

Forming a Pickleball Club

Getting Started Guide



Created by Pickleball Saskatchewan Inc. June 2020
Revised March 2021

Pickleball Saskatchewan Inc.

Promoting the growth of Pickleball as a game for all ages in Saskatchewan

Congratulations on having a group of Pickleball enthusiasts in your community!

All players must purchase an individual membership to Pickleball Saskatchewan Inc. (PSI), and Pickleball Canada Organization (PCO).

Benefits of membership in PCO:

- By joining Pickleball Canada, a national sport organization (NSO), you will be making a significant contribution to the development of Pickleball and helping grow the sport in Canada.
- Safe and sanctioned competition and training events
- Nationally regulated officials accreditation program
- Coaching workshops
- Comprehensive sport liability and personal injury insurance
- Progressive developmental and competitive programs for long term athlete development
- Financial support for athletes and officials attending Regional, National and International competitions
- Rating system for Tournament and Club League play
- Tournament and League management system
- Opportunity to network with other clubs and players
- Membership in pickleball's national sport organization – Pickleball Canada

***In addition, many clubs in the province do not allow participation in regular play, clinics, tournaments, etc. without a PCO membership, primarily for the insurance reasons.**



For more information on membership benefits visit:

<https://pickleballcanada.org/participate/individual-membership/membership-benefits/>

To join Pickleball Saskatchewan and Pickleball Canada (PCO) visit:

<https://pickleballcanada.org>

***Note:** Each member must have their own personal email address.

Suggestions for the formation of your club and club organization:

- Hold an initial public meeting (advertise via social media, email, posters, newspaper, etc.)
- Elect an executive; keep accurate minutes and financial records
- Create a budget.

Ongoing:

- Host beginner clinics to welcome newcomers to the club!
- Host clinics for more advanced players.
- Keep it fun! (Potlucks, round robins, fun club tournaments, open house, etc.)
- Keep the lines of communication open via email, texts, social media, etc. Create a family-like culture and environment!

Clubs must meet the following criteria in order to be eligible for affiliation and Membership Assistance Program (MAP) funding:

1. Must have a minimum of 10 active members.
2. All club members must be registered with PSI and PCO.
3. All clubs must have an elected or initially appointed executive which includes a President, Secretary and Treasurer.
4. Must have bylaws (see sample Bylaws Template page 6)
5. Must have a bank account in the club's name.
6. Incorporation is not required; however, clubs may find it to be beneficial.
7. Clubs must sign an affiliation agreement with PSI.

For more information on incorporation visit:

<https://www.isc.ca/CorporateRegistry/RegisteringaBusiness/Pages/default.aspx>

Please contact PSI if you need any further information on forming a club:

Email: saskatchewanpickleball@gmail.com



Helpful Tips and Links

Clinics and Instruction:

- The International Pickleball Teaching Association lists both Level I and Level II instructors in Canada on it's website: <https://iptpa.com/>
- For Current information on clinics through PSI contact: saskatchewanpickleball@gmail.com

The Pickleball Canada/International Federation of Pickleball rulebook is available for download: <https://pickleballcanada.org/play/ifp-rules/>

Places to play:

- Visit our website: <https://www.pickleballsaskatchewan.ca>
- Visit Pickleball Canada website: <https://pickleballcanada.org>
- To find other places to play in North America: <https://www.places2play.org/>

Developing a Club Budget:

- Consider immediate needs, short term goals, and long term vision
- Common budget items include facility rentals, equipment (nets, paddles, balls), special events, bank fees, etc.
- Make use of fundraisers and grants.
- Promote club membership

Pickleball Saskatchewan Bylaws and Policies

- See Pickleball Saskatchewan Inc. bylaws: <https://www.pickleballsaskatchewan.ca>



Steps to Forming a Pickleball Club

A Pickleball Saskatchewan Inc. Guide

Task	Notes	Assigned Date	Champion	Target Date	Completion Date
Advertise your intention to form a club	Social media, local news, rec. centres, senior facilities, gyms, etc.	(mm/dd/yyyy)		(mm/dd/yyyy)	(mm/dd/yyyy)
Assemble contact list of interested players	Include email address & phone numbers				
Hold initial public meeting	Give advance notice				
Have all members purchase PSI/PCO membership	Make membership benefits info available				
Elect a board of directors	Become familiar with board requirements and roles				
Elect an Executive					
Open a bank account					
Develop a budget	See "Getting Started Guide" for suggestions				
Keep accurate records of meetings & finances					
Prepare constitution & bylaws	See "Getting Started Guide" for suggestions				
Incorporate your club	Not required but recommended				
Affiliate with PSI/PCO					

(Insert Club Name)
Board Bylaws (Template)*
(Date Adopted)

***(Note: This is a minimal sample of Club Bylaws. Each community/club will have diverse needs and circumstances. Your Club Bylaws are to ensure you are acknowledging and abiding by the rules and regulations required within your club, play space(s) and community.)**

ORGANIZATION NAME:

(Insert Club Name here)

(Insert address here)

(If you do not have a physical address, insert the following)

We do not have a physical address. Our email address is (insert email address here).

ORGANIZATION PURPOSE:

The purpose of the (insert club name here) is for members to promote and organize pickleball play in the town of _____ in an organized and safe manner.

MEMBERSHIP AND FEES:

Membership is open to the general public.

Club fees will be collected annually and may be set by the club executive or by the membership at an annual meeting.

(If applicable, include - Some facilities we play in may have age restrictions to which we are required to adhere.)

Members MUST hold current membership with Pickleball Canada and Pickleball Saskatchewan.

BOARD GOVERNANCE:

Executive Officers: All terms shall be one year

- President
 - The President chairs all club meetings and represents the club at external meetings.
- Vice President
 - The Vice- President assists the President and performs the duties of the President in the President's absence.



BOARD GOVERNANCE:

Executive Officers: continued

- Secretary
 - The Secretary will keep record of all proceedings.
- Treasurer
 - The Treasurer is responsible for the receipt of money, deposits and the preparation of financial statements.

Directors: One to five other elected members.

AUTHORITY/RESPONSIBILITY:

The Officers are the legal authority for the organization. As a member of the Board, an Officer acts in a position of trust for the community and is responsible for the effective governance of the organization. Dissolution of the club would result in any remaining money being donated to (insert charity of choice).

MEETINGS:

Meetings (virtual/face to face) will occur at a minimum of 2 times a year or at the call of the President. An annual general meeting will be conducted yearly. Quorum will be set at 51% of the board.

COMMITTEES:

Development of committees to assist with the overall organization purpose is encouraged. Examples: tournament, fund raising, facility access and preparation and sanitation.