
THE FAIRWAY PINES PICKLEBALL CLUB HANDBOOK

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Definitions	
Associate Member	A player from another community that becomes a member for the purpose of filling player capacity needs and participating in the Fairway Pines Pickleball Club but has no voting rights or rights as a resident.
Guest Player	A visitor to Lake Fairways or Pine Lakes who resides, during his or her visit, at the house of a resident or a house provided by Lake Fairways or Pine Lakes.
Member of Fairway Pines Pickleball Club	A resident or renter who has met the requirements of membership in the PB Club as provided by Article IV of the by-laws.
Open Time	Any time in which the PB courts are available to any players, including non-paying guests, to use the courts for PB play or practice. Open time typically applies during the winter season. Open time can become Reserved Time if multiple players organize play time and follow the Court Reservation process.
Fairway Pines Pickleball Club	A formal, voluntary organization of PB members from LF and PL whose officers are President, who is the chief executive; Vice President; who serves as chief executive when the President cannot serve because of absence or illness, Executive Vice President; who serves as a liaison between the player members, PB coach, and PB officers; Secretary, who keeps the organization records; Treasurer, who safeguards organization funds. Club officers are the voting Directors, they represent the membership.
Renter (Lessee)	A person who rents a house at LF or PL.
Resident	A person who regularly lives in his or her own house at LF or PL for some part of each year.

Definitions	
Resident, Full Time	A person who regularly lives in his or her own house at LF or PL for at least nine months each year.
Resident, Part Time	Any resident who is not a full-time resident.
Reserved Time	Court time that is 'set aside' by players for a designated group of players, such as for tournaments or 'like-level' players.
Scheduled Time	Any time in which the courts are used for individual sign-up. Scheduled time typically occurs during the winter season when player count is especially high.
Summer Season	The period of May 1 through October 15
Winter Rules	More restrictive rules governing sign-up procedures during the winter season.
Winter Season	The period October 16 through April 30.

Abbreviations	
LF	Lake Fairways
PL	Pine Lakes
FP	Fairway Pines
PB	Pickleball
FPPBC	Fairway Pines Pickleball Club

Bylaws	
Article I	Name of the organization: Fairway Pines Pickleball Club

Bylaws	
Article II	The objectives of the FPPBC are to manage court usage, to monitor member play, to provide periodic tournaments and other social activities related to PB, to ensure understanding and adherence to the PB by-laws, and to encourage the development of conditions, physical or otherwise, that enhance the enjoyment of PB.
Article III	The authority of the FPPBC is derived by its members, as expressed by their votes and the election of officers. Officer voting became effective at the end of the 2022 winter season.
Article IV	<ul style="list-style-type: none"> ● <i>Membership is open to any owner or renter/lessee, past or present who is in good standings.</i> ● Membership runs from January 1 through December 31 of each year. ● The annual dues for the following year will be determined by the club officers at the end of the winter season for the following winter season. ● The renewal dues are payable by January 1 for members who are physically present. Late arrivals or new members can pay dues upon arrival or joining. Members who are delinquent in the payment of annual dues will give up the following privileges until such payment is made: <ul style="list-style-type: none"> ✓ Voting at general meetings and elections. ✓ Participation in tournaments. ✓ Scheduled play. ✓ Email notification of club communications. ✓ Other FPPBC activities.
Article V	Quorum: The presence, in person or by absentee vote, of sixty percent (60%) of officers, will constitute a quorum. Decisions will be made by a simple majority of the voting officers present.

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Article VI	<p>Voting: For the voting process of Club Officers, the Club President will appoint a Chair for the nominating committee. The Chair will find two members (of good standing) for the committee. The Board will provide direction for the nominating committee. Posting for available Board positions will be on the Message Board by the end of February. Posting will include the duties of the Officer positions available. The Nominating committee members will look for applicants from the club members and will conduct a brief interview for any interested applicants. The Pickleball Club will have a social/AGM at the end of March and voting will take place at that time. The Executive VP Club Officer will plan/organize this event.</p> <p>If a circumstance arises that the Club Officers feel should be decided by the entire club membership, then a vote of the general membership will be called. This may be done by a called meeting, a general sign up or a phone conversation. 51% of the club members who are present are required for a vote to pass or fail.</p>
Article VII	<p>Officer Meetings: Club officers, which will include the Nominating Committee Chairperson, will meet monthly during the winter season. Agenda items will be solicited from the officers and members.</p> <p>Member meetings: General meetings will be held at the discretion of the club officers. At least a week before a meeting a notice will be posted on the PB message board giving the time, place, and date of the meeting.</p> <p>Specialized committee meetings: May be held at the discretion of the committee members. Meeting notes must be kept and given to the club secretary within seven (7) days of the meeting. The president will be responsible for appointing these committees.</p> <p>Nomination committee: Each January the president will appoint a nominating committee chairperson. The chairperson, in turn, will</p>

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	appoint two additional members. The committee will consist of at least one veteran member and representatives of a cross section of the member interests. The list of candidates shall be posted one week prior to the election.
Article VIII	Membership list: An electronic member list will be furnished to members upon request after February 1 for the current year. An updated listing will be maintained on the bulletin board with recent changes highlighted. Members may update their own lists during the year from the posted list. Members are asked to communicate changes to their member information in writing to the club secretary. New members are expected to complete a Registration Form in order to be added to the member list and receive a player name tag.
Article IX	<ul style="list-style-type: none"> a) The Club shall be managed by Club Officers and as needed, the appointed Nominating Committee Chairperson. Each position shall hold office for the term for which he/she is elected and until a successor is elected. All Officer positions will be elected for a two (2) year term. It is the intention of these By-laws that the election of officers is staggered in order to provide leadership continuity for the Club. b) Beginning with the 2022 Officer meeting, term end dates will be established for each officer position to begin the implementation of the staggered organization. c) The nomination and voting for the officer replacement shall occur in March and be effective in April of the current year. The April to November period is to be used for transferring responsibilities to the newly elected officers. d) The Nomination committee will initiate the voting process for the upcoming open officer positions in February and complete March. e) The presence of three (3) officers, one of whom must be the president or vice president, shall be necessary at any meeting to constitute a quorum to transact business and make decisions impacting the operation of the FPPBC.

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f) The club officers shall have the power to appoint a successor to fill any officer vacancy occurring for any reason whatsoever. Any officer may be removed by a majority vote of the club officers whenever, in the judgment of the officers, the best interests of the club are not being served.

g) **Duties of Officers:**

- **President:** The responsibilities of the president are to preside at all club meetings; see that all rules and procedures are followed; work with both the secretary and treasurer regarding records, spending and financial status; to be ready to deal with questions of club membership; and to appoint or designate committees and persons to carry out specific assignments, such as tournaments, physical facilities evaluation/needs, press coverage for the LF and PL newsletters, etc. The president will also assign a nominating committee chairman annually.
- **Vice President:** The vice president will act in place of the president when the president is not available or is called upon by the president to act for him or her. This position is responsible for maintaining court supplies such as balls, first aid supplies, water/cups, etc. In addition, the vice president will also perform other duties as assigned by the president.
- **Executive Vice President:** The executive vice president serves as a liaison between the club members, the club officers, and PB coach. This position also coordinates and organizes club tournaments and related social activities such as end of tournament/end of season celebrations, prizes, etc.
- **Secretary:** The responsibilities of the secretary are to take minutes of the meetings, maintain all organization records, provide new player name tags, post notices on the message board, submit regular PB articles of interest to the LF and PL newsletters, maintain (using technical resources) the Pickleball webpage, and provide copies of meeting minutes when requested.

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	<ul style="list-style-type: none">● Treasurer: The responsibilities of the treasurer are to receive and deposit payments made to the organization, disburse funds to satisfy obligations of the club, keep all financial records and issue reports on the financial condition of the organization and make these available to club officers and members as requested. The treasurer will maintain player roster and register new members.● Nominating Committee Chairperson: This position, appointed annually, is responsible for the maintenance and annual execution of the officer election process.
Article X	Amendments to the By-Laws or Procedure: Any by-law or procedure can be changed by simple majority, when a quorum is present and voting, at any scheduled officer meeting.

Procedures

Court Use/Sign Up – Winter Season

The court schedule will be posted on the message board on Sunday for the following week's court sign up. All prescheduled court time will be blocked out such as coaching and tournaments.

1. Players are responsible for scheduling their play time and are limited to one time slot per day unless there are 'no shows' or available time slots at the beginning of the scheduled play time.
2. The schedule has been developed to get the maximum amount of play time for our players during the prime morning hours. All members should respect the club's efforts to manage our limited court resource:

Court Use/Sign Up – Winter Season

- If a player has scheduled themselves to play, they are expected to show up. If a conflict arises, make a good effort to remove yourself from the schedule so that someone else has an opportunity to play.
- If a player is not scheduled to play, they are expected to understand if scheduled players are not agreeable to rotating them into their play time.

3. When the scheduled play time ends, players should leave the court (even if it means a game is not finished).

4. There are additional 'Open' play times available, members should refer to the general schedule posted on the message board.

5. During Prime Time – Winter Season, LF and PL residents, house guests and renter/lessees may sign up for court time. The club officers must approve court use by other groups, organizations, persons who reside outside the community.

6. Court Reservations – Groups who choose to play together outside of the 'Scheduled' time slots, are required to complete, and post a Court Reservation form on the court(s) at least one day prior to the event. Failure to follow the process could result in court use conflicts which the involved parties are expected to resolve.

Court Maintenance

1. All players are responsible for taking care of court equipment to include fencing, court surface, and nets in such a manner as to not damage or in any way diminish its functionality.
2. Carpets for drying wet courts should be hung up off the ground so that they can dry out as quickly as possible and then placed in bags to prevent getting wet from weather conditions.

3. Players are expected to wipe off their shoes to avoid bringing stones onto the courts which can damage the court surface.
4. All players, but particularly the last players to leave the courts should perform a check of the courts and surrounding area and ensure they are in good condition for the next play time; stack chairs/tables and move to fence, pick up stray personal belongings and place with 'lost and found', dispose of any debris that has been left behind, etc.

Court Etiquette

Introduction:

Observing these precepts of good behavior will likely make the sport of PB pleasant and more enjoyable for everyone. The concept of competitiveness does not encompass rudeness. Loud, abusive, demeaning, accusatory, or profane language, intentional taunting, paddle throwing, or hitting balls indiscriminately or any other negative behavior is prohibited.

1. Wet Courts – Areas of pooling water or slippery spots should be dried using the court rugs, brooms and/or blowers (if available). All players using the courts are responsible for drying the courts prior to use.
2. Paddle Organizer – The paddle organizer is intended to keep a steady flow of players moving on/off the court and provide equal play time to all players.
 - Players are expected to note their name on their paddle and be ready to play when their paddle is next up in the paddle organizer.
 - Upon arriving at the court, players should place their paddle in the next available slot, working left to right. Each slot holds two paddles.
 - At the end of a game, players who plan to continue playing, should place their paddle in the next available slot. The top row is for the players who won, bottom row is for the players who lost.
 - The 'pin' indicates which group of players goes on the next available court. After removing the next four paddles, (from either the top or bottom row) before proceeding to the court one of the players should move the pin either up or down to indicate the next group of four players).
 - Players should not move paddles around (their own or other players) in the organizer for the purpose of manipulating player teams/opponents.

Court Etiquette

3. Name Tags – All paying members are issued a name tag and are expected to wear them when playing. This promotes an open and friendly atmosphere and helps members get to know one another.
4. Socializing – PB is a great place to meet new people and make new friends. However, out of respect for those on the court, players and spectators should not socialize/converse within the courts or across the court fencing.
5. Switching Courts – There may be times when weather conditions (i.e. wind, sun) make playing more challenging on one side of the court or another. In such cases, players can decide if switching court sides is desired and at which point in the game. This is typically done at mid-game based on the score.
6. Shorten Game – When player count is high during a time slot, games should be shortened to a ‘first to nine-point’ game.
7. Scoring – The serving player should call out the score loud enough for each player on the court to hear. If players lose track of the score, the last known score will be used. An out of bounds ball is the call of the receiving team; when in doubt, the ball is called ‘in’. The opposing team does not determine the call of the ball.

The Code

Introduction:

This code is concerned with promoting and maintaining fairness and proper court facilities through the sport of PB at Fairway Pines in the absence of officials. Thus, the code goes beyond mere enjoyment of the game, but is a strong attempt to ensure that all players are committed to the principle of equal treatment for all. Since everyone's own natural interest is his or her chief interest, the code emphasizes that all doubt must be resolved in favor of one's opponents. All abusive, intimidating, or distracting behavior is strictly prohibited.

General:

The Code

1. Do not stall, complain or in any way demean another player. Such demonstrations are not part of play and should not be used to gain an advantage over your opponent. Intentional distractions, such as paddle waving, yelling at your opponent, etc. made to adversely affect the play of your opponent, are against the code.
2. Wear proper attire, including shirts and footwear.
3. Do not place towels, clothing, accessories or equipment over the net posts, net or on the court. At the request of an opponent, such items should be removed before play continues.

Behavioral Consequences

In cases where the behavior expectations documented above have been violated, the consequences outlined below will be carried out. The person (s) observing the misbehavior must put the complaint forward in writing to a club officer who will then bring it to the president for action. This way there is a paper trail with dates.

1. First Offence: Player will receive a verbal warning calling out the observed/reported negative behavior followed by an email to document the occurrence.
2. Second Offence: Player will receive a written notice via email calling out the observed/reported negative behavior. Notice will include results of a third offence should that occur.
3. Third Offence: Player will be removed from the Pickleball club for the current and next prime season. They will no longer enjoy the benefits associated with being a club member during this 'cool down period' to include free pickleball lessons offered by the club instructors.

Suggestions

Members are encouraged to make suggestions for improvements to any club officers.