

Stamford Pickleball Club
58 Ocean Drive East
Stamford, CT 06902
stamfordpickleballclub.org
203-273-1511

Megan Gearhart
Asst. Superintendent of Recreation
Stamford Recreation Services Division
City of Stamford
888 Washington Blvd, 6th Floor.
Stamford, CT 06901

February 17, 2023

Application to become a Sanctioned Organization City of Stamford, Stamford Recreation Services Division

Dear Megan,

Please find enclosed our application to become a sanctioned organization with Stamford Parks & Recreation.

About Stamford Pickleball Club

The Stamford Pickleball Club is recognized by the State of CT and the IRS as a 501(3)(c) Non-Profit, and is an official club of the USA Pickleball Association. We aim to provide members with an opportunity to enhance their skills and enjoyment of the sport by providing access to organized play and practice, clinics, tournaments, and social events.

Application Submission

The following items are provided as required in the City of Stamford Policy Manual:

a. A constitution and by-laws including provisions for an annual election of officers, and a list of names and addresses and contact info of a board of directors or governing body. Elections must be held at a previously advertised general meeting for all members and must take nominations from the floor. Duly elected officers and a full board must be in place before each season begins to obtain a permit. Election results are to be submitted to the Recreation Superintendent and or designee.

Stamford Pickleball: See Articles of Incorporation and Bylaws attached to this letter.

b. A Board of Directors will be mandatory. Which will permit nominations to the board from the floor at an annual meeting.

Stamford Pickleball: Noted. We will comply with these requirements. The process for electing our

board and officers is detailed in our bylaws. The current Board of Directors are as follows:

Doug Edwards – 58 Ocean Drive East, Stamford, CT 06902

Jill Tomasello - 1620 Newfield Ave, Stamford, CT 06905

Amy Wilmot – 26 Nutmeg Lane, Stamford, CT 06905

c. A complaint processing policy with detailed procedures including the way in which formal complaints will be handled and a commitment that responses are to be promptly made in writing to the Parks & Recreation Commission. Responses must copy the Superintendent of Recreation.

Stamford Pickleball: Noted. We will comply with these requirements. Our complaint procedure is detailed below:

Complaints shall be submitted to Stamford Pickleball Club in one of the following methods:

Emailed to Doug Edwards doug203273@gmail.com

Via our website contact page at <http://www.stamfordpickleballclub.org/stamfordrugbyclub/Contact>

Complaints will be reviewed by our Board of Directors in a timely manner. A board member will be assigned to draft a written response to the complaint for review and approval by the board prior to submission to the Parks & Recreation Commission. If needed, a member of the board will correspond and/or meet with the commission as is needed to resolve the complaint.

d. A coach selection procedure (for youth sports only). Background checks are recommended.

Stamford Pickleball: Noted. We have no plans for Youth Sports.

e. Provide its own liability and or accident insurance with the City of Stamford named as an additional insured subject to a minimum limit of liability of a million dollars combined single limit per occurrence for bodily injury and property damage. (See field permit application for full provisions, certificates required).

Stamford Pickleball: Noted. We will comply with these requirements. The club will be insured through USA Pickleball. See the attached USA Pickleball Official Club Membership Insurance Policy Summary. Our coverage will meet and exceed the insurance coverage required above. Once we are approved by Stamford Parks & Recreation as a sanctioned organization, we will request a Certificate of Insurance from USA Pickleball with City of Stamford names as an additional insured.

f. Disclose annually any and all current national charters and affiliations.

Stamford Pickleball: Noted. We will comply with this requirement. We are currently affiliated with the following organizations:

- USA Pickleball Association

g. Submit annually to the Parks & Recreation Commission a complete participant roster list with names, ages, addresses and phone numbers.

Stamford Pickleball: Noted. We will comply with this requirement. We have just begun our open registration for the club. We will be happy to provide a current member roster.

h. Follow all local, charter and national governing body rules regarding rules of play, age and residency requirements.

Stamford Pickleball: Noted. We will comply with this requirement. Regarding governing bodies related to Pickleball, we abide by rules of play, age and residency requirements as applicable from the following state, national and international organizations.

- USA Pickleball Association

i. Any significant additions (such as new affiliations, charters, divisions or teams, assimilation of existing programs/leagues) to an existing sanctioned program are considered new programs and must be approved by the Parks & Recreation Commission.

Stamford Pickleball: Noted. We will comply with this requirement, if applicable in the future.

j. All users will be required to fill out a City/Recreation Field Use Permit Application and include a master schedule of all games and practices preferably at our annual winter meeting, but no later than one month before your first game.

Stamford Pickleball: Noted. We will complete the application..

k. With the exception of tournament play, all all-star/travel teams participating in regional leagues must provide a full league schedule and must play at least 50% of their games away.

Stamford Pickleball: Noted. We will comply with this requirement.

l. To be considered a Stamford youth team 100% of the team roster must be Stamford residents. For adult teams 75% must be Stamford residents. Roster sizes must be a reasonable number and related appropriate to the sport.

Stamford Pickleball: Noted. We will comply with this requirement. Our focus is to serve Stamford residents, and we will limit the number of non-residents if necessary.

m. Sanctioned programs do not have permission to partner with any for profit commercial camp or clinic on park property. (See Field Policy Manual for further clarification and rules). No sanctioned team or program has the right/authority to sublet their assigned fields.

Stamford Pickleball: Noted. We will comply with this requirement. Stamford Pickleball Club, Inc. is a nonprofit group, and we will not partner with for-profit entities on park property.

n. Sanctioned programs should make every effort whenever possible to provide scholarships or fee waivers to disadvantaged youth who qualify for free or reduced lunch in the Stamford school system.

Stamford Pickleball: Noted. We would be happy to provide free clinics to disadvantaged youth.

o. Sanctioned programs should provide opportunities for recreation level play with an expectation of participation/playing time, skill development and enjoyment as the primary program format for any children's program under the age of 13.

Stamford Pickleball: Noted. We will comply with these requirements.

p. Sanctioned programs should provide for a formal participant evaluation including the program content, knowledge and temperament of coaches, and overall enjoyment of the program.

Stamford Pickleball: Noted. We will comply with these requirements. One of our primary goals is to provide organized play to give beginners a path to learn, and experienced players a chance to compete.

q. Once sanctioned programs receive their field assignments the expectation is that those assignments will be used for the originally submitted game or practice. Should any change arise for any reason the sanctioned organization must contact the Recreation office as soon as possible or no later than the following morning with notification of the change. The City will be auditing fields with spot checks throughout the season.

Stamford Pickleball: Noted. We will comply with these requirements.

r. Advertising signs and banners at City fields may be displayed on or after April 1st and must be taken down no later than October 31st of each year. Per the Parks & Recreation Committee of the Board of Representatives any signs not removed by this date will be removed by the City's Parks Dept and or painted over. All signs should comply with Parks & Recreation Committee of the Board of Representatives policy and specs.

Stamford Pickleball: Noted. We will comply with these requirements.

If you have any questions, please contact me.

Sincerely,
Doug Edwards
Board of Directors
Stamford Pickleball Club, Inc.
M: (203) 273-1511
E: doug203273@gmail.com

Enclosed:

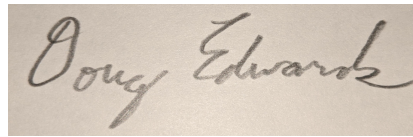
- Sanctioning policy form
- Stamford Pickleball Club Constitution & bylaws
- USA Pickleball Insurance Program Summary

**City of Stamford
Parks & Recreation Commission
Sanctioning Policy**

PLEASE PRINT CLEARLY

Sanctioned League Organization Name: Stamford Pickleball Club

Authorized Sanctioned President Name: Doug Edwards Date: 2/17/23

A rectangular box containing a handwritten signature in cursive that reads "Doug Edwards".

Authorized Sanctioned President Signature: _____ Date: 2/17/23

City Of Stamford Staff Signature: _____ Date: _____
(LA/2017)

Email completed Sanctioning Policy document to mgearhart@stamfordct.gov.

STAMFORD PICKLEBALL CLUB CONSTITUTION AND BY-LAWS

(Please also see volunteer position descriptions at the bottom of this document. Feel free to send us an email at stamfordpickleball@gmail.com if you'd be interested in any of the positions listed or volunteering during drill/clinic sessions and/or other club events!)

Article I - NAME

The name of the club shall be The Stamford Pickleball Club (The Club), a formally recognized 501(c)(3) non-profit organization.

Article II - PURPOSE

FIRST: To stimulate interest in the game of Pickleball in the City of Stamford, CT and surrounding areas.

SECOND: To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of Pickleball.

THIRD: To encourage participation and sportsmanship for players of all levels, ages and abilities.

FOURTH: To maintain systems for the benefit of improving play and access for all players and to encourage participation in events sponsored by The Club for the enjoyment and betterment of the greater Stamford pickleball community.

Article III - MEMBERSHIP

Section 1. Membership shall be available to all men and women 18 years of age or older, and available to all minors through a family membership.

Section 2. Memberships in The Club are non-transferable.

Section 3. Memberships in The Club are for one playing year only (January through December), with all memberships expiring on December 31. Pro-rata memberships will be permissible.

Section 4. The Club will collect annual dues on the following schedule: Stamford resident: \$20 individual, \$30/couple, \$50/family; non-Stamford resident: \$30/individual, \$45 couple, \$60 family.

Section 5. Dues-paying members will be allowed no-cost or reduced-fee programs sponsored by The Club including, but not limited to, tournaments, exhibitions, and clinics.

Section 6. The fiscal year for The Club will be January 1 through December 31.

Article IV - BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of no fewer than five members of the Leadership Team in good standing, and they shall exercise all powers of management of the club not specifically excepted by these By-Laws.

Section 2. The Board of Directors shall include the President, First Vice President, Second Vice President, Secretary, Treasurer and all other elected or appointed Club Officer positions. The Board of Directors can also elect non-Leadership Team members as it sees fit.

Section 3. The Board of Directors shall meet at such times and places as they may select, and a majority of the Board shall constitute a quorum at any meeting.

Section 4. In the case of any vacancy through death, resignation, disqualification or other cause, the remaining directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the director whose place shall be vacant, and until the election of his successor.

Section 5. The Board of Directors shall meet no fewer than four times per year, with the Annual Meeting occurring in the first meeting of the fiscal year.

Article V – ELECTIONS AND TERMS OF OFFICE

Section 1. One month prior to elections, all board members may nominate a candidate for President, First Vice President, Second Vice President, Secretary and Treasurer. Candidates may also be nominated by club members.

Section 2. The President and First Vice President will each serve three-year terms, and the Second Vice President, Secretary and Treasurer will serve two-year terms. There is a two-term maximum consecutive term limit, however a member may rejoin the Board of Directors after sitting out for one term.

Article VI - OFFICERS AND COMMITTEES

Section 1. The officers shall consist of President, First Vice President, Second Vice President, Secretary and Treasurer, and their duties shall be such as their titles would indicate, or such as may be assigned to them respectively from time to time.

Section 2. The Board of Directors shall authorize and define the powers and duties of all committees. Chairs and members of all committees shall be appointed by the president, and the president shall be an ex-officio member of all committees except the nominating committee.

Section 3. The Club shall, at a minimum, maintain Membership and Tournament committees, which will meet at least once per year outside of regularly scheduled Board Meetings.

Article VII - AMENDMENTS TO BY-LAWS

Section 1. The Board of Directors shall have the power to repeal or amend any of these By-Laws provided that such action shall not be effective until approved by a majority vote of the

members of The Club at a meeting held in accordance with the provisions contained herein.

Volunteer Position Descriptions:

President: Shall assume club leadership, preside at all meetings, appoint chairs of committees, call special meetings as needed, and generally be a spokesperson for the Club. He/she shall be responsible for coordination with town officials and other clubs as needed. He/she shall also be responsible for issuing Guidelines & Rules for the club's activities when there are safety concerns or other requirements not covered in these bylaws.

First Vice- President: Shall assume the duties of the President in his/her absence. He/she shall also chair the Membership Committee and generally assist the club in all functions as necessary.

Second Vice-President: Shall assume the duties of the President in his/her absence of both the President and First Vice- President and generally assist the Club in all functions as necessary.

Secretary: Shall take minutes of Club meetings, is responsible for determining if quorum exists, and shall notify town officials of changes in Club's officers.

Treasurer: Shall collect dues and assessments, disburse all funds and provide an oral financial report for each regular meeting. and a written financial report for each member for the annual meeting.

Social Media Manager: Shall be responsible for developing, implementing, and administering our social media strategy and oversee all social media content in order to increase our online presence and communication using Facebook, Instagram, What's App, and any other social media platforms or apps such as Playtime Scheduler to organize gameplay/events, etc.

Membership Manager: Shall manage the membership database, distribute membership cards, and work with the treasurer to collect membership dues. In addition, they will assist with membership activities, events, and public relations for the club.

Website/Graphic Design/Promotion Manager: Shall create an interactive Stamford Pickleball Club website. Working closely with the Social Media Manager, develop a club newsletter and ensure content on all platforms are consistent. Generate promotional material (club signage, tournament/clinic posters, etc.).

Club Officers- Shall facilitate game play during designated times/days/levels. During the play of a game, the game facilitator has two roles— managing the game logistics (the task) and managing the group dynamics and the learning (the process). A good facilitator knows how to balance both the task and the process. Coordinating times of plays and keeping the games moving. Assist with club hosted events.



USA Pickleball: Official Club Membership Insurance Program

In an effort to provide comprehensive/cost effective insurance coverages for Pickleball Clubs, USA Pickleball introduces the Official Club Membership Insurance Program. Please note the Enrollment Period and Policy Period listed below. Pickleball clubs now have the option to enroll in an insurance program that will offer General Liability coverage including Participant Legal Liability to clubs and club members. Clubs will also be able to request Certificates of Insurance naming an additional insured or showing proof of insurance. In addition, all club members will also be covered by Excess Participant/Accident Insurance while participating in the sport of pickleball.

Insured: USA Pickleball and all Member Clubs in Good Standing (Master Policy)

Coverage: General Liability and Participant/Accident

Enrollment: Begins in June 2022

Policy Period: July 01, 2022 to June 30, 2023

Who is covered: All enrolled member clubs and their individual members during all Pickleball related activities.

What are you covered for: General Liability: Claims made by negligent acts accidentally committed resulting in bodily injury, personal and advertising injury or property damage to others.
Participant/Accident: Accident/Medical injuries while participating in Pickleball related activities.

Policy Limits:

General Liability	
General Aggregate	\$5,000,000
Products/Completed Operations	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Each Occurrence	\$2,000,000
Damage to Premises Rented to You	\$300,000
Medical Expense	Excluded
Sexual Abuse/Occurrence	\$1,000,000
Participant/Accident	
Accident Medical Expense Benefit	\$25,000
Accident Death Benefit	\$5,000
Accident Medical Dental Benefit	\$250 (per tooth per accident)
Deductible	\$1,000
Excess over any primary medical insurance	

For enrollment form and further information, visit www.usapickleball.org/memberships/official-clubs/