# Sun City Pickleball Club Procedures

<u>General Board Responsibilities:</u>

1. Board members must review and acknowledge understanding of their duties and the Club Bylaws before taking office in January
2. Job descriptions will be updated as necessary to reflect actual work.
3. Board will determine which four courts will be reserved for RCSC members and report that information to RCSC

<u>Job Descriptions:</u>

A. Responsibilities of the Board Members
   1. President
      a) Report the Board of Directors' roster and any temporary replacements to the RCSC Club's Office (form BP: 12-3)
      b) Preside at all Club meetings
      c) Direct activities of the Club's Board of Directors
      d) Communicate with the RCSC
      e) Ensure the Bylaws are current and officially recorded with RCSC
      f) Establish a nominating committee for Board elections
      g) Act as signatory of club bank accounts
      h) Be present at Club activities and communicate with Club members
   2. Vice President
      a) Presides at Club meetings in the absence of the President
      b) Assists all other elected Directors, as needed
      c) Act as signatory on Club bank accounts
      d) Replaces the President if they are unable to fulfill their term
   3. Secretary
      a) Record minutes of all meetings
      b) Post minutes for membership access
      c) Ensure retention of club records, correspondence, and reports for a minimum of three (3) years
      d) Retain charter club approval form for the life of the club
      e) Update changes to rules and procedures as appropriate
   4. Treasurer (***see Addendum for specific tasks and directions***)
      a) Act as custodian of all Club funds
      b) Maintain a checking account and accurately record all transactions
      c) Maintain financial reports. File the previous year's report with RCSC (form BP:12-8) and the Club Board by January 31
      d) Prepare and file all Federal and State tax reports in a timely manner (form BP:12-19(a)

e) Keep a record of the Club Federal Tax ID and make it available to those needing it
f) Act as signatory on club bank accounts
g) Disperse funds as approved by the Board
h) Assist the Membership Chair in maintaining the member roster
i) Minimally, upon change in the treasurer position an audit will be performed and the new treasurer will comply with necessary audit requirements
j) Retain financial records at minimum as follows:
    1.) Records and reports three (3) years prior to the current year
    2.) Deposit records and club receipts three (3) years
    3.) Club tax returns seven (7) years
    4.) Federal tax ID for life of the Club

5. Membership Chair
    a) Receive membership forms from the treasurer
    b) Update and post the member roster on the Club website
    c) Submit the member roster to the RCSC by March 1 and October 1 of each year and make corrections as necessary
    d) Procure and distribute member name tags
    e) Distribute name badge stickers annually to members who have renewed their membership
    f) Retain Club membership roster for the current and prior year
    g) Assist the Treasurer as needed
    h) Assist new players when able with getting involved in the club by steering them towards lessons, round robins or other compatible groups to play with.

6. Media and Technology Chair
    a) Ensures club information in local newspapers, Facebook page, the RCSC website, the Club website, and the SunViews are current (forms BP:12-16 through BP:12-18(a) – five forms)
    b) Scheduled times are listed on the Club website suncitypickleballclub.org and on bulletin boards at Marinette and Mountain View Courts
    c) Updates bulletin boards at Marinette and Mountain View and posts events, social activities, and publicity
    d) Promote Club events within the Club and with other clubs as appropriate

7. Member At Large

a) Act as the liaison between Club members and the Board
b) Frequently visits Club members at Mountain View and Marinette courts
c) Report facility needs, such as equipment or repairs to the Board
d) Coordinates the formation of ad hoc volunteer committees

Safety

1. First Aid supplies are available at the central kiosk in the Marinette pickleball pavilion, at the Recreation Center's desks, and at the Mountainview courts
2. Additional supplies can be obtained by request from a Board member
3. Automated External Defibrillator (AED) are located:
    a) Near the main entrance of the Marinette Recreation Center
    b) Near the central kiosk in the Marinette pavilion
    c) At the Mountainview Recreation Center's main desk
4. Call 911 when appropriate
5. Report incidents to the Recreation Centers Facilities Attendant (FA) and compete the appropriate Incident Report
6. Preferably every two years the club will coordinate training on AED and/or basic first aid

Committees:

General committee procedures:

1. Committees shall choose their chairperson
2. Committees will determine their meeting schedule and meeting agendas.
3. Board will make an effort to name people to committees that represent a wide variety of skill levels.

Social Committee (Ad hoc)

1. Membership determined by the Board
2. Notify the Board President of set up requirements needed for a specific event at least 4 weeks in advance for events outside of the playing area. Notify Board President three weeks in advance for events utilizing pickleball courts
3. Determine menu and arrange catering for social events
4. Plan and execute decorations

Tournament committee

1. Director(s) selects dates and submits to board for approval and submission to RCSC
2. Sets a budget and reviews it with the Board liaison
3. Procures sponsors and vendors for each tournament
4. Regularly reports to the board or board liaison

Volunteer committee (Ad hoc)

1. Comprised of 2-4 people whose job is to recruit volunteers for a specific event.

**COMMONLY USED VENDORS**

For nametags and heritage plaques
Can Do Engraving & Specialties--Christina
15434 N 99th Ave
Sun City, AZ  85351. 623-972-1760

**SUN CITY PICKLEBALL CLUB BYLAW REFERENCES AND NOTES**

1. Reference:  RCSC Board Policy Resolution No. 12 (BP:12)

2. Reference:  RCSC Guidelines for Chartered Clubs Rules and Regulations, Form BP:12-10(a)

3. Reference:  Sun City Pickleball Club current Bylaws amended October 2018

4. Forms needed to file reports to the RCSC can be found at www.suncityaz.org click the "Clubs" tab and then the "Club Forms" tab or get hard copies from the RCSC Club's office.

5. The amount approved for Board discretionary spending for the year 2020 is $200.

6. Dues for the year 2020 are $15.

7. Dues will be waived ($0) for the year 2021, however, a membership form must be completed.  Forms may be found at. www.suncitypickleballclub.org under "Our Club,"

**ADDENDUM ONE----Duties and procedures for Treasurer SCPC**

**Duties**

- Receive monies from various sources – membership dues, tournament sponsors, t-shirt sales, etc. This includes checks, cash, PayPal.
- Make deposits.
- Pay all bills in a timely manner. Require an invoice or receipt for the records.
- Maintain the roster at SCPC website. Send all updates to Membership Chairman.
- Maintain the customer list in QuickBooks.

- Reconcile the banking statements each month and give a copy (or email the PDF) to the President.
- Update Trial Balance and Profit and Loss reports prior to a Club meeting or Board meeting. Send PDF copy of each to Webmaster to be posted on website.
- Keep all banking transactions on QuickBooks – User Register and Make Deposits.
- Check the mailbox at Marinette regularly.
- Be available to give stickers for renewals.
- Be available to write checks for referees and others during Outside tournaments.
- Backup QuickBooks once a week during the busy periods. Backup documents to thumb drive. Anything that is on the Browser does not need to be backed up but most documents should be done.
- Keep spreadsheets for all outside tournaments. At end of year, transfer 30% of profits to the Benefits Savings account.
- Get W-9 forms as needed (over $600 currently).
- Send out 1099's as needed by the end of January.
- Fill out IRS forms. (usually due by May 15th – currently only post card entry needed)

**Procedures**

<u>Renew members</u>

- Quick Books
    - Click on Customer Center
    - Click All Customers
    - Search for name.
    - Double click on name. If it is a member that is coming back from a previous year be sure to unclick the Inactive button.
    - Update information "Address Info" from membership form ( either online or paper sheet) – name, main phone, main email, address details
    - Click Payment Settings and update or verify RSCS number
    - Click Additional info and add renewal date.
    - Click OK

- Website Roster
    - Click Edit on name to be updated
    - Update or verify address, nickname, phone number, email, RCSC number
    - Add amount paid and payment type – PayPal, cash or check number
    - Change due date
    - Verify Emergency Contact (if given)
    - Click Update Record (I always double check the list to make sure everything is correct.)

- New member
    - Quick Books – Customer Center
    - Click New Customer & Job, then click New Customer

- Add to customer name – last name, first name
- Add address to Invoice/Bill box
- Phone number in Main phone and email in Main email
- Click on Payment Settings and add RCSC number to account number
- Click Additional info and add date to customer type (New 2020 – 1/20 for example)
- Click OK

- Website Roster
  - Click on Add New Member
  - Fill in First name, last name and nickname (if given)  If the membership form says, for example, Bill but the check says William, you would make it William and nickname Bill.  RCSC requires the legal names when sending them the yearly updates.
  - Fill in address, zip, phone number, email, RCSC number
  - Add amount paid and form of payment – PayPal, cash, check number.
  - The due date should be correct, but verify it.
  - Add Emergency Contact if given,
  - Click Add Record

Keep a daily record of New additions or Renewals and send a copy to Membership chairman.  In the summer, it can be spread out over a longer period of time.

**Banking**

- Deposits
  - Keep a list of all checks and cash and who paid what for any deposit because you will need to have that information for QuickBooks.
  - After a deposit is made, Click on Banking, then Make deposits. Make sure the deposit is to Wells Fargo Business Choice One.
  - Fill in as follows:

    Use the Tab button to go to each column.  DO NOT USE THE ENTER or it will be added before you are finished.
  - Received from  - member last name – a list will come up and you can choose the correct one and hit Tab.  If a Vendor, a list may also come up and you choose the correct one or do a Quick add to add one that is not in the current list.
  - From Account – dues is in Membership account. Other deposits are added to the appropriate account – Tournaments, T-shirt sales, etc.
  - Memo – anything you want to add to clarify the deposits
  - Chk No – blank or check or M.O. number
  - Pmt Meth – check, cash, ET, PayPal
  - Amount – whatever the payment was

When finished with all the deposit info, verify that the total is the same that was actually deposited in the bank.  Then Click Save &Close

- Use Register
  The register is used for all checks written, debit card payments, deposits and Bill Pay through the bank.

- Under Banking, click on Use Register. Make sure you are using Wells Fargo Business Choice One.
  Enter date, check number or DC or EFT. Type in Payee. If the Payee is already in the list, it will show up and you can choose the correct one. If they are not in the list, you can do a Quick add. It may be a Vendor or Other. Next put in payment. Then choose an Account from the list that comes up. If it is something new, you will have to add the type of account to the Account list. Sometimes you may want to define what the check was for in the Memo section. When finished, click Record

  Once you receive the statement from the bank at the end of the month, you will need to Reconcile the Register with the bank statement.
  Under Banking, click on Reconcile. Then input the balance from the bank statement. The checks and all deposits will show up and you need to check off the ones that the bank has on their statement. If everything has been done correctly, it will show that at the end of the form. If you missed something, it will tell you how much is a discrepancy. So then you will need to find that discrepancy. Once it is balanced, you save a copy to the computer under banking and print out a copy (or send an email with the PDF) for the president.

  Periodically you will want to transfer some of the money that is in PayPal to the checking account. All you have to do is sign in and click on the transfer money tab. Fill in the appropriate amount and submit. Be sure to add that to the Register.

**Important Tabs in QuickBooks**

Another tab in QuickBooks that you will need is Reports. There is where you can get Profit and Loss statements and Trial Balances.

Under Reports, click on Favorites and it will bring up the Profit and Loss statement or Trial Balance. Click on them and you can see where the money goes and where it has come from. You can change the dates if you are just looking for one month or one quarter. After the dates have been selected, click on Refresh. Print out a copy of the current reports for each membership meeting and give it to the secretary after your report. Also save a PDF copy of each to the computer. Then send that PDF to Bill Booth to add to the website – winby2@gmail.com

One more tab that is used is Lists.
Under lists, click on Chart of Accounts. There you will see the various accounts that have been used through the years. You can add a New Account by clicking on Account at the bottom and New Account. You cannot delete any account but you can make it inactive. This comes in handy

for old tournaments from the previous year so there are not so many accounts to go through. That is also done by clicking on Account at the bottom.

**Revised 5/2/21**