

# Standing Rules & Operating Procedures

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Revision 008 dated November 12, 2022

Revision 009 dated February 12, 2024

This document serves to define the rules set forth in the foundation of the Wickenburg Ranch Pickleball Club (WRPBC) Bylaws and may be amended and/or updated upon direction from the WRPBC Board of Directors. **These rules and procedures shall be made available to all club members on WRPBC.com, proceed to documents for review.**

## I. MEMBERSHIP RESPONSIBILITIES:

- A. Create and maintain your personal account in our club management software (Live Pickleball).
- B. Pay dues on time in order to maintain **membership in good standing**.
- C. Be familiar with and abide by club rules and procedures, court etiquette standards and scheduled play/event calendar.
- D. Attend general membership meetings and vote on any business requiring a vote by general membership.
- E. Accompany all household guests to scheduled play and/or events. Additional responsibilities include, but are not limited to;
  - a. Member is responsible for obtaining and delivering a signed *Waiver of Liability* form for their guest(s).
  - b. Failure to obtain a signed waiver transfers all liability for guest to the host member/homeowner.
- F. Respect club equipment.
- G. Stay informed about the WRPBC by reviewing essential information posted on the WRPBC website and at the kiosk by the courts.
- H. Encourage and support club participation.
- I. Be involved. Volunteer.

## II. MEMBERSHIP DUES:

A. Annual membership fees are currently \$30.00 for each member yearly and are due no later than January 31<sup>st</sup>. If received after January 31<sup>st</sup>, membership will no longer be considered in “good standing”. A 50% increase will be applied, bringing the membership fee to a total of \$45.00. This increase will be implemented to reinstate the membership and retain the member in “good standing”. January 1, 2025, membership dues will be increased yearly to \$40.00, if paid after January 31<sup>st</sup>, it will be increased to \$60.00.

## III. FACILITY TIME OF PLAY DEFINITIONS:

A. “Member Play” time is open to all **members** of the WRPBC.

B. “Scheduled Play” are all events identified on the WRPBC calendar.

C. “Open Play” times are all **unscheduled** time slots.

## IV. “GUEST” DEFINITIONS & PRIVILEGES:

The term “*guest*” refers to anyone who is not currently a member of the WRPBC who is playing during any WRPBC scheduled play time.

A. “Resident Guests” are homeowners (or renters) who have a current WR Golf & Social Club membership (in good standing) but have not formally joined the WRPBC. Resident Guests **may** participate in WRPBC scheduled activities and/or special events for a maximum of three (3) occasions before being required to become an official member of the WRPBC. All Resident Guests are required to sign the Liability Waiver form and must agree to abide by all WR Golf & Social Club and WRPBC established rules, regulations, etiquette guidelines and safety mandates.

B. “Household Guests” are friends or family members residing temporarily with, and sponsored by, Wickenburg Ranch homeowners or WRPBC members in good standing. Household Guests **may** participate in WRPBC scheduled activities and/or special events providing the sponsoring homeowner or club member accompanies and assumes all responsibility for their guests’ participation fees and behavior. All Household guests are required to sign the Liability Waiver form and must agree to abide by all WR Golf & Social Club and WRPBC established rules, regulations, etiquette guidelines and safety mandates.

C. “Non-Resident Guests” (except for those participating in WR Golf & Social Club, Troon, or Trilogy programs – see bylaws Article II Section C).

Non-Resident Guests are not eligible to obtain membership in the WRPBC and therefore **may not** participate in WRPBC scheduled activities and/or social events. All non-resident guests are required to follow the established Troon guest policy – checking in at the Spa desk, paying guest fee, and wearing the appropriate guest wristband while utilizing WR amenities.

Waivers, wristbands and a possible charge will be assessed to those guests that are not immediate family members. For those who are immediate family members, a Waiver will need to be signed and a wristband will be worn.

D. "Tournament Guests" are those individuals who have been invited to participate in a WRPBC sponsored tournament.

#### **V. BOARD OF DIRECTORS FILING & POSTING RESPONSIBILITIES:**

A. The WRPBC Board of Directors shall be responsible for the timely filing of all required IRS and State documentation. In addition, the Board is responsible for making these documents available to members upon request (which can be achieved by posting on the WRPBC website). The documents include, but may not be limited to, the following:

- i. Annual income tax forms (990-PF).
- ii. Annual Arizona Corporations Commission report.
- iii. Arizona Dept. of State tradename certification.
- iv. IRS Letter of Determination for 501(c)(3) status.
- v. IRS Employer Identification Number (EIN) Assignment Letter.
- vi. 501(c)(3) Exemption Application Questionnaire.

NOTE: These documents shall be updated and reposted as required by the issuing agency. **The Board of Director's have implemented an Anti-Nepotism policy to prevent the promotion of any family members or close relatives to serve on the WR Pickleball Board of Directors. The purpose of this policy is to avoid favoritism and conflicts of interest. The meaning of relative is as follows: Spouse, domestic partner, or anyone in a romantic relationship and whether blood, adoption, child, parent, grandparent, sibling, grandchild, aunt, uncle, niece or nephew or any other person residing in the immediate household of the Board Member.**

#### **VI. DIRECTORSHIP RESPONSIBILITIES:**

A. Director at Large

The Director, with Board approval, shall oversee the establishment of all necessary committees of the Board, and suggest to the Board the assignment of the lead/chair for each committee. The Director shall be the primary liaison between all committee leads/chairs and the Board of Directors. Suggested committees may include, but are not limited to, the following: Structured Play, Social Activities, Website Development/Maintenance, and Social Media Development/Maintenance.

The Director at Large shall be responsible for the continued inventory, listing, ordering (with Board approval), and delivery of all WRPBC equipment.

**VII. OPTIONAL COMMITTEES:** All committees shall be created and disbanded by the Board of Directors. All committee positions are voluntary, and the elected Chairperson of each committee shall report directly to the Director at Large and may occasionally be required to attend Board meetings.

A. Structured Play: The chairperson of the structured play committee shall be responsible for assembling and leading a team committee to develop and run all structured play activities/events for the WRPBC and be responsible for the posting of all structured play activities/events on the appropriate club calendar (accessible by membership).

B. Social Activities: The chairperson of the social activities committee shall be responsible for assembling and leading a team (or teams) to develop a calendar for, and host/run, all social activities for the WRPBC.

C. Website Development/Maintenance: The chairperson of the website development/maintenance committee shall be responsible for assembling and leading a team to continue and maintain the development of the WRPBC website.

D. Social Media Development/Maintenance: The chairperson of the social media development/maintenance committee shall be responsible for assembling and leading a team to develop and maintain all social media aspects (i.e., Facebook, Next-door, Instagram, etc.) of the WRPBC, and will work to enhance a positive image of the WRPBC within the Wickenburg Ranch community, our neighbors in the Town of Wickenburg, and the pickleball community in general.

#### **VIII. MEETING FORUM:**

A. Meetings of the Board of Directors shall be conducted in both “Closed” and “Open” session format, to be clearly identified on meeting agendas. During closed session, General Membership, and members of the public (defined as; members of WR Golf & Social Club administration (and their employees) and members of the general public) are **not** permitted to attend Board Member discussions.

During open session, General Membership, and members of the public are permitted to attend and will be given the opportunity to express opinion (within the time allotted) and request topics be added to a future agenda.

Any **presentation** of information or program to the Board must be submitted for approval to the Board President a minimum of 1 (one) week in advance of a board meeting prior to being considered for scheduling on an agenda. Meeting Notifications, Agendas and Minutes: Notifications of both general and board meeting dates shall be posted **within the Kiosk located on our Pickleball Courts and on our website, WRPBC.com under documents**, not less than seven (7) days in advance of the meeting date.

## **IX. FINANCIAL CONTROLS:**

A. All tax returns and supporting financial records for the WRPBC shall be retained for a minimum of three (3) years after the date the return is due or filed, or for the period currently required by the Internal Revenue Service, whichever is longer.

B. Prior to a General Membership meeting which includes a call for vote on the WRPBC annual budget, the board Treasurer shall provide a proposed budget outlining 'Not to exceed categorical totals' with estimated line-item expenditures sub-detailed. Approval of the proposed annual budget by membership provides authority to the Board to reallocate and approve (as needed) any line-item level expenditure that does not exceed categorical totals. **Expenditures: Unbudgeted single expenditures not to exceed \$1000.00 may be approved by the Board of Directors in its discretion. Unbudgeted expenditures in excess of \$1000.00 must be approved by a majority vote of the general membership or per Article IV Section C of these bylaws.**

C. Any and all communications with the IRS sent via mail **require** tracking and proof of receipt. Both paper and online electronic submissions **require** the retention of documentation by the current Board Treasurer.

## **X. ELECTION PROCESS:**

A. The Board of Directors shall appoint an Election Committee each September, consisting of one (1) Chairperson and a minimum of two (2) additional club members, who are **not** currently serving on the Board of Directors nor seeking election for any upcoming term of office in order to facilitate the club election process. **All members of the Board of Directors are elected for a two (2) year term, provided they receive the majority vote of club members during the election meeting. The Vice President will also fulfil the responsibility of the upcoming election.**

B. The Election Committee shall be responsible for the following:

i. Posting a notification of the need for candidates to the general membership not less than 60 days prior to the election with follow-up notifications decided by committee chair. **Election meetings are no longer held, ballots are sent out electronically prior to the General Meeting, where results are presented.**

ii. Obtaining at least one (1) candidate for each position on the board, which may include current Board Members wishing to run for re-election of their current position or for any other position on the board.

iii. Providing a completed candidate list to the Board of Directors not less than 30 days prior to the election.

iv. Creation of a written and controlled ballot to be distributed to the General Membership. All ballots being completed via electronic vote must be received

by the committee not less than seven (7) days **prior to** the election meeting – this deadline will be noted on all presented ballots. All electronically received votes will be printed for record keeping and attached to meeting minutes.

v. Present a listing of all candidates and the offices for which they seek election to the General Membership via notice posting in the WRPBC kiosk, WRPBC website and general membership email.

vi. Collection of completed ballots (including printed copies of all electronic ballots), verification of voter eligibility, and vote count at the election meeting.

vii. Announcement to the General Membership of election results during the election meeting.

C. Upon completion of the election meeting, the Election Committee shall be considered disbanded.

## **XI. CLUB MODEL FOR PLAY:**

A. Based upon continuing feedback and input provided by WRPBC membership, and due to the limited number of courts available, this model for play will be followed each morning (Monday through Sunday) from sunrise until 12:00 Noon. This revision supersedes all previous model for play documents and is effective as of its posting date.

Please keep in mind that this format is simply the next step in the continual evolution of our club and court management efforts. This **Model for Play** has been (and will continue to be) developed to help limit confusion and provide the best utilization of our courts.

The goal of these guidelines is to provide fair and equitable play time for our members, allowing them to meet their individual skill level goals while maintaining the enjoyable community aspects of being a social pickleball club.

Paddle racks will be used, even when the courts are not full, to allow for rotation of players on the courts, with a 1, 2, 3, or 4 on/off scenario. It is your responsibility to monitor your racked paddle at all times – if you are not ready to enter an available court when you are in the paddle que, your paddle will be moved to the end of the rack. Please remember to move remaining paddles up the que line as you pull yours from rotation.

If the rotation of players is less than 4 people, it will be the decision of the group of players on the court to determine the new player(s) positioning/teammate. In the interest of fairness, please limit consecutive games on the same court to two (2) per individual player.

**IF THERE ARE EMPTY COURTS AVAILABLE:** A waiting group of 4 players (of any level of play) may utilize the available court(s) **UNTIL SUCH TIME** as there are enough players of the appropriate level of play to fill their

respectively identified courts. Please keep in mind that **everyone** comes to play – be considerate and respectful in the utilization of our limited court space.

Adherence to rotation of players, equitable play time and club-wide common courtesy practices are **EVERY MEMBERS' RESPONSIBILITY** and shall be maintained through respectful communications amongst players on the courts. If you see someone taking advantage of a particular situation on the courts, **SAY SOMETHING**. If a players' behavior is putting either their own or anyone else's health and safety at risk, **DO SOMETHING**.

### **MONDAY - WEDNESDAY - FRIDAY:**

**Note: All *Scheduled Play* activities identified on the club calendar supersede this schedule – please refer to the Live Pickleball [schedule/calendar](#) for details.**

**SUNRISE UNTIL Noon = MORNING MEMBER PLAY**

**COURTS 1 & 2 - ADVANCED play**

**COURTS 3 & 4 - INTERMEDIATE play**

**COURTS 5 & 6 - BEGINNER/NOVICE play**

**COURTS 7, 8, 9, & 10 - CHALLENGE OR OPEN PLAY**

**(NOTE: Courts 7 – 10 usage is dependent upon availability: please see Troon policy posted outside tennis court #3 for details)**

### **TUESDAY - THURSDAY - SATURDAY - SUNDAY**

**SUNRISE UNTIL Noon = MORNING MEMBER PLAY**

**COURTS 1 & 2 - INTERMEDIATE PLAY**

**COURTS 3 & 4 - INTERMEDIATE PLAY**

**COURTS 5 & 6 - BEGINNER/NOVICE PLAY**

**COURTS 11 & 12 (STADIUM) - ADVANCED PLAY**

**COURTS 7, 8, 9, & 10 - CHALLENGE OR OPEN PLAY**

**Each WRPBC Member is an ambassador for both our club and our community. We can all lead by setting the best example!**

## **XII. REIMBURSEMENT POLICY:**

A. Purpose: The Board of Directors of the Wickenburg Ranch Pickleball Club (WRPBC) recognize that board members, officers, and general members (“Personnel”) of the WRPBC may be required to incur expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of WRPBC to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, WRPBC expects Personnel to:

- i. Exercise discretion and good judgement with respect to those expenses.
- ii. Be cost conscious and spend WRPBC’s money as carefully and judiciously as the individual would spend his or her own funds.
- iii. Report expenses, supported by required documentation, as they were actually spent.

B. Expense Report: Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within 2 months of incurring the actual expense, must include:

- i. The individual’s name.
- ii. The name and affiliation of all people for whom expenses are claimed (i.e., people on whom the money is spent in order to conduct WRPBC’s business).
- iii. An itemized list of all expenses for which reimbursement is requested.

C. Receipts: Receipts are required for all expenditures. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

D. Entertainment and Business Meetings: Reasonable expenses incurred for meetings or other types of WRPBC-related entertainment will be reimbursed only if the expenditures are approved by an officer or director of WRPBC and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- i. Date and place of entertainment.
- ii. Nature of expense.
- iii. Names, titles, and affiliation to WRPBC of those entertained.
- iv. A complete description of the purpose for the activity including the specific matters discussed.



v. Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

E. Non-Reimbursable Expenditures: WRPBC maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a non-profit, charitable organization. Expenses that are not reimbursable included, but are not limited to:

i. Travel Insurance.

ii. First class tickets or upgrades.

iii. When lodging accommodations have been arranged by WRPBC and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by WRPBC. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.

iv. Limousine travel.

v. Movies, liquor, or bar costs.

vi. Membership dues at any country club, private club, athletic club, golf club, tennis club, or similar recreational organization.

vii. Participation in or attendance at golf, tennis, or sporting events, without the advanced approval of the chairperson of the board or his/her designee.

viii. Purchase of golf clubs or any other sporting equipment.

ix. Spa or exercise charges

x. Clothing purchases.

xi. Business conferences and entertainment which are not approved by a designated officer or director of the WRPBC.

xii. Valet service.

xiii. Car washes.

xiv. Toiletry articles.

xv. Expenses for spouses, friends, or relatives. If a spouse, friend, or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

xvi. Overnight retreats without the prior approval of the chairperson of the board or his/her designee.

F. Use of WRPBC Debit Card: WRPBC maintains a debit card at our banking institution. It is only to be used as a method of payment of "last resort." At least two officers of the club hold a WRPBC debit card. If a required expense is paid for by this means, all of the rules for expense reimbursement covered in the above policy still apply.

G. Review of Policy: This policy will be reviewed at least every two years and recommendations for amendments will be approved by the board. document

serves to define the rules set forth in the foundation of the Wickenburg Ranch Pickleball Club (WRPBC) Bylaws and may be amended and/or updated upon direction from the WRPBC Board of Directors.

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