

Club Setup Guide

Setting up an affiliated pickleball club with PNL

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1. Introduction

There are many benefits to setting up an affiliated club with PNL which means an affiliation with PCO. However, there are several steps that must be completed before the Club can be officially affiliated. The purpose of this guide is to provide a step-by-step guide to anyone or group wanting to set up an affiliated club in Newfoundland.

2. Benefits of Setting up a Club

There are several benefits of having a club system. There are benefits for players, community leaders, venues, and the provincial association.

For the Players

- Improved player experience by creating dedicated sessions organized by skill level
- Improved opportunities for coaching and instruction
- New opportunities for more competitive play with shoot outs and ladder play
- New opportunities for dedicated "men's only" and "women's only" sessions (if required)
- More opportunities for working players (securing evening and weekend session times)
- Dedicated opportunities and programs for youth and para sport players
- More opportunities for organizing "in-club" as well as "inter-club" tournaments
- Organized "non-pickleball" social events and activities for club members

For the Ambassadors/Community Leaders

- Reduced workload by sharing responsibilities with other community leaders
- Access to high quality and best of class programming/curriculums/lesson plans
- Access to connect with other like-minded individuals sharing best practices avoid duplicating efforts
- Access to government-provided sports consultants
- Access and support in obtaining government grants and other funding

For the Venues

- Simpler and constant method of managing playing times club books and pays for sessions rather than venue collecting from one player at a time
- More manageable cash flow since club pickleball sessions are prepaid in advance by the club and revenue is not dependent on varying amounts of attendance
- Clubs take on the responsibility of purchasing their own equipment including nets, paddles and balls thus reducing venues overhead
- Since the club players have PCO membership, the venues benefit from limited liability knowing all these players have insurance
- Insurance certificates can also be issued to venues if needed

For the Provincial/Territorial Sports Organization (PTSO)

- Increased revenue as club membership includes a PTSO/PCO membership fee
- Increased access to stay in touch with more players once they have been registered
- Increase the frequency of interactions with community leaders and active players
- Increased ability to deliver quality programming, coaching, officiating and player development.

3. Steps in the Affiliation Process

The first step is obviously a desire of a group of people in the community to form a club which is usually the next step after playing together regularly for a period of time. Someone has to take the lead and club would need a few volunteers to take on various roles such as President, Treasurer, and Secretary. Register the Club as a non-profit with the Government of NL. The details of registration will be discussed next.

4. Registering the Club with Government of NL

Clubs can be registered as a non-profit corporation with the registry of companies in Newfoundland and Labrador or non-registered. If the club decides not to register with the government then no paperwork needs to be filed with the government. However, without the official non-profit status, the club would not be able to get a non-profit bank account in the name of the club to handle club transactions. It is therefore **highly recommended** that clubs be officially registered as a non-profit with the registry of companies.

There are 2 ways that you can register your non-profit organization. You can file online or mail the documents to the Registry. If you decide to complete the documents online, you will have to reserve the company name first. To reserve the name please click on the following link: https://cado.eservices.gov.nl.ca

Then click on the following -

- 1- Registry of companies search and online services.
- 2-Name reservation Request (\$10.00 fee)
- 3- Add name reservation

Follow the instructions to submit your name for approval. You can check to see if the name is approved by clicking on the same link above (name approval usually takes about 24 hours). Instead of clicking add name reservation request you can click on check status of name reservation.

Once the name has been approved you can file your documents. To file the incorporation papers you can click on the same link as above and follow these instructions:

- 1- Registry of companies search and online services.
- 2- File Articles of Incorporation (without share capital)

The directors would have to be in place before you filed the documents and a non-profit organization is required to have a minimum of <u>3 directors.</u>

The only documents that are required, are the those attached. <u>By-laws are not required to be</u> <u>filed. See sample Certificate of Incorporation in Appendix A</u>

- Articles of Incorporation
- Notice of Registered Office
- Notice of Directors

Please note that only local incorporations can file on-line.

The mailing address can be a PO number or a home address. Whatever you prefer. The **registered office address must be a street address**.

Below is some useful information from the government website:

WHAT IS A NON-PROFIT ORGANIZATION?

A non-profit corporation provides a service to its members or the public. Profits received from its activities must be used to further its purpose.

Why do organizations incorporate?

- To have a formal structure under which to operate;
- To hold title to land;
- <u>To qualify for grants or funding;</u>
- <u>To apply for a lottery license</u>; and
- To limit the personal liability of members.

** Non-profits can get a discount on bank fees when you open an account for your club.

Incorporation Without Share Capital

Not-for-profit corporations are incorporated for the purpose of carrying on, without pecuniary gain, objects of a patriotic, charitable, philanthropic, religious, professional, <u>sporting or athletic</u> <u>character</u>, or other activity that are of benefit to the community. They are incorporated under Part XXI of the Corporations Act as corporations without share capital.

All corporations without share capital are named corporations. The first step in incorporating a named corporation online is to obtain an approved corporate name reservation prior to filing Articles of Incorporation (Without Share Capital).

Naming of the Club

All organizations wishing to incorporate **must use a corporate legal element at the end of its proposed name – Incorporated, Inc., Corporation or Corp. This is a requirement under the** *Corporations Act* **since the Act was proclaimed into force in the late 80s.**

Make sure when you name the club, you include 'Inc.' at the end. E.g. Avalon Pickleball Club Inc., Grand Falls Elite Pickleball Club Inc. Ensure your proposed name adheres to provincial guidelines and is unique.

Filling in the Articles of Incorporation – suggested wordings when filling in this form.

Schedule A – Business Restrictions

The corporation is established for the following purposes and shall restrict itself to such activities as in its opinion, directly or indirectly, furthers such purposes:

- 1. To coordinate and organize the sport of pickleball for club members.
- 2. To promote the sport of pickleball to members of all ages and gender.
- 3. To provide instruction to members to improve skills and fitness.
- 4. To fund raise for equipment and other instructional needs of club members.
- 5. Etc.

Attachments

- Articles of Incorporation
- Notice of Registered Office
- Notice of Directors

These forms are only needed if the club is mailing in their application. The online forms are slightly different but require the same information.

The whole process takes about 2 weeks in general. A sample of a Club Incorporation is attached in Appendix A.

Summary:

- 1. Reserve a name of your club online. Pay \$10 fee.
- 2. Line up 3 people willing to be directors. The full name, mailing address, phone number and citizenship are required. Same names can be used for the list of incorporators.
- 3. Once the club name is approved, file the articles of incorporation. Make sure you choose Without Share Capital (Non-Profits).
- 4. Pay fee.
- 5. Wait for the Incorporation documents to be sent to the registered office.

5. Setting up Club's bank Account

Once you receive the Certificate of Incorporation, you can take this to your bank to open a Club bank account. The benefit of the non-profit status is that you will get a cheaper non-profit bank account. The banking information together with the certificate of incorporation are required before signing the affiliation agreement which is the next step.

6. Signing the Affiliation Agreement

Once the certificate of incorporation and the bank account have been set up in the name of the club, the affiliation agreement between the Club and PNL can be signed. The agreement is usually signed by the Club's President and the President of PNL. The template of the Affiliation Agreement is given in the Appendix B.

7. Setting up the Club's website within the National System

Once you are officially affiliated, your club will have the benefit of having a website within the national system to keep track of your members, emailing your members, collect dues, facilitated event registration, post information specific to you club, etc.

To help you start, someone from PNL will help you with the initial website and walk you through how to set up the Club's website the way you want it. Website development skills are not required.

For your club's website to collect dues or other payments, the banking information would be required. Normally the Club's president and the treasurer would be the only ones with access to the financial information. The benefits of the National System (PCNS) is attached.

It may take some experimenting to learn all the functionality of system. If you encounter any issues, technical help is always available.

PCO's insurance policy will cover Director's liability insurance and PNL will provide a \$500 startup fund to your club once you are affiliated officially.

8. Summary

To summarize, there are many benefits of forming a club and affiliating with the provincial and national bodies. The main steps are 1. Forming an executive committee, 2. Register with the Government, 3. Get a bank account, 4. Sign the affiliation agreement, 5. Set up the website.

Best of luck, and keep on pickling!

Appendix A: Sample Certificate of Incorporation

GOVERNMENT OF NEWFOUNDLAND AND LABRADOR Newfoundland Labrador THE CORPORATIONS ACT FORM 2 **CERTIFICATE OF INCORPORATION** (Section 15) Corporation Name: Bay St. George Pickleball Association Inc. Corporation Number: 94919 Date of Incorporation: MARCH 26, 2024 I certify, as per the attached Articles of Incorporation, that this Corporation has been incorporated under the Corporations Act of Newfoundland and Labrador. Ten Topl REGISTRAR OF COMPANIES For Province of Newfoundland and Labrador MARCH 28, 2024

Newfoundland Labrador

Government of Newfoundland and Labrador

Articles Of Incorporation (Without Share Capital)

Corporation Name: Bay St. George Pickleball Association Inc.

Corporation Number: 94919

Date of Incorporation: March 26, 2024

1. The Address of the Registered Office:

383 Massachusetts Drive Stephenville NL A2N 2S3 2. Mailing Address: Same as Registered Office

3. Minimum number of Directors: 5

Maximum number of Directors: 10

4. The Directors of this corporation are: Name See Attached List of Directors

Residential Address

5. Restrictions, if any, on business the Corporation may carry on: (see attached Schedule 'A')

6. Other provisions: (see attached Schedule 'B')

7. Incorporators: Name See Attached List of Incorporators

Address

Registry of Companies (E-form 1A)

Schedule A - Business Restrictions

The Corporation is established for the following purposes and shall restrict itself to such activities as in its opinion, directly or indirectly, furthers such purposes:

- 1. To co-ordinate and organize the sport of Pickleball for club members.
- 2. To promote the sport of Pickleball to members of all ages and gender.
- 3. To provide instruction to members to improve skills and fitness.
- 4. To fundraise for equipment and other instructional needs of club members.

PROVIDED THAT the Corporation

a) shall not undertake any activities that would result in the revocation of its registration as a charity or as a public foundation for purposes of the Income Tax Act;

b) shall not permit its directors, trustees, officers or employees to be comprised so that a majority of the same are related or do not deal at arms length;

c) shall not make non-qualified investment as defined by Section 149 of the Income Tax Act.

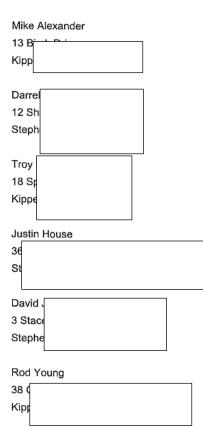
Schedule "B"

Share Capital and Distribution of Corporate Property

- a) The Corporation has no authorized share capital.
- b) The Corporation is to be carried without pecuniary gain to its members.
- c) Any profits or other accretions to the Corporation are to be used only in furthering its undertaking.
- d) Upon the incorporation of the Corporation each first director becomes a member thereof.
- e) Upon dissolution of the Corporation and after payment of all its debts and liabilities, all remaining property shall be distributed or disposed of to organizations in the Province, the undertaking of which is charitable or beneficial to the community.

Registry of Companies (E-form 1A)

List of Directors



List of Incorporators

Justin	House
36 Hilli	
Stephe	
Darrell	
12 Sha	
Stephe	
David .	
3 Stace	
Stephe	
Troy D	
18 Spr	
Kippen	
Mike A	
13 Biro	
Kippen	
Rod Yo	
38 Orc	
Kippen	

Appendix B: Affiliation Agreement Template

Club Affiliation Agreement

Affiliation is important for the development of a strong and vibrant sport of pickleball, in the Province of Newfoundland and Labrador.

This Club Affiliation Agreement is between Pickleball Newfoundland and Labrador and

_____, hereafter referred to as the "Club".

Definitions:

Affiliation is defined as two parties sharing common goals and vision who have entered into a formal agreement to advance their common agenda.

Club is defined for the purpose of this agreement as:

- 1. A Club registered with the Province of Newfoundland and Labrador's Registry and Companies in good standing or;
- A non-incorporated body comprised of a minimum of 10 members with an annually elected executive that meets at least 4 times a year to conduct business and maintains minutes of each meeting. One of the four meetings must be an Annual General Meeting open to the membership for the election of officers and to conduct business.

Written Notice is correspondence sent as an email from an established recognized Club or Association email account or documentation sent through regular mail services.

Benefits and expectations of being an affiliated club:

- 1. Your Club directors and members are insured through Pickleball Canada's coverage. For additional coverage information, visit the Pickleball Canada website.
- 2. Have a non-misleading and unique name within the province.
- To maintain proper insurance coverage, the Club agrees to be compliant with any direction provided by Pickleball Canada's Insurance Company. https://pickleballcanada.org/participate/insurance-program/
- 4. Increase access to potential funding opportunities and greater success for some funding options by being an affiliated club of the provincial association.
- 5. Pickleball Newfoundland and Labrador will assist the Club to achieve your goals through promotion and governance support. We will keep the Club abreast of important information as it relates to "best practices" and "lessons learned" relating to pickleball.
- 6. Pickleball Newfoundland and Labrador provides support for grassroots tournaments, clinics and youth programs.
- 7. The Club's profile will be promoted on both the provincial and national web site.
- 8. The Club will be entitled to use electronic options available to clubs at both the provincial and national level.

Initials

- 9. It is recognized that the Club, Pickleball Newfoundland and Labrador and Pickleball Canada each have different functions, roles and responsibility levels, and at times these may appear to crossover. Every effort will be made to work together to avoid duplication and mediate differences.
- 10. The Club recognizes/supports Pickleball Newfoundland and Labrador as the governing body for pickleball in Newfoundland and Labrador. As such Pickleball Newfoundland and Labrador and the Club recognize/supports Pickleball Canada as the governing body of pickleball in Canada.
- 11. The Club agrees to support the vision, mission, values, and goals of both Pickleball Newfoundland and Labrador and Pickleball Canada.
- 12. The Club has full right to determine the nature and state of their organization, including local rules and practices as long as they do not violate any statutes or laws, nor any of the basic principles Pickleball Canada, Pickleball Newfoundland and Labrador or other governing body may reasonably mandate.
- 13. The Club agrees its members shall maintain membership in Pickleball Canada and Newfoundland and Labrador. Pickleball Newfoundland and Labrador acknowledges there may be unique situations, such as multisport clubs, where this may not be practical. In such cases, through consultation, an addendum may be added to this agreement clearly outlining membership requirements.
- 14. No fee maybe be levied against the Club by Pickleball Newfoundland and Labrador.

This agreement shall remain in force until:

- 1. The agreement is terminated by either party with a minimum 2 months' "Written Notice" from date of decision if the correspondence is received in a timely manner.
- 2. Should egregious conditions or events occur to warrant immediate termination, notice may be immediately communicated verbally followed by written documentation.
- 3. The agreement shall be reviewed annually by both parties for proposed amendments and validating the continuation of the agreement.

The Club willingly enters into this agreement of their own free will without promise or duress.

Based on the above understandings and agreements, the _____

and Pickleball Newfoundland and Labrador now wish to formalize their working relationship by entering into this Agreement to Affiliate.

Dated _____

Initials_____

Signed on behalf of Pickleball Newfoundland and Labrador by its authorized signatory:

Name		
Position:	President, Pickleball Newfoundland and Labrac	lor
Signature:		
Witness		
Name:		-
Signature:		-
Signed on be	ehalf of	(authorized Club signatory)
Name:		
Position:		
Signature:		
Witness		
Name:		
Signature:		



Benefits of Pickleball Canada National System (PCNS)



About PCNS



PCNS has served as our state-of-the-art membership system since 2021. PCNS allows for members to quickly and efficiently register, renew, and manage their membership details. PCNS also allows the Affiliated Clubs to communicate with their membership, host a website and organize club tournaments & events. PCNS offers many benefits to our Affiliated clubs/associations.



Benefits of PCNS:

- **1. Membership Management**
- 2. Email Marketing & Communication
- 3. Club Webpage Builder
- 4. Tournament / Event / Product & Ticket Sales Management
- 5. Easily Manage Membership Renewal & Finances
- 6. Perform Membership Reporting
- 7. Membership Resources





Manage your Membership:

- Allows for clubs to view and manager their membership listings efficiently.
- The PCNS system allows for advanced filtering options for quick searches, which provide valuable insights into membership data.



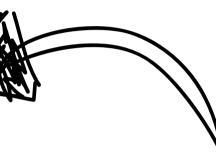




Email Marketing & Communication

ASS EMAIL	х
Send an email OView history/stats Export email list MailChimp integration	
d to: Dilling email V Individuals email Club admins (add email) ding to: 84,093 recipients V m: Pickleball Canada <info@pickleballcanada.org> I (manage) ject</info@pickleballcanada.org>	Attachments AGM Meeting Minutes × Membership Policies or Handbook × + Add Attachment
sciting Updates from Pickleball Canada! ssage - Load Template Image:	
As we approach the end of the year, we're thrilled to share some updates and highlights from the Pickleball community: Membership Milestone We're on track to exceed 85,000 members this year! Thank you for being part of this incredible growth and helping us expand the sport we all love.	





- Allows clubs to send personalized messages to each member within their club.
- Platform also allows for clubs to see email statistics to provide insights to open rates.
- Ensures members to stay up to date on key information and have proper communication flow with their club.

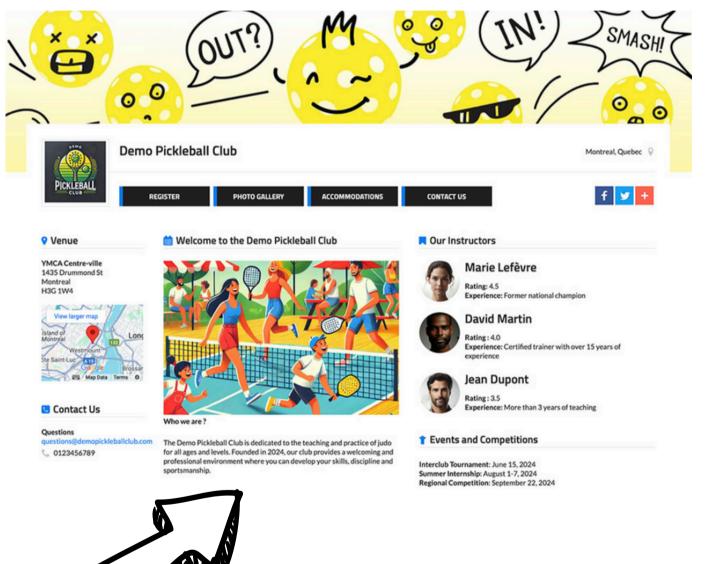
Pickleball Canada



Club Webpage Builder:

- Allows for clubs to create and personalize their own webpages free of charge.
- Clubs can always add information about their club, upload photos, list upcoming events, and much more.
- Allows for players to have a convenient way to stay updated with key information surrounding their club.

EXAMPLE OF A WEBSITE







- Allows Clubs to create custom event registration pages tailored to their specific needs.
- This option can be used to set up registration and collect payments for clinics, tournaments, or exclusive 'Club Only' play.
- This feature can ensure all participants are Pickleball Canada members.
- The system also allows clubs to create unique QR codes for the events.







Easily Manage Membership Renewal & Finances :



- Enables clubs to send personal messages to their club members
- Helps to ensure all members are able to renew their membership effortlessly, without needing to re-enter their information each year.
- Helps to ensure all members are connected with their club

Renew Your Membership Today!

Dear John, We hope this email finds you well. We want to remind you that your membership has expired as of 2022-12-31. Don't miss out on the benefits of being a member.

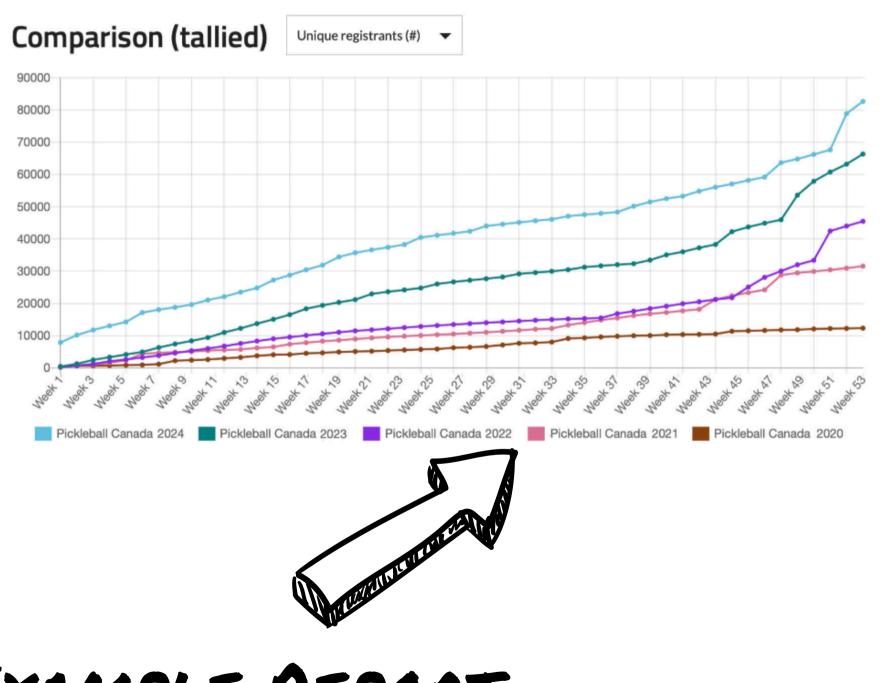
Renewing your membership is quick and easy. Simply vist this link: https://pickleballcanada.org/renewal/1234/fj09mr7g8gd/12654/5/

Pickleball Canada



Perform Membership Reporting

- Feature provides insights into reporting tools that allow clubs to look at their overall performance year over year.
- Can generate detailed reports on various parameters including retention rates, financial summaries, and other key statistics.







Membership Resources:

- Allows Pickleball Canada members to access key resources on the PCNS (Rulebook)
- Members have access to Plays to Play area where they can find places that they can play pickleball all over Canada.

