

KAMLOOPS PICKLEBALL SOCIETY

STRATEGIC PLAN DRAFTED DECEMBER 2017

Society Incorporation Number S-0062122

CRA Business Number 824811038BC0001

EXECUTIVE OF THE BOARD 2017

Jim Davie President

Ziggy Morash Treasurer

Dennis Culic Vice President

Secretary Wilma Steinke

Past President Brooke Siver

DIRECTORS OF THE BOARD 2017

Dave Rogers - Director

KJ Klontz – Director

Darlene Christianson - Director

Ross Perkin - Director

Eleanor Clovechok Director

Kathy Wilson Director

Thor Fridriksson, Director

Ken Akins, Director

SIGNING OFFICERS OF THE BOARD 2017

The Kamloops Pickleball Society authorized signing directors are:

1. **Jim Davie**
2. **Dennis Culic**
3. **Ziggy Morash**
4. **Kathy Wilson**

I MISSION STATEMENT

The Kamloops Pickleball Society mandate is to promote healthy, active living for seniors and other individuals in a fun, social, recreational and competitive sport. Our goal is to promote Pickleball in the greater Kamloops region.

II WHO ARE WE:

The Kamloops Pickleball Society is a well organized and cohesive society. The Kamloops Pickleball Society provides instruction, coordinates pickleball venues, and organizes playing time for its members. There are over 325 active members. A team of 17 instructors has provided instruction to over 250 participants. Instructors are volunteers; fees collected go to the Kamloops Pickleball Society. Club volunteers are very active – there never is a shortage of workers. Kamloops Pickleball Club has provided clinics, tournaments and play in pickleball since 2008. The Society was incorporated December 31, 2013 and has a partnership and business arrangement with the City of Kamloops Parks, Recreation and Cultural Services department.

Kamloops Pickleball Society Duties of Directors

Executive is made up of President, Vice-president, Secretary and Treasurer. Along with the other directors they make up the Kamloops Pickleball Society board

1.	President Jim Davie	Punch card invoices Liaison with city Coordinate Schedule of Clinics, coordinate instructors Coordinate Grant applications Coordinate play times schedules Work with Vice President to coordinate and assign openers and closers Monitor and maintain Strategic Plan Oversee and regulate committees assign ad hoc committees
2.	Vice-President Dennis Culic	Assumes all president's duties in his or her absence Assists with Liaison with city Delegate duties and coordinate volunteers Work with President to coordinate and assign openers and closers Enforcement and clarification of rules and regulations Assist with monitoring and maintaining Strategic Plan
3.	Treasurer Ziggy Morash	Collect annual membership Provide a financial statement Oversee financial administration of the Kamloops Pickleball Society Review procedures and financial reporting Advise board on financial strategy and advise on fund-raising
4.	Secretary Wilma Steinke	Conduct correspondence of society Issue notices of meeting ; Keep minutes of Kamloops Pickleball Society board meetings and AGM Maintain custody of records and documents Work with Membership Director to maintain membership register
The following jobs will be assigned to Society directors. Directors may have multiple positions.		
5.	Social Directors KJ Klontz Dave Rogers	Coordinate entertainment and social events Coordinate “sunshine” activities – support messages to society members Coordinate fund-raising events
6.	Public Relations Directors Eleanor Clovehok	Coordinate and promote events through media Liaison to members, Tshirts Periodically remind members of the procedures to be followed on courts:

7.	Project Directors Jim Davie Dennis Culic	Coordinate and supervise construction and maintenance of outdoor courts
8.	Membership Director Darlene Christianson	Maintain a membership list which includes name, email, telephone, and address Coordinate with the treasurer to maintain up to date collection of membership fees. Welcome new members and distribute play time, welcome letters, and policy documents to new membership Create a newsletter. Coordinate with Ratings director to determine ratings
9.	Information Director and City Liaison Kathy Wilson Jim Davie Dennis Culic	Answer questions from the contact us section of website coordinate posts regarding playing times, policy, and news items
10.	Volunteer coordinator Director Kathy Wilson	Coordinate the hosts and openers for each venue Be sure that the sites are supplied with the nets Arrange keys and codes for the openers, be sure that they understand how to codes work.
11.	Education Directors Thor Fridriksson	Coordinate the instructors for Clinics and workshops. St up lead instructors to provide the programs for the City of Kamloops. Create lesson plans for the programs. Distribute lesson plans to the instructors. Coordinate practice sessions for member of the Kamloops Pickleball Club.
12.	Tournament Director Ross Perkin	Promote, design and schedule and inform members of tournaments
13.	Equipment Director Ken Akins	Responsible for procurement of balls, paddles, portable nets, and maintenance of equipment
Coordinators		
1.	Courts Play time Control Coordinator	Develop a policy for play on the courts. Divide up time.
2.	Ad hoc Courts Coordinator	Explore options for courts around the city. Determine appropriateness of courts. Bring recommendations to the board

III CODE OF CONDUCT

All persons involved in pickleball directly or indirectly are expected to conduct themselves in such a manner as to:

1. engage in sportsmanlike conduct
2. engage in behaviour which promotes the health, safety, enjoyment and well-being
3. avoid use of profanity
4. treat others respectfully, exhibiting fairness and honesty at all times
- 5.

Kamloops Pickleball Society board has the right to caution any player or player's guest for an infraction of the above code of conduct. Multiple infractions may result in a suspension after consultation with the board and the offending member.

IV STAKEHOLDERS – Kamloops Pickleball Society works with the following Stakeholders:

1. Volunteers
2. Instructors
3. Donors
4. Sponsors
5. Citizens
6. Funding Agencies
7. Pickleball members
8. Brocklehurst Middle School
9. School District #73 teachers and support workers
10. City of Kamloops Parks and Recreation and Cultural Services

V HOW DOES THE ORGANIZATION GET MONEY TO FUND ITS ACTIVITIES AND PROGRAMS

1. Membership fees
2. Punch cards
3. Clinics
4. Tournaments
5. Grants
6. Social Events and Fund-raising events

VI WHERE DO WE EXPECT TO BE BY DECEMBER 2019

1. To be a society that is cohesive, financially sound, and well functioning with approximately 400 members
2. Have permanent outdoor and indoor facilities which can accommodate recreational play, tournaments and clinics
3. Have a well-developed instructional team
4. To expand the involvement of pickleball in Kamloops
5. Provide inservice within the community, to promote pickleball to a variety of groups (public school, private school, post secondary school, clubs and organizations)

VII STRENGTHS, WEAKNESSES, OPPORTUNITIES AND GOALS STRENGTHS

1. Instructional clinics
2. Working relationships with stakeholders
3. Broad base of skilled hard working and committed volunteers
4. Acceptance and welcoming of new members
5. Public relations with media
6. Willingness of board to move solve problems and be proactive

WEAKNESSES

1. Lack of control of indoor venues
2. Communication of expectations of members
3. Scheduling

OPPORTUNITIES

1. Continue to access funding through grants
2. Broaden public knowledge of pickleball

THREATS

1. Maintain positive partnership with the City of Kamloops and stakeholders
2. Maintain board of functioning directors – design a protocol to ensure continuity of leadership. (our demographic typically will be absent for extended periods of time)
3. Adequate court time to accommodate a growing membership.
4. Differing agendas between board and the members

VIII POLICIES AND PROCEDURES

1. **Policy:** It is Kamloops Pickleball Society policy to encourage play at all levels. Skilled members are encouraged to play with less skilled players to develop those players.
2. **Policy:** Teaching is an important function of the Kamloops Pickleball Society. Instructors are developed in teams which follow the model of one lead instructor with other instructors utilized. The suggested ratio is 1 instructor per 5 participants (for clinics) or 1 instructor to 10 participants (for courses). Instructors should demonstrate understanding of the “IDEAS” teaching model. Skills development instruction model: IDEAS: Introduction, Demonstration, Explanation, Application, Summary.
3. **Procedure: KAMLOOPS PICKLEBALL SOCIETY – AGM ELECTION PROCESS.**
There are six important points or the main components of this process:
 1. Election process is chaired by a member of our society who is not on the board.
 2. Nominations are called for each position. Nominations can be by any member. Self nomination is allowed. Nominations can be taken from the floor. Candidate must affirm or decline nomination. Chair repeats call for nominations 3 times then declares nomination for that office closed. Candidates names are displayed at the front of the meeting place.
 3. If only one candidate has let the name stand then that candidate is declared acclaimed. Otherwise a secret written ballot is conducted. Ballots are counted by chair and one or two scrutineers Ballots are destroyed by chair at end of election.
 4. Offices of executive (president, Vice President, secretary, and treasurer) have been voted on separately. This allows for members to seek office for a position that they may be particularly qualified for eg. Treasurer.
 5. Directors' positions will be elected as a generic director. Particular duties will be assigned in a board meeting immediately following AGM
 6. In the absence of any candidate being nominated for an executive position then another position of director is created. The board has determined that the number of directors for 2016 (including executive) be 10.

In board meeting subsequent to AGM the board decides who of the directors shall take a vacant

office. For example if the AGM does not elect a Vice President or a president then the board will determine those offices.

Although it is not necessary to have the election process per se in our bylaws it is important that people understand the process. That is the reason it is included here in the Kamloops Pickleball Society Strategic plan.

Calling for nominations from the floor in office by office fashion is the most fair as it allows unsuccessful candidates to pursue a subsequent office.