



APPLICATION GUIDE for MEMBER CLUB AFFILIATION

Membership is important to the development of the sport of pickleball. Through affiliate membership, in Pickleball Ontario (PO) and Pickleball Canada (PCO), Member Clubs and their membership gain a voice in the development of our sport. As a member club you will be supporting the growth of pickleball through the provincial and federal sports organizations as well as grassroots clubs.

Pickleball Ontario is working towards supporting and strengthening our current grassroots clubs and working with newly affiliated clubs as they become added to our roster.

*** To become a Pickleball Ontario Member Club, 100% of the members in your club must be members of Pickleball Ontario and Pickleball Canada and your club must have a minimum of 10 members designated as Home Club members.***

REQUIREMENTS of MEMBER CLUB AFFILIATION

There are **no fees** for a Club to become an Affiliated Member Club. However a club must follow the club requirements listed below.

In order to receive the benefits described, your club must become an affiliated member club with Pickleball Ontario. This requires a signed agreement whereby the authorized club representative is agreeing to and abiding by the club requirements listed below, thereby your club will become an Affiliated Member Club and receive all the benefits that come with Membership.

1. Recognize **Pickleball Ontario** and **Pickleball Canada** as the governing bodies of pickleball.
2. The organization must be either a registered or non-registered not-for-profit. (Refer to <https://www.ontario.ca/laws/statute/10n15> for additional information about not-for-profit corporations.). If registered, its Articles of Incorporation, stated purposes, or bylaws must not conflict with the bylaws or policies of **Pickleball Ontario**.
3. Support the vision, mission and goals of **Pickleball Ontario** and **Pickleball Canada**.
4. Have a minimum of ten (10) members designated as Home Club members.
5. Maintain 100 % of the membership are members in **Pickleball Ontario** and **Pickleball Canada** (included in your clubs annual fees)
6. Have a Board of Directors (a minimum of three) accountable to the membership.
7. Have a bank account in the Member Clubs name.
8. Have a non-misleading name.
9. Designate one person to administer the membership system (PCNS) and interact with Pickleball Ontario.



MEMBER CLUB BENEFITS:

Club Membership includes access to the Pickleball Canada National System (PCNS), an integrated software system that includes:

Membership Management:

- Ability to assign partial access to a variety of club administrators
- a Membership Management database system with search, reporting, statistics, data export etc.
- Integrated registration system which combines club, provincial and national registration in one process
- Ability to have different registration groups i.e. different ages, summer/winter etc
- Some customization of registration form to include other questions i.e. Are you available to volunteer?

Financial Management:

- PCNS provides an integrated membership fee collection capability, providing a member to pay fees all at once for PCO, PO and the affiliated clubs/associations that they chose to be members of.
- Download of fees to the club with payment of PO and PCO done at the same time, no need for separate remittance.
- A financial management system with search, reporting, statistics, data export etc.

Communication, Event Management and Webpage creation:

- Mass email capabilities which include the ability to create templates for memos, newsletters etc. as well as the ability to email certain groups
- Record keeping, statistics, reports
- Automated welcome messages upon registration, automated renewal reminders
- Webpage - easy to design, customize and maintain
- Event Management module for club activities i.e. workshops, events, ladders etc.

Insurance:

- Liability insurance for your club & Liability insurance for your club's directors and officers.
To learn more visit: <https://pickleballcanada.org/membership/insurance-program/>
- Ability for members to track registrations in events etc.
- Access to Places to Play
- Access to tutorials on system



COST for an INDIVIDUAL's MEMBERSHIP

- Your own club's membership fee (+ payment processing fee if applicable)
** note: a club's membership fee may be \$0.00 (free) **
- Pickleball Ontario - \$10 a year (+ payment processing fee)
- Pickleball Canada - \$10 a year (+ payment processing fee)
- New members who sign after September 1st receive membership until Dec 31st the following year.
- Club fee - there are no fees for the Club to become a Club Member and to access the PCNS system.

AFFILIATED CLUB APPLICATION

Once you have determined that you wish to become an affiliated Member Club with Pickleball Ontario, we will send an Agreement for Club Membership to be completed. Once your membership has been approved an Onboarding Instruction package and an Onboarding virtual session will be arranged for your club to access and learn the PCNS system and how to set up your club's site.

If you have any questions, please contact PO at: info@pickleballontario.org.

Thank you for your interest in Pickleball Ontario Affiliation and its many benefits.