



TITLE	Affiliation policy
TYPE	Policy
ENTRY IN FORCE	December 20, 2022
DATE OF LAST REVIEW	January 14, 2026
FREQUENCY OF REVIEW	Annually
TARGET COMPONENT	Pickleball NB- Executive & Directors
RESPONSIBLE SECTOR	Pickleball NB-Affiliated clubs
DISTRIBUTION	- Executive & Directors - Affiliated clubs
ADOPTED ON	October 31, 2024

1. SUMMARY

The purpose of this policy is to define the criteria to become an affiliated club and benefits offered to clubs affiliated with Pickleball NB.

2. ELEMENTS OF THE POLICY

2.1 Affiliated agreement

All affiliated clubs must sign an affiliation agreement with Pickleball New Brunswick and comply with the following criteria:

- a) Recognize Pickleball New Brunswick provincially, and Pickleball Canada nationally, as the governing bodies of pickleball in New Brunswick and Canada, respectively.
- b) Support the vision, mission, and goals of Pickleball New Brunswick and Pickleball Canada.
- c) Ensure that all Affiliate Club members are also active members in good standing with Pickleball New Brunswick and Pickleball Canada.
- d) Operate the Affiliate Club as a formal organization with an elected Board of Directors, Executive Committee, or other recognized structure.

- e) Provide minutes of the AGM held in the last 12 months to Pickleball New Brunswick before January 15 of each year to be eligible for the annual rebates. *
- f) Inform Pickleball New Brunswick of the list of Board members and of any changes within the Board or Executive Committee within 30 days.
- g) Have a provincially unique, non-misleading club name.
- h) Have a bank account under the name of the Affiliated Club and provide an email address specifically for the club and notify of any changes to the Treasurer within 30 days following the changes.
- i) Designate one contact person to be the liaison with Pickleball New Brunswick.
- j) Recognize that the President and Treasure should undergo a background check, and that Pickleball New Brunswick will not be accountable for any type of financial lost encountered by the Affiliate Club.
- k) Provide an email for the exclusive use of the club.
- l) Ensure that anyone conducting a training session for the affiliated club is certified through the NCCP training program. Anyone assisting during a coaching session must follow the criteria as per described in the Screening policy

*If the club is unable to provide the AGM minutes on January 15, the club may request an extension to up to six (6) months. Rebate will be retained until the AGM minutes are provided.

2.2. Affiliated Club benefits

All Affiliated Clubs will have the following benefits:

- a) Pickleball New Brunswick will include Affiliate Club information on the Pickleball New Brunswick website and in other promotional materials to provide opportunities to highlight club activities.
 - b) Directors and officers, as well as members of Affiliate Clubs are insured through Pickleball Canada's coverage. Details of the Pickleball Canada Insurance Program, including coverage for guests and clinicians, is provided on the Pickleball Canada website.
 - c) Pickleball New Brunswick will assist affiliate clubs in achieving their goals through event promotion and governance support. Affiliate clubs will be kept abreast of important information as it relates to 'best practices' related to pickleball.
 - d) Affiliated club will also benefit from an annual rebate for each member that selects their club as the home club at the condition that the Club provides the mandatory reports before January 15 of each year as described in article 2.1.
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- e) Affiliated clubs will also be eligible to tournament sponsorship, coach training clinics, Sport NB services and initiatives, equity and inclusion initiatives and support, and referee training clinics.
- f) Pickleball New Brunswick will help on background checks for the President and Treasurer of the Club's Board of Director by paying for the background check through Sterling Background Check platform upon request.
- g) Pickleball New Brunswick offers Respect in Sport training for Affiliated Club Board Members and volunteers for event and will cover the fees.
- h) Affiliated clubs have also access to the Pickleball Club National System (PCNS) to manage membership.

2.3 Affiliated clubs' payout

Every PBNB Affiliated club will receive an annual rebate for each active member that identified their Club as their Home Club in the Pickleball Canada National System (PCNS) at the condition that they submit the mandatory reports as described in article 2.1 before January 15 of each year. The calculation of the number of members for each affiliated club will be as of January 15, and the payout will occur after the AGM as the amount of the rebate exceed the limit permitted by the Board of Director and must be approved by the members. There is no payout to V-Clubs or any NB club that has not signed an Affiliated Agreement with PBNB or did not provide the required documents by the deadline.

2.4 Termination of Affiliation Agreements

The agreement shall remain in force until terminated by either party or mutually modified. A minimum of 2 months' notice is required to terminate or modify unless egregious conditions or events occur to warrant immediate termination or modification.

3. UPDATE OF THE POLICY

The policy will be reviewed annually, or as operational needs dictate.

4. ENTRY IN FORCE

This policy will enter into force on December 20, 2022.