - b. Organized events with more players than available spaces must be organized such that every person interested in participating has an equal opportunity for play. This does not apply for fee-for-service activities where participation is reserved by payment other than the regular venue fee stickers for members.
11. The SAPC Board reserves the right to decline specific organized events and Event Coordinators, including organized events that do not align with SAPC goals.
- a. The SAPC Board reserves the right to terminate organized events at any time.
 - b. Notification of organized event court reservations must be communicated by the SAPC Board to SAPC members by email or newsletter and the website calendar no later than 7 days prior to the organized event.
12. Upon commencement of an organized event, Event Coordinators must:
- a. Ensure the organized event is completed within the approved time;
 - b. Ensure the courts are left in a clean and ready state and all SAPC supplies are returned at the completion of the organized event; and
 - c. Communicate any lost/damaged items to the SAPC Board as soon as possible.

All guest participants in the organized event must have signed the SAPC liability waiver form for the relevant calendar year. Current SAPC members will have already signed the waiver as part of the membership application or renewal.

Procedures:

1. An Event Coordinator may initiate a request for an organized event to take place at SAPC by completing the Organized Event Agreement Form (Appendix 1). This form will be received by the SAPC President or Secretary who will then distribute it to the SAPC Board for approval.
2. The SAPC Board will provide all general communications to SAPC members and affected volunteers (i.e. calendar slot assignment and all communications that are sent to the entire membership such as notification of court reservation and advertising the organized event in the newsletter or by general email).
3. The Event Coordinator will follow the regular SAPC Financial Reporting and Controls policies and procedures for any collection of fees or disbursements to trainers, coaches or raters. (The Treasurer can be asked for details and suitable arrangements.)
4. The City of St Albert has the final say over granting time for events affecting public hours. It is understood that the Board will seek this approval only in special circumstances.

Approved: February 18, 2019

Reviewed:

Appendix 1 Member-Organized Event Agreement Form

Name of Event: _____

Date(s) and Time(s) of Event: _____

Description of Event: _____

Event Organizer: _____

Phone Number of Event Organizer: _____

Email of Event Organizer: _____

Other Event Organizers, Coordinators, Coaches, Volunteers:

Which Event Organizer / Coordinator / Coach / Volunteers will be present during the event?

Email Addresses and Phone Numbers:

Do the dates and times of the event overlap with public hours or SAPC scheduled activities?

What group of participants will be invited to this event?

Will all participants be SAPC members? _____

If not, guests must sign and hand in a waiver form.

How many participants are expected to attend this event? _____

What SAPC equipment, supplies or resources will you require for this event?
