

Lafayette *Aging Cajuns* Pickleball Group

Committee Operation Guidelines

Motto: “Addicted to Pickleball”

This document is a guideline for operation of the elected committee who will manage and direct the needs of Lafayette *Aging Cajuns* Pickleball Group (hereinafter referred to as LACPG)

Mission Statement:

1. Members of the committee should be allowed the freedom in personal decision making without outside influences
2. Discussion shall be in a fair, moral, impartial, and non-discriminatory manner

Purpose:

- Establish priorities and help maintain fair, efficient and practical use of our pickleball courts and equipment, for the optimum benefit of all players
- Donations from players are collected and bank account maintained
- Website designed and maintained
- Keeping players updated on local and state activities
- Address issues and concerns, that players have voiced, with the intent of presenting possible solutions
- Responsible for signing of gym contracts (presently handled in September for the upcoming year)
- Responsible for securing necessary equipment (balls, nets, tape/paint, etc) to be provided and/or maintained
- Involvement in social activities such as tournaments, fun days, holiday parties, birthday celebrations, etc.
- Add additional pickleball court locations when possible

General assembly player: A person who is current with their donations

Committee Members:

- Committee members will consist of (5) members and (2) alternates per term
- In December elections are held for the committee membership, by general assembly players, for a one-year term with (2) different term periods (January and June). Any committee member presently serving is eligible for nomination and re-election. Therefore, since elections are held in December, it is possible that a member could serve consecutive terms should they receive enough votes
- In January and June committee members will elect a chairperson, co-chairperson and secretary to serve for a 6-month period
- In January, chairperson shall contact non-committee volunteers (Treasurer, Web Master, and Email / Web Coordinator) to determine if they are interested in continuing to serve for the upcoming year
- Minimum of (3) members must be present in order to conduct a meeting
- If a member is unable to attend a meeting it is their responsibility to notify the chairperson at least 24-hours in advance
- If (3) meetings are missed by an individual, then a committee member should contact them to determine whether or not that person is still interested and capable of serving. At the next meeting, the attending members will discuss and determine whether the person who has been absent needs to be replaced by the next alternate
- Elected committee members have the authority to approve the use of general funds for miscellaneous expenses (ie: appreciation gifts to City employees, food for tournaments, etc.) as long as the requested amount is less than \$200, there are adequate funds in the account, **and** there is a majority vote, by the committee members, to authorize the funds requested.

Duties and Responsibilities of Officers and/or Volunteers:

Chairperson:

- Shall preside at all meetings
- Provide agenda for each meeting
- Appoint special committees (if needed)
- Secure location and schedule time for meetings.
- Make sure members are notified of meetings.

Co-Chairperson:

- Shall assume all duties of the chairperson if the chairperson is unable to be present at the meeting

Secretary:

- Shall take attendance
- Take minutes at the meetings

Treasurer:

- Collect donations
- Deposit collections into checking account
- Notify all committee members of players who have paid the previous week so that the master list of paid players can be maintained
- Reimbursements made on committee approved purchases
- Provide copies of bank statements to committee members, when requested
- Any committee member can collect donations but must notify the treasurer and either provide the treasurer with the funds collected or deposit the funds into the group's checking account

Meetings:

Committee members convene, at the chairperson's request, typically every 6-weeks or a special meeting can be called for issues that require attention

Typical Agenda Format:

- Open with prayer (including current health or "life" concerns of players)
- Previous meeting's minutes (clarifications discussed and any necessary corrections made)
- Finances (discuss previous reimbursements, upcoming reimbursement, and current funds available since the last meeting)
- Ongoing projects
- Old Business
- New Business
- Schedule next meeting
- Special Agenda Items:
 - Review "Purpose" at least once a term (January and June meeting)
 - Review gym contract signing and website renewal (August meeting)
 - Discuss upcoming nominations and ballots (November meeting)

Donations:

Participants are asked to make donations to support LACPG. The suggested amounts are as follows:

- \$1.00 per month
- \$12.00 for the year, payable by March 1st
- Guests will be charged \$.25 each time they play

Court Usage:

- Court usage times will be posted on the website for the various facilities with the understanding that sometimes the gym may not be available due to other events taking place at the facility as designated by the Parks and Recreation Department
- Points (Typical):
 - 4-man games will be played to 11 (win by 2)
 - 6-man games will be played rally score to 21 (win by 1)
 - Should a committee member feel that the attendance is so large (typically 28+ players on 3-court facility) that players are waiting too long between games, “short games” can be called and temporary scoring will be announced (examples)
 - 4-man games will be played to 9 (win by 1)
 - 6-man games will be played rally score to 15 (win by 1)
- It is the responsibility of each player to clean up their own trash
- It is the responsibility of the last players who leave to properly store nets, poles and balls as well as disposing of any remaining trash

Amendments:

These guidelines may be amended with a two-thirds vote of the committee members and a majority vote of general assembly players voting

Dissolution: Should the LACPG ever decide to dissolve, distribution of any remaining funds will be decided upon by a majority vote of the general assembly players voting with consideration given to supporting other active Pickleball groups in the area