**Pickleball Lincoln, Inc.**

**Operations Manual**

**Final Copy**

**November 1, 2021**

**Core Functions - Assignments**

**Refer to the attached Document titled Bylaws of Pickleball Lincoln, Inc. (PLI)**

**Date May 23, 2017**

**Article IV (a), (b), pg. 1-2**

**The PLI Board of Directors shall not be less than 3 and not more than 21. The initial PLI Board of Directors shall be 7 as determined at the origin of the corporation. Each Board of Director Members duration of office is from 1-3 years.**

**The Officers of the Corporation shall be President, Vice-President, Secretary & Treasurer. The Board of Directors may appoint other officers i.e. Assistant Vice-President, Assistant Secretary, Assistant Treasurer.**

**The Officers are elected by the Board of Directors yearly.**

**The Offices of Pickleball Lincoln, Inc. are:**

**President** - Article V (e)

Mark Nelson

**Vice-President** - Article V (f)

Bill Roehrs

Joel Houston, Assistant Vice-President

**Secretary** - Article V (g)

Jane Cech

Rosalie Duffy, Assistant Secretary

**Treasurer** - Article V (h)

Mike Magnuson

John Reinhardt, Assistant Treasurer

**Core Functions of Pickleball Lincoln, Inc.**

1. **Advancement**
2. **Communications - (Direct & Social)**
3. **Facilities**
4. **Financial**
5. **Instruction**
6. **Liaison**
7. **Long Range Planning**
8. **Marketing**
9. **Membership**
10. **Programs**
11. **Safety**
12. **Social Events**
13. **Tournaments**
14. **Volunteers**

**Core Functional Assignments by Officer & Volunteer**

**Mark-Tournaments, Advancement, Long Range Planning**

**Bill-Volunteers, Program, Membership, Instruction, Communications**

**Joel-Volunteers, Tournaments, Marketing & Advertising, Instruction, Facilities, Long Range Planning**

**Larry Kay-Facilities**

**Jane-Tournaments, Social Events, Membership, Communications**

**Rosalie-Tournaments, Social Events, Marketing & Advertising, Communications,**

**Brad Schell-Safety**

**Mike-Membership, Financial**

**Doug Marthaler- Marketing & Advertising, Communications**

**John-Financial, Long-Range Planning, Advancement/Planning**

1. **Advancement \_\_\_\_\_\_\_\_John\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Mark\_\_\_\_\_\_\_\_\_\_\_\_**

Board Member and/or PLI Committee Members

A. Advancement Director -

   Fundraising – Board Member

1)   Lead and guide the annual Give to Lincoln Day (G2LD) fundraising effort through interactions with the Lincoln Community Foundation (LCF)

2)    Coordinate grant writing for major projects

3)    Assist with other fundraising activities as needs arise

B. Liaison with Lincoln Parks & Rec – Board Member

1)   Meet and communicate regularly with LPR to coordinate plans and address issues relative to the PLI/LPR Agreement on the programming and use of specified city tennis courts and pickleball courts

2)    Report in a timely manner to the PLI Board on interactions with LPR

**2. Communications - (Direct & Social) \_\_\_\_\_\_\_\_\_Jane\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_Rosalie\_\_\_\_\_\_\_\_\_**

PLI Communication Director– Board Member and/or PLI Committee Members

1. Facebook (including messenger)-tournament flyers; playing site information; photos of current events; informational videos/photos; communicate with individuals who ask questions about pickleball in Lincoln

2. PLI Website-new memberships; PLI mission; places to play; lesson request; club news

3. Joinit online membership software-new membership and membership renewal, mass communication with PLI membership

4. PLI gmail account-communicate with those members and non-members asking questions about pickleball in the Lincoln area

5. Mail Chimp- communicate with PLI membership for G2LD

6. Editing of writing materials for publication

7. Twitter, Instagram

**8. Communicate with PLI membs via email or texts regarding planned projects**

**9. Send a monthly email called ‘Happenings’ to all PLI members**

**Prior to sending this email, each board member and volunteers should submit pertinent information**

**News about what is going on in all areas of PLI will be offered to help with communications.**

**This email will ask for a. input and suggestions from members b. ask questions they may have**

**This email is an attempt to improve communications between board members and members**

**3. Facilities \_\_\_\_\_\_\_\_\_Joel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_Larry Kay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Facilities Manager – Board Member and/or PLI Committee Members

Enlist other PLI members to help with tasks listed below.

1. Mow/edge

2. Pull weeds/weedwacking

3. List and arrange for court repairs

4. Courts cleaning - Birds, Pine needles, leaves

5. Nets for Peterson and Satellite Courts - check portable nets for needed repairs

Late Fall - assess repairs needed and order parts

6. Windscreens-Raise and Lower

7. A list of names needs to be comprised to care for each of the Satellite Courts along with Peterson Park

Work with Volunteer Chair (#12 below) to get names of volunteers

8. Order replacement parts for nets

9. Spray wasps at Peterson in fencing

10. Paint lines at Satellite courts

**4. Financial \_\_\_\_\_\_\_\_\_\_Mike\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_John\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Financial Oversight – Board Member and/or PLI Committee Member

1. Keep the checkbook, records and pay bills, membership entry etc.

2. Fundraising for future club projects

3. Grant writing

4. G2LD

Treasurer and Committee Member – Prepare checks and make deposits ( with current Board approved exception for current treasurer, due to work requirements); prepare annual tax return (currently Form 990-EZ); prepare Non-Profit Corporation Biennial Report; prepare Change of Registered Agent (when required); maintain books of account with detailed reporting for various items of income and expenses, (generally including general ledger, deposit and check summary, bank reconciliations per month; and financial statements as requested by the Board); make changes to JoinIt, when needed; apply for liability insurance coverage annually; maintain separate bank accounts for general funds and restricted funds (such as for new courts); maintain a file with all receipts from vendors for purchases; review and respond to any correspondence from the IRS regarding tax matters; prepare and collect Forms W-9 (social security numbers and addresses) for participants winning $600 or more in a calendar year, such as in a tournament; issue Forms 1099-MISC for participants winning $600 or more in a calendar year by February 1 of subsequent year and send the IRS Form 1096 with a copy of the Forms 1099-MISC by February 28 of subsequent year; attend Board meetings;

**5. Instruction \_\_\_\_\_\_\_\_\_Bill\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Joel\_\_\_\_ \_\_\_\_Jane\_\_\_\_\_\_\_\_\_\_**

Instruction Director – Board Member and/or PLI Committee Member

1. Offer Lessons (Use a Free Lesson if they become a member.)

2. Offer various kinds of activities for learning i.e. skill & drills etc.

3. Work with Olli to arrange classes

4. Train more instructors

Clinicians Opportunities – Board Member and/or PLI Committee Member

1. Search for in town and out of town clinicians

2. Schedule clinics each year as needed

**6. Liaison \_\_\_\_John\_\_\_\_\_\_\_\_\_\_**

Liaison with Lincoln Parks & Rec – Board member

1. Meet and communicate regularly with LPR to coordinate plans and address issues relative to the PLI/LPR Agreement on the programming and use of specified city tennis courts and pickleball courts
2. Report in a timely manner to the PLI Board on interactions with LPR

**7. Long Range Planning Director -** **\_\_\_\_\_\_\_\_\_Mark\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_John \_\_\_\_\_\_\_\_\_Joel\_\_\_\_\_\_\_\_\_\_\_\_\_**

1) PLI Board should continually assess/revise a long-term plan for future courts, in particular dedicated sites, in conjunction with Parks & Rec.

2) Places to play – Board Member and/or PLI Committee Member needs to update Lincoln Places to Play every January and report to the board at the February meeting.

3) Keep indoor and outdoor courts list posted on the PLI Website. Use the link to pickleball information at the following site (which will also be searchable via a QR scan on phones from our new court) <https://www.lincoln.ne.gov/City/Departments/Parks-and-Recreation/Parks-Facilities/Tennis-and-Pickleball> This should be linked to our website, along with any additional PLI programmed sites (Speedway)

4) As facilities change, PLI needs to be always looking for indoor places to play.

**8. Marketing \_\_\_\_\_\_\_\_Joel\_\_\_\_\_\_John\_\_\_\_\_\_Doug Marthaler\_\_\_\_\_ \_\_\_Rosalie\_\_\_\_\_**

Board Member and/or PLI Committee Member

1. Clothing, Shirts, Hats, Towels, other

2. Banners

3. Advertising on website

**9. Membership \_\_\_\_\_\_\_\_\_Bill\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_Jane\_\_\_\_\_\_Mike\_\_\_\_\_\_\_\_\_\_**

Membership Director - Board Member and/or PLI Committee Member

1. Greet players – try to make everyone feel welcome

2. Track Membership & follow up on non-renewals

3. Find Greeters for morning, afternoon, evening

4. Make Business Cards, Facts Sheet about PLI

**10. Programs \_\_\_\_\_\_\_\_ Bill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Program Director - Board Member and/or PLI Committee Member

1. Make a schedule of play, post and email to members

2. Evaluate events and adjust as needed

3. Communicate with entire membership about groups being formed

**11. Safety \_\_\_\_\_\_\_\_Chuck G\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Brad Schell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Safety Director- Board Member and/or PLI Committee Member

1. Evaluate all courts for possible safety issues

2. Find solutions for safety issues

3. Make sure First Aid Boxes are up to date once a year

**12. Social Events \_\_\_\_\_\_\_\_\_Jane\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_Rosalie\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Social Event Director– Board Member and/or PLI Committee Member

1. Kickoff Social

2. Any other type of social activity that promotes Pickleball.

**13. Tournaments \_\_\_\_\_\_\_\_Jane\_\_\_\_\_\_Mark\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Rosalie\_\_\_\_\_\_\_\_\_Joel\_\_\_\_\_\_\_\_\_**

Tournaments Events Director– Board Member and/or PLI Committee Members

1. Find Dates for the 1-3 tournaments /Scrambles/Other events

2. Organize the events.

3. Run the event

**14. Volunteers \_\_\_\_\_\_\_\_Bill\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_Joel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Volunteer & Service - Board Member and/or PLI Committee Members

1. Recruit and coordinate volunteers for various needs
2. Send this information to Website and Facebook administrators

Examples. a. Photographer(s) b. Assistants to keep grounds at all courts well groomed c. Mentors