



Green Valley Recreation Pickleball Club Policy Manual

This Policy Manual is intended to provide a basic framework for the operations and management of the Green Valley Recreation Pickleball Club (GVRPC). This Manual is not intended to provide coverage for every possible question or issue that may arise, but rather is documentation for the policies currently in place. This Manual should be regularly reviewed and updated to reflect policy changes and additions by the Board.

1. Membership

- a. Any GVR member holding a membership or tenant card (guest cards are ineligible) in good standing with GVR is entitled to join the Club, upon paying membership dues for the current period.
- b. Any member who has not paid dues, fees or assessments to GVR as of the time such payment is due shall be deemed delinquent and removed from the GVRPC membership roster and website. GVRPC members must pay membership dues before March 1st or be deemed delinquent and removed from the membership roster, voting rolls, and website membership lists.

2. Conduct

- a. The GVR Pickleball Club adheres to and abides by the published GVR rules, including the GVR Code of Conduct.
- b. Pickleball Club Code of Conduct

The purpose of the GVR Pickleball Club is to provide a safe, fun, and enjoyable environment for its members. This implies sportsmanship, respect, and proper court etiquette towards fellow Club members, guests, and GVR personnel. The Club will respect the needs and goals of all players endeavoring to provide events and play to meet all player needs.

Members are expected to:

- Comply with the GVR Pickleball Club Policies and By-Laws.
- Comply with posted court signage and schedules.
- Adhere to the USAPA pickleball rules.
- Make fair line calls and respect calls made by others.
- Not act or play in a way that maliciously threatens the safety of others.
- Refrain from verbal outbursts which are profane, threatening or abusive.

- Respect GVR property and perform no actions which may cause damage.

Networking with Members

Personal information about club members is entered in the Club Member Directory (Pickleball Plus) which is available on a members-only password-protected page for networking with other members. Members may not download, republish or duplicate the information in the Member Directory — in whole or in part — for commercial or any other purposes. The primary means of communication between the Club and its members is via email and members agree to receive emails from the Club. No information will be shared outside the Club, without the member's permission.

Photo and Video

While not a regular occurrence, from time-to-time photos and videos may be taken during on court play and social gatherings. Use of media images will be limited to instructional, marketing, and social media purposes. Members may request in writing that their image is not to be used.

- c. All (guests included) will abide by this policy as well as the rules set forth in our Bylaws and the GVR Pickleball Club Policy Manual.
- d. If member(s) believe they have experienced or witnessed conduct that counters this policy they should address the matter directly, without delay, with the affected individual(s) for resolution. For matters unresolved by direct and reasonable attempts or inability by affected member(s), the GVR Pickleball Club Discipline Plan can be invoked.
- e. The GVR Pickleball Club (GVRPC) has adopted the following discipline plan:
 - i. If affected member(s) have been unsuccessful to directly and reasonably resolve or mitigate a matter, they should complete and submit to the GVRPC the GVR Club Incident Form (Incident Form). GVRPC will not act upon a matter unless the form has been submitted.
 - ii. If affected members feel unsafe dealing directly with an individual or group, due to fear of repercussions, they should complete and submit to the GVRPC the Incident Form. GVRPC will not act upon a matter unless the form has been submitted.
 - iii. Upon receipt of Incident Form – GVRPC Board (with a quorum present) shall meet in executive session and review the report and adhere to the following procedure:
 1. Timely notice will be given to member(s) identified in the Incident Report to meet with the GVRPC Board to obtain their perspective on the reported incident(s).
 2. Should the GVRPC Board find that the reports are warranted, they have the right to take action ranging from developing a plan and timeline for corrective action, suspension of club activities and/or responsibilities, and club membership revocation

(every opportunity to correct the behavior(s) should be given the member before dismissal from the club).

3. All completed Incident Forms will be forwarded to GVR for their records. Depending on the nature, frequency, and severity of reported incidents, the GVRPC Board may at any time request that GVR follow current GVR procedures as stated in the GVR Corporate Policy Manual.

iv. Official notice of actions and decisions from GVRPC and/or GVR will be communicated via email.

v. All meetings and actions regarding conduct are to be completed in Executive Session, whereby a quorum of GVRPC Board members must be established. These meetings are closed to the membership. The content of these meetings and any related or subsequent communications (traditional and electronic) is confidential and Board members are prohibited from sharing notes or discussing the content of these meetings with anyone who is not an active Board member or authorized GVR contact. This restriction also applies to past Board members who have participated in any Executive Session Board meetings.

3. Club Communications

a. Club email distributions are to be used for club events, court information, major individual member news, GVR news, regional pickleball news, and club fundraising. Club Email blasts are not to be used for individual fundraising, member-to-member communications, or personal messages.

b. The use of social media and other public forums are encouraged for member-to-member communications, lost/found, for sale, and individual fundraising.

c. Class descriptions, announcements, and communications for mass distribution by club, GVR, or local news are to be reviewed and approved by the GVRPC Board prior to distribution.

4. Membership Records

a. The number of board members and/or designees with administrative and editing access to member records shall be kept to a minimum. The Board determines which individuals are granted this access.

b. The number of board members and/or designees with administrative and editing access to club files and the club email account should be kept to a minimum. The Board determines which individuals are granted this access.

5. Court Usage & Scheduling

- A. Court schedules are evaluated and modified throughout the year as seasons change and court usage statistics indicate the need for a schedule modification. The intent is to optimize play for all skill levels, provide open times for mixed skill levels, and allot court time for reserved courts and instructional classes and clinics. Changes to court schedules will be made available to the membership for review and input for at least one week prior to the GVRPB Club Board meeting when major seasonal changes are considered by the Board. (See A.i. below)

The charge of the Court Scheduling Committee (heretofore referred to as the 'Scheduling Committee'):

- i. To Consider and evaluate proposed changes to the Club's Scheduling Policies and then present their recommendations to the GVRPB Club Board for approval for major seasonal changes effective October, January and June.
 - ii. Consider and evaluate other changes to the court schedules. The Scheduling Committee's approval of these changes will not require GVRPB Club Board approval.
 - iii. Scheduling Committee members are expected to communicate and solicit input from players within their skill level and bring that input back to the committee.
 - iv. The Scheduling Committee is made up of representatives from each skill level.
- B. Usage – To maximize play benefits on behalf of our members the Club utilizes Play type designations and time of day usage guidelines:

Play Types - There are a variety of Play types that are designed to accommodate the full spectrum of interests of all GVR and Club members.

- I. Skill Level Play (SLP) - courts designated for players at the same skill level. Players place their paddles in a queue to determine who plays on the next open court. Groups of 2 paddles can be bundled together in the queue.
- II. Open Play (OP) / Drop-in - courts designated for all players of all levels to mix to play. When open play scheduled courts are full, players create a queue and wait for an open court. Up to 4 paddles can be bundled together in the queue. Each foursome plays one game on a court before moving off the court and back into the queue.
- III. Reserved Courts (RC)- for groups that would like to play together. These courts can be reserved online at <https://gvpc.pickleball.plus/> under the Courts Tab.
- IV. Classes - The Club offers a variety of PB classes and programming to improve the playing skills of our members. This includes PB courses for a fee, that require registration through GVR (not through the PB Plus); and some Club provided programming: registration on <https://gvpc.pickleball.plus/> under the Events Tab.
- V. Round Robins - courts designated by skill level that require players to register online. Registration can be reserved online at <https://gvpc.pickleball.plus/> under the Events Tab. If a Round Robin is not full, Club members can show up at the designated time for their Skill Level and be added to the roster. See Section 5.E. for more specifics on Round Robin administration.
- VI. Training aids – Hitting walls (Court #1 East, Court #5 PBC) are available when these courts are not scheduled for another use. Ball Machines are available to Club members by sign-up on Pickleball Plus.
- VII. Reciprocal play - is scheduled during non-peak usage times and is subject to GVR policies. A waiver form is required for each non-GVR player.

VIII. Clinics and Instructional Classes

- GVR sponsored classes are governed by GVR class policies and GVR manages the reservation and payment process.
- Club sponsored classes are scheduled and staffed by GVRPC, subject to GVR policies regarding participation. GVRPC manages the reservation and payment process
- Clinics and classes provided by third party professional instructors are scheduled by GVRPC, with the reservation and payment process responsibility to be negotiated with the instructor. GVR collects a fee of 30% of the total class fees for court usage, unless the event is designated as a club fundraiser and a negotiated amount or fee is paid by the instructor(s) to GVRPC.

IX. Club tournaments

- All club tournaments must be scheduled with GVR to provide sufficient notification for those using the courts but not participating in the club tournaments.
- GVR collects a fee of 30% of the total tournament fees for court usage, unless the event is designated as a GVR - approved club fundraiser, in which event GVRPC retains all fees.

X. Mixed Skill Level Play (MSLP): Opportunity to play with players at the same skill rating plus players 1 skill level lower & 1 skill level higher, creating mixed skill level play.

The specific mixed skill levels are:

- For 2.0/2.5 SLP –includes 2.0/2.5 & 3.0 skill levels
- For 3.0 SLP – includes 2.0/2.5 & 3.5 skill levels
- For 3.5 SLP –includes 3.0 & 4.0 skill levels
- For 4.0 SLP –includes 3.5 & 4.X skill levels

MSLP is open to Club members, GVR members, GVR Tenants & GVR guests and uses paddle queuing to determine who plays next. No prior sign up is required. In effect, May 1 through October 31.

C. Prime Time - Demand for court time is at its peak during Prime Time (November through April before Noon).

Generally, Court scheduling uses the following guidelines during Prime Time:

- I. Monday-Saturday Prime Time - East Center and Pickleball Center (PBC) courts are all scheduled for Skill Level Play or Round Robins. Each Skill Level is assigned the same # of courts each week, regardless of the number of club rated players in each level. Canoa Ranch courts are Open Play.
- II. Every Day - Afternoons in order of priority: Classes/Clinics, League Play, Reserved courts, Open Play.
- III. Designated evenings - Round Robin play by skill level at East Center.
- IV. Sundays – Drop-in/Open Play and Reserved Courts at all centers.
- V. From time to time there will be special events that will supersede these scheduling parameters: i.e. Clinics, Tournaments, GVR Maintenance, GVR Holiday closings.
- VI. Please refer to the Court schedules that are available on the Home Page of the GVR Pickleball Club web site at <https://www.gvrpickleball.org/> for specific days and times that will accommodate your playing preferences.

D. Court rules

- I. Paddle queueing is used as a method to determine which group of players will use the next available court and is directed by the Court Scheduling Committee and Court Coordinators.
- II. During Skill Level Play: Two paddles may be grouped together in the paddle queue.
- III. During Open play/Drop-In: Up to four paddles may be grouped together in the paddle queue.
- IV. During heavy court usage: Court Coordinators may implement a "win by one" or play to nine points format to speed play.
- V. Court monitors may educate members on the queuing systems, court schedules, and club policies. GVR has stated that the club may not request that those members playing during skill level play outside of their club rating be asked to leave. Court monitors may only suggest that members play during the designated days and times for their club skill rating.

E. Round Robins

- I. These events are scheduled and managed weekly by GVRPC.
- II. Club members must sign up for a Round Robin event in Pickleball Plus for only their designated skill level.
- III. Club members who have not signed up in Pickleball Plus may be allowed to play in a Round Robin, if there are available spots at the start of the RR and they have the designated RR skill level.
- IV. The RR Coordinator has the following responsibilities:
 - Retrieves the RR supplies from storage area, displays the player RR signup sheet (preference is to print the list of participants & waitlist from the Pickleball Plus RR Event) and appropriate RR chart.
 - Explains how the RR works for those players who are not familiar with a RR.
 - Knows the courts that are assigned to the RR. And will not expand the number of courts used, even though there may be additional players available.
 - When the RR is not filled with participants and there are walk up players, the coordinator will determine which players are added to the RR to fill available spots. The players added will be based upon: the PB+ waitlist, designated skill level, time of arrival. if they are a Club or GVR member or have a GVR guest card.
 - Cleans the RR chart and returns RR supplies to the storage area.
 - Players may sign up for available Round Robins for their skill level within a week. Limitations to signing up for multiple RRs in the same week, may being place during the peak season & times or when there are more than 1 RR on the same day. These limitations allow more individuals to sign up for a RR during the week. Specific details of any limitations will be shown in Pickleball Plus.

6. Club Skill Ratings

- a. Club Skill Ratings are Managed by the Ratings Committee.
- b. Ratings Standards and Rationale for Ratings
 - i. The club has specific ratings and standards for each rating from 2.0 through 4.0. The club recognizes 4.5 ratings from other sources (see below), but at this time does not have a rating testing for this level. The Club's rationale for ratings is based

on the premise of allowing players of similar skills to participate in club-sponsored classes at appropriate levels, Round Robin Play and Single Level Play court times. Establishing individual ratings also allows members to seek out others of similar rating for possible arranged game play together. Self-assessments are not recognized by the club.

- c. Unrated players/players new to Pickleball: Players new to pickleball and therefore not yet rated are encouraged to begin with PB 101, a Green Valley Recreation (GVR) course which is instructed by coaches who are members of the Club. (See the current version of the GVR Course Catalog for details). PB 101 will introduce them to the game and to the skills necessary to play at a 2.0 rating level. At the conclusion of this class, participants, if club members will be rated as 2.0.
- d. New Club members who do not have outside ratings are assigned an initial Club rating of 2.0. This will allow the new member and the Club to assess their capabilities for consideration to higher ratings, either via the Club's ratings testing process or approved recognition from other clubs or pickleball rating sources (details below).
- e. The club will accept ratings from the following, provided they are within the last three years, and with documented rating:
 - i. IPTPA ratings from certified skills and games testing.
 - ii. Note: IPTPA testing may be scheduled through IPTPA website for a fee.
 - iii. DUPR ratings if they are from tournaments listed and managed by PickleballTournaments.com, with a minimum of three tournaments of participation.
 - iv. UTR-P (formerly USA Pickleball) ratings from sanctioned tournaments only, with a minimum of three tournaments of participation. This rating system has changed its rating scale to 1-10. If the Ratings Committee receives a member's request from UTR-P, the committee will review the details and adjust the rating either .5 or 1.0 lower to be equivalent to our Club rating.
 - v. APPL Index Ratings from end of season
 - vi. Other Pickleball Club ratings if they can demonstrate they are derived from similar and rigorous testing process as our Club testing.
 - This requires review by designated Ratings Committee members.
- f. For experienced players joining the Pickleball Club (with GVR Membership only, not guests) as new members with no documented ratings and who believe they should be rated above 2.0, the member should send an email to gvrpbclubratings@gmail.com with request to test to higher rating.
- g. For new members ONLY who have no documented evidence of accepted ratings, they may be allowed ONE RAP practice session and ONE Ratings Test at level they believe they should be rated. If they fail, they will be rated 2.5 and will be allowed to follow the ratings testing process for all members (i.e. testing one rating higher than current rating). The RAP and Testing would be allowed only if there is a position available at regularly scheduled events as of Monday before the event (this allows existing members to register up until the event is closed).
 - i. Contact RAP Coordinator or Testing Coordinator to schedule

- h. GVR Pickleball Club Ratings Testing:
- i. The Pickleball Club has developed a rigorous ratings testing system for levels 2.5 through 4.0. Ratings testing for 2.0 to 2.5 is conducted at club-sponsored Developing Skills events, and consists of skills testing only. For ratings testing 3.0 through 4.0, includes skills testing, and if successful, game testing. See below for more information.
- j. Members are limited to test to one level higher than their current level (ie a 2.5 rated member may test at 3.0 level).
- k. Sign up in Pickleball.Plus to secure a spot for testing.
- l. Members are allowed two tests at the same skill level in a testing season. If unsuccessful with first test, they must wait 30 days to retest at same level for second time.
- m. RAP and Ratings testing are conducted mid-September through April the following year.
- n. Achieving a 2.5 rating from the Club requires that the member pass the Club's 2.5 rating test. 2.5 rating testing is administered by the coaches and staff of the Club's Developing Skills (DS) program. A description of DS and how to sign up is provided on the Club's website homepage. (Click the Player Development tab, then Skills Improvement). The skills required for the 2.0 and the 2.5 ratings are provided in the 2.5 Ratings Test Form below. Players are encouraged to become familiar with the required skills and to practice them if they wish to move up to a 2.5 rating.

[2.5 Rating Test Form](#)

- o. RAP - Rating Assessment, Demo & Practice sessions are conducted during the rating period. RAP sessions are available for all members with 2.5 rating or above, with similar requirements as testing (i.e. sign up one level above current rating). These are optional (not required to sign up for a rating test) sessions for a player, who will be given the applicable skills test. The purpose of the RAP sessions is for testing candidates to practice and experience the testing situation one level higher than their current rating; it is not intended as instructional help.
 - i. Highly recommended at least two weeks prior to Rating Testing to identify which skills as weakness to work on before testing. You will receive a copy of your practice skills test
 - ii. Sign up in Pickleball.Plus to attend.
 - iii. Testing candidates are limited to one RAP session per season per skill level, at one level higher than current rating.
- p. Ratings Testing
 - i. Testing candidates will sign-up in Pickleball.Plus for testing one level higher than their current club rating. The Testing schedule will be posted under events on Pickleball.Plus. Skills testing will be one day, followed by game testing no more than six days after. This will also reserve a position (with no further event sign-up) for game testing, should the testing candidate pass the skills test. The commitment must be to participate in both skills test and game testing cycle.

- ii. Each ratings level will have a minimum passing score (see skills testing links below).
 - A number of different skills will be tested. Each skill is assigned an X number of attempts and a minimum target number of successful attempts.
 - A passing combined score for all the skills tested is required. It should be noted that you could achieve zero points for a particular skill that can be offset by scoring higher in another skills.
 - The Testing Team will review the test results with each testing candidate at the conclusion of skills testing.
- iii. If the testing candidate is not successful in passing the skills test, no game test will be scheduled. Unsuccessful skills testing candidates may sign-up again one month later in Pickleball.Plus to retest.
- iv. If the testing candidate is successful in passing the skills test, they are automatically scheduled for following game testing event.
- v. Game Test Details
 - i. The Game testing portion will be conducted with three Control Players with rating of the level of the test.
 - ii. The testing candidate will play three games total, one with each Control Player as their partner.
 - iii. Games are to 11 points, win by one, no rally scoring, and switch ends of the court after the first team achieves 6 points.
 - iv. To pass the game test, the testing candidate must accumulate 23 total game points
 - v. If unsuccessful, the testing candidate may notify the Game Testing team and the Ratings Coordinator of their desire for second test, with a 30 day minimum wait time. A testing candidate who does not accumulate at least 23 total game points will not be required to take the skills test again, if second game test is within the same testing season.

[3.0 Rating Test Form](#)

[3.5 Rating Test Form](#)

[4.0 Rating Test Form](#)

q. Select [here](#) to access the Ratings FAQs.

r. Members desiring to move down a skill level can submit a private request to the Ratings Committee at any time. Submit email to gvrpbclubratings@gmail.com

7. Merchandise and Equipment Purchases

- a. GVRPC logo merchandise may be ordered online using the designated vendor.
- b. The purchase of all court equipment not provided by GVR is to be authorized by the Board or a Board designee, prior to ordering and reimbursement is to be made when proper documentation is submitted.

- c. Inventory of all on-hand equipment and supplies is to be maintained regularly. These processes are to be managed by the chair of the Court Management Committee.

8. Social Media - Facebook Page

- a. Facebook purpose/goal: To provide a social media platform for the Club and its members:
 - i. Posts about members, their pickleball adventures, events of interest, and the like.
 - ii. Pickleball articles, posts, videos of interest to members.
 - iii. General Club announcements, events, pickleball related items for sale
 - iv. Promoting other products/services/pros/etc. of general interest to its members.
- b. The Facebook page will be a closed group.
- c. The Club Board will approve the Facebook page.
- d. Membership will be for a GVR Pickleball Club member in good standing.
- e. Guidelines for posting
 - i. Appropriate topics relate to the GVR Pickleball Club, GVR - club related, pickleball, general interest to Club members, member pickleball adventures, and the like.
 - ii. Inappropriate topics: Please no posts related to political, religious, personal attacks, or other controversial topics.
 - iii. Inappropriate postings: Use of inappropriate language, threatening language or is offensive to others.
 - iv. If a post is a question or comment to the Club, then it will be forwarded to the appropriate member to respond and may be handled through email and not facebook.
 - v. Pickleball related items for sale may be posted. Individuals will handle the transaction privately according to GVR policy, not through the Club..
- f. Administrators will:
 - i. Approve member requests to join the Facebook group.
 - ii. Monitor posts to ensure they are appropriate and meet the acceptable posting guidelines.
 - iii. If a post violates the posting guidelines, they are authorized to delete a post.
 - iv. Directs posts with a question or comment to the Club to the appropriate member.
 - v. Able to remove/block a member who has a history of inappropriate posts.
 - vi. Remove from the Facebook group page canceled and inactive GVR Pickleball Club members.