



# **BOARD RESOURCE BOOK**

**Updated: April 2018**

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**To Be Developed**

# **Super Senior International Pickleball Association (SSIPA)**

## **Operating Board – Term Expiration**

**Ford Roberson – President/Executive Director – Texas**

**Tim Kuss – Vice President – Colorado**

**Marc Rinehart – Secretary – Colorado -**

**Fred Thompson – Treasurer – Texas**

**Alice Tym – International Liaison – Tennessee**

**Winnie L. Montgomery – Tournament Schedule Coordinator – Arkansas**

**Vicky Noakes –Tournament Operations Coordinator – Oklahoma/NM**

**\*Mark Kellam – Communications - Texas**

**\*Dave Allenbaugh – Webmaster - California**

**\* Staff Member**

# **Super Senior International Pickleball Association (SSIPA)**

**Mission Statement:** The Mission of the Super Senior International Pickleball Association (SSIPA) is to support the growth of Pickleball around the world, through a social, competitive environment for players of all skill levels ages 60 plus.

## **About SSIPA:**

Super Senior International Pickleball Association was formed in 2016 to promote Pickleball among our very active senior population in this country and internationally. As we get older our generation continues to strive for participation in friendly competition with our fellow seniors and develop friendships that will last a life time. As we age gracefully and continue to strive for wellness through competition, the SSIPA just might be one more piece of the puzzle of life.

The SSIPA supports the Super Senior International Pickleball Tournament Circuit allowing players to compete with other players in their age group – 60-64, 65-69, 70-74, 75-79, and 80+. For additional information and formats, see our Tournament Director Guidelines under Tournament Planning.

**SAFETY** in all our tournaments and play is paramount. Super Senior players can be more prone to minor injuries – stretching before play, adequate hydration, and proper conditioning should be a goal for everyone. **Eye protection, while not required, is strongly recommended.** The potential for eye injury is high and can easily be protected/minimized by always wearing glasses, sunglasses or goggles - both indoor and outdoor.

# **Super Senior International Pickleball Association Charter and Bylaws Board adopted 12/2016**

## **Article I- General**

Section A. The name of the organization shall be "Super Senior International Pickleball Association" a registered not for profit 501 (c) (3) organization, referred to as SSIPA or the Association.

Section B. The mission of SSIPA is to support the growth of pickleball around the world through a social, competitive environment for players of all skill levels ages 60 plus.

Section C. The Association will operate for the benefit of its members by annually providing a tournament circuit in the United States as well as international locations. The Association will utilize the rules the International Federation of Pickleball (IFP) and tournament guidelines of the SSIPA. The Association will work cooperatively with the USAPA and provide sanctioned tournaments.

## **Article II – Officers**

The board shall consist of seven members as follows: President, Vice-President, Secretary, Treasurer and 3 At-large positions.

At Large titles: AL1 – International (liaison) Coordinator AL2 – Tournament Schedule Coordinator  
AL3- Tournament Operations Coordinator. Section A. Descriptions and Duties of Officers

### **A1. President**

- Shall appoint the chairpersons of committees
- Be the chief administrator of the association
- Negotiate and sign any board approved contracts
- Preside over association meetings and board meetings
- Prepare meeting agendas with board and member input
- Be or appoint other board members to be ex-officio member of all committees to act in advisory roles

### **A2. Vice-President**

- Shall assist the president
- In the president's absence, perform the duties of the president
- Will be the association parliamentarian for all meetings

### **A3. Secretary**

- Shall distribute agendas for the board and membership meetings.
- Record the minutes of all association meetings and submit to the board for approval.
- Be in charge of association correspondence and records.

### **A4. Treasurer**

- Shall be the chief financial officer of the association
- Collect the fees and dues of the membership and other monies
- Pay board approved bills owed by the association
- Present a financial report at each board & association meeting
- Retain all financial records and maintain appropriate accounting controls.

- Ensure that all required financial and tax reports and/or forms are timely filed with appropriate government agencies to maintain the Association's tax exempt status.

AL1: Members At-Large – International (Liaison) Coordinator

- Act as liaison with the International Federation of Pickleball (IFP)
- Assist in selecting Tournament Directors for International Circuit locations
- Act as point of contact for SSIPA members playing in international Tournaments
- Shall undertake and perform other duties as assigned by the Board.

AL2: Member At-Large – Tournament Schedule Coordinator

- Assist in selecting Tournament Directors and locations for the yearly Tournament Circuit
- Publish the tournament calendar on the Web Page
- Shall undertake and perform other duties as assigned by the Board.

AL3: Member At-Large - Tournament Operations Coordinator

- Assist in selecting Tournament Directors and locations for the yearly Tournament Circuit
- Assist Tournament Directors with operational advise on tournament guidelines and management.
- Shall undertake and perform other duties as assigned by the Board.

Section B. Nominations and Election of Officers and Board

B1. No later than the first week of April, the Secretary will communicate to the members a list of open Board positions that are required to be filled for the following year.

B2. Board member elections will occur in November at the annual meeting or by email or electronic vote.

B3. Association members may nominate (via email or letter) another member or themselves for any open Board position and submit a Nomination Form/Application no later than July 15th. A Nominating Committee will be appointed by the Board consisting of at least 3 members in good standing, approximately 120 days prior to election. One Board member will chair the Nominating Committee. The Nominating Committee will evaluate all nominees and select a slate of the most qualified candidates for election.

B4. A slate of candidates will be presented to the membership via the Association website approximately 60 days prior to the election. On-line voting will be available to members in good standing for a period of not more than 5 days. The candidate receiving the most votes will be deemed elected to the position. Should any vacancies not be filled through the election process, the Board may fill the vacancies by appointment.

B5. If only one member is nominated for any elective position, the member will be deemed to be elected by acclamation.

B6. Term of Office: The Board will normally be elected for a two (2) year term and with Board Officers selection/approval may be selected to serve a second two (2) year term for a maximum of four (4) consecutive years. The newly elected Board shall take office on January 1<sup>st</sup>. The term of office may be changed at the discretion of the Board. This would be done to ensure that the Board has staggered terms of Board members to ensure continuity with a recommended minimum of three (3) continuing Board members.

B7. If a Board member cannot fulfill his term of office, the Association Board may appoint a member to fulfill his/her term of office.

Section C. Governing Authority

C1. The administrative body of the Association is the Board.

C2. It shall be the duty of the Board to conduct, manage, and direct the affairs & business of the Association between meetings of the membership.

C3. A majority four (4) Board members shall constitute a quorum for a Board meeting.

### **Article III – Membership**

Section A. Membership is open to any person desiring to support the Mission of the Association.

Section B. No person shall be denied membership in the Association because of gender, race, color, religion, national origin, marital status, sexual orientation, or veteran status.

Section C. Membership in the Association may occur at any time by completing an on-line application on the Association's website and paying the appropriate fees.

Section D. Membership dues shall be set by the Association's Board

Section F. Fees may be charged for other Association activities including but not limited to: tournaments, banquets, etc.

Section G. Members in good standing (current on membership dues and in compliance with Association Bylaws and policies) shall be entitled to nominate candidates for Association officers and vote in all Association elections.

Section H. Membership elections may be conducted using a voting process that utilizes any electronic means including use of website support or email.

Section I. The Association charter may be amended by a 2/3rds majority of all voting members.

Section J. All members are required to abide by and follow the SSIPA Code of Ethics. The SSIPA Board reserves the right to cancel membership, if a member violates the Code or their negative conduct is thought to be harmful to the organization.

### **Article IV – Meetings**

Section A. Membership meetings shall be held as called by the President, a minimum of one per fiscal year. An annual membership meeting will be held each year in conjunction with the USAPA National tournament.

Section B. Membership meeting dates will be posted on the Association website at least 30 days prior to an Association membership meeting.

Section C. Board meetings will be conducted each quarter or as called by the President. Board meetings are open to any member in good standing, except when the Board is in executive session.

Section D. Robert's Rules of Order shall be the authority of all questions regarding parliamentary procedure unless in conflict with the laws of the state of Texas or the Federal government.

### **Article V – Fiscal and Finance**

Section A. Fiscal year shall be January 1 to December 31<sup>st</sup>.

Section B. No Board member shall receive compensation for serving on the board. Only travel related expenses may be reimbursed as approved by the Board.

Section C. Review of Financial Records. Treasurer's records will be audited annually. The audit report will be published on the Association website for member review.

Section D. Annual Budget. A Board prepared budget will be presented to the membership annually based on the fiscal calendar. The budget may be revised by a majority vote of the Board.

#### **Article VI – Amendments**

Section A. This charter and by-laws may be amended by a two thirds vote of the general membership. The Board shall provide written notice on the Association website 30 days prior to any vote.

#### **Article VII – Dissolution**

Section A. In the event of dissolution, Association assets, if any, shall be donated to any other non-profit organization recognized by the Internal Revenue Service that supports the sport of Pickleball.



# **Super Senior International Pickleball Association**

## **CODE OF ETHICS**

**The mission of SSIPA is to support the growth of pickleball around the world through a social, competitive environment for players of all skill levels ages 60 plus. The values of good sportsmanship are key to supporting the mission and growth of pickleball. The SSIPA Code of Ethics applies to all members and in all situations that relate directly or indirectly to Pickleball play. The SSIPA Board reserves the right to cancel membership, if a member violates the Code or their negative conduct is thought to be harmful to the organization and the sport.**

**All SSIPA members, tournament officials, referees, volunteers and spectators agree to abide to the following Code of Ethics:**

- ❖ I will treat others with respect and exhibit fairness and honesty in my dealings with others.**
- ❖ I will be a positive influence on members and others to encourage teamwork and fair play.**
- ❖ I will be respectful of those players on the court and avoid unnecessary interruptions by non-players.**
- ❖ I will accept responsibility for guests and family members in attendance at events.**
- ❖ I will not engage in any behavior that would endanger the health, safety or well being of others.**
- ❖ I will not engage in the use of profanity on the court or near court areas.**
- ❖ I will not engage in unacceptable behavior, arguing, threatening, or otherwise unsportsmanlike conduct or encourage others to do so.**
- ❖ I will not engage in physical abuse, threats or harassment.**
- ❖ I will not criticize my partner, referees, or other members and fault them for their mistakes.**

## *Update from web* 2018 SSIPA

### *Tournament Director*

### *Commitment Form*

Tournament Director commits to implement the procedures and content outlined in the 2018 SSIPA Tournament Guidelines and Tournament Planning Tools. The TD has reviewed the guidelines and planning tools with the SSIPA tournament coordinator, and understands the requirements as provided.

### *Tournament Contacts*

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First and Last Name \*  
Cell Phone Number  
Email \*  
Street Mailing Address \*  
State/Province  
ZIP/Postal Code  
Country

### *Additional Contact*

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First and Last Name  
Cell Phone Number  
Email

# *Tournament Details*

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Dates of Tournament \*

Month / Start Date - End Date / Year Ex: 02/13-15/18

Name of Tournament: \*

Location of Tournament \*

Venue, City and State

Tournament Registration Open Date \*

Type of Tournament \*

SSIPPA Standalone

Embedded

Regional

Total Number of Outdoor Courts

Total Number if Indoor Courts:

Total Number of Lighted Courts:

Total Number of Covered Courts

Will you offer singles events: \*

No

Yes

Typed Last Name Indicates Signature: \*

## **2018 - SSIPA Tournament Guidelines**

### **SSIPA United States Guidelines**

1. The SSIPA Tournament Coordinators will develop and coordinate the SSIPA Tournament Circuit for individual states and the World during the designated Calendar year and publish on the SSIPA web site.
2. SSIPA Tournament Coordinators will work with Tournament Directors and ensure they plan, organize and run SSIPA Tournament circuit events following SSIPA Guidelines utilizing the Tournament Planning Tool and USAPA Tournament Sanctioning Guidelines.
3. SSIPA membership is required to participate in any SSIPA Circuit tournament event. To participate in the SSIPA Circuit Point System you must have an Annual or higher membership.
4. Tournament directors assume full financial responsibility for any SSIPA standalone or embedded circuit event. SSIPA is not responsible for any financial obligations that occur as a result of any tournament.
5. Tournament prizes/awards and gifts will be determined to be of a high quality, agreed between SSIPA Tournament Coordinators and Tournament Directors.
6. Tournament directors will pay SSIPA an entry fee of \$1 per player in the SSIPA events of 60+ age groups. Additionally, if player is not a SSIPA member, a temporary membership fee will be paid based on the chart below.

Temporary Membership Fee	Type Of Tournament
\$1	Regional

7. All tournament circuit events in the United States will be sanctioned by USAPA.
8. Tournament Directors will use - [www.Pickleballtournaments.com](http://www.Pickleballtournaments.com) - for advertising, registration and tournament operations.
9. Events will be held in age groups 60-64, 65-69, 70-74, 75-79 & 80+ at each event in men's, women's and mixed doubles. Singles events may be held at tournament director's discretion.
10. Age groups may be divided into skill levels based on the number of entries as agreed by Tournament Directors and SSIPA Tournament Coordinators. Combining skill groups is not encouraged where there are three or more entries.
11. Tournament Directors will have the option of using round robin format in any event. It is recommended that events with 5 or fewer entries will use a round robin format.
12. If there are not enough entries in an age group to constitute an event, players will be entitled to a full refund. Refunds will not be given after tournament registration closes. Players will only be allowed to participate in three events (doubles, mixed and singles) in unique age groups 60+.
13. SSIPA tournament circuit events may be embedded into any tournament with age groups under 60+. For all tournament events for players 60+ SSIPA guidelines and procedures must be followed.
14. A point system will be published on the SSIPA website and used to determine winners for each age group.
15. International tournament circuit event points will be awarded using the point system guidelines for SSIPA members with annual or higher level memberships.
16. SSIPA logo will be used on all SSIPA tournament circuit events listed on [pt.com](http://pt.com) and in any other advertising related to a SSIPA endorsed tournament.

17. The SSIPA Tournament planning tool will be used to assist tournament directors and will be signed as an agreement to comply with SSIPA endorsed tournament requirements.

### **SSIPA International Guidelines**

1. International tournaments do not follow the United States SSIPA Tournament Guidelines.
2. An International tournament qualifies to be a SSIPA Circuit event by offering competition for 60 plus age groups.
3. An international tournament may request to be a SSIPA Circuit event if they meet guideline number two (2) above.
4. The SSIPA Board will make the final determination regarding international SSIPA Circuit events. Approved tournaments will be identified as: USAPA Non-Sanctioned SSIPA Circuit Events.



## **2018 SSIPA Tournament Planning Tool**

This SSIPA Tournament Planning Tool is for use by Tournament Directors (TD). This tool will provide guidance and direction during the listing and implementation of a SSIPA tournament. The planning tool and tournament guidelines will be administered by the TD with assistance from a SSIPA tournament Coordinator.

### **Tournament Directors (TD):**

Tournament Directors and venues will be approved by the SSIPA Tournament Coordinators.

### **Support contacts:**

Ford Roberson, West Tournament Coordinator, [ssipa.pb@gmail.com](mailto:ssipa.pb@gmail.com) - (325) 280-0044

Vicky Noakes, West Tournament Coordinator, [vickynoakes@gmail.com](mailto:vickynoakes@gmail.com) - (405) 206-3909

Winnie L. Montgomery, East Tournament Coordinator, [wpoohm@att.net](mailto:wpoohm@att.net) - (713) 253-3608

Alice Tym, East Tournament Coordinator, [alicetym2@gmail.com](mailto:alicetym2@gmail.com) - (773) 318-1410

**Financial Responsibility: TD assumes full financial responsibility for all tournament operations.**

### **Registration and Fees:**

- SSIPA-designated funds (\$1.00 per player) will be collected by tournament directors from the tournament registration fees and sent to the SSIPA Treasurer at the conclusion of the event – see below.
- SSIPA Membership – the \$1.00 and \$5.00 temporary memberships (one tournament) fees are collected during registration and then paid to the SSIPA Treasurer – see below.
- Tournament Directors are responsible to ensure that all players are either temporary or yearly members. Yearly SSIPA member names will be provided to the TD two (2) weeks prior to the tournament via email by the SSIPA Membership Coordinator, Mark Kellam, [ssipa.membership@gmail.com](mailto:ssipa.membership@gmail.com) – (818) 645-5752

**All entrants must be current USAPA and SSIPA members or pay a one tournament temporary SSIPA membership fee (see chart below):**

Temporary Membership Fee	Type Of Tournament
\$1	Regional

\$5	Embedded, Standalone
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Send check to SSIPA, 12121 Glenbrook St, Denton, TX 76207 or transfer funds into SSIPA PayPal account within 7 days of the close of the tournament.

Contact Fred Thompson, Treasurer, [fredt@alddfw.com](mailto:fredt@alddfw.com) - (817) 522-6301 for transfer instructions.

**All Tournaments will be USAPA Sanctioned:** <https://www.usapa.org/mmo-sanctioning-application>

- USAPA Tournament Director Guide for additional information on planning a tournament: <http://www.usapa.org/tournament-director-guide/>
- [www.pickleballtournaments.com](http://www.pickleballtournaments.com) Planning Guide under Documentation/General Planning
- Checklist <https://secure.pickleballtournaments.com/Docs/Planning.pdf>
- USAPA Sanctioning Requirements at: <http://www.usapa.org/usapa-sanctioning-requirements/>
- As part of the sanctioning process, your tournament will be posted on the USAPA Tournament Calendar - <https://www.usapa.org/events/month/>

**Additional Tournament Listings:**

Tournament will be posted on [www.ssipa-pb.org](http://www.ssipa-pb.org) tournament calendar and identified on the SSIPA Facebook page. TD should immediately notify the SSIPA Tournament Coordinator of any changes to the event. When the tournament is open for registration, a link will be provided from the SSIPA website to [www.pickleballtournaments.com](http://www.pickleballtournaments.com)

**Pickleballtournaments.com will be used for registration and tournament operations/management:**

- See "Create Your Tournament" at: <http://pickleballtournaments.com/information.pl?pbt=Y>
- TD will coordinate with SSIPA Tournament Coordinator prior to posting. You can post your tournament anytime to let people know the dates; suggest that the Registration Start Date be approximately 80 to 120 days prior to the tournament.
- A PayPal account will need to be established to receive registration funds from entrants.
- SSIPA Tournament Coordinator and PT.com can assist in tournament setup.
- SSIPA management will be provided administrative access to your tournament by PT.com.
- Pickleball Tournaments contact: Melissa McCurley, [mmccurley15@gmail.com](mailto:mmccurley15@gmail.com) (602) 284-2678.
- PickleballCentral.com and PickleballTournaments.com have launched an affiliate partnership featuring an online store and tournament management software. **Once registered** on PT.com, Tournament Directors will receive a **welcome kit** from Pickleball Central, containing helpful tournament organizing tips and sample merchandise. They will be able to select from a wide array of high quality,



customizable, pickleball specific tournament products such as medals, referee gear, pickleballs, paddle covers and apparel. See link for additional information:

<http://www.prweb.com/releases/2017/09/prweb14655296.htm>

- **Please ensure you have reviewed and are in compliance with the [pickleballtournaments.com](http://www.pickleballtournaments.com) Terms of Use and Privacy Policy. Review Terms of Use at:**

[https://secure.pickleballtournaments.com/pbt\\_show\\_file.pl?file=legal/privacy\\_policy.htm](https://secure.pickleballtournaments.com/pbt_show_file.pl?file=legal/privacy_policy.htm)

**Review Privacy Policy at:**

[https://secure.pickleballtournaments.com/pbt\\_show\\_file.pl?file=legal/terms\\_of\\_use.htm](https://secure.pickleballtournaments.com/pbt_show_file.pl?file=legal/terms_of_use.htm)

**Tournament Balls: Check USAPA.org – under Rules and Referees for current ball and paddle information.**

- **Tournament Directors select and determine the ball to be used for play. Refer to USAPA/IFP for current list of approved balls: <http://ifpickleball.org/wp-content/uploads/2017/07/List-of-Approved-Balls.pdf> Contact your SSIPA tournament coordinator for suggestions.**

- **For reference, the current USAPA/IFP Paddle List is at: [http://ifpickleball.org/wp-content/uploads/2017/07/IFP\\_Paddle\\_Test\\_Results.pdf](http://ifpickleball.org/wp-content/uploads/2017/07/IFP_Paddle_Test_Results.pdf)**

**Tournament Support from Pickleball Rocks :**

- **Tournament Directors can order SSIPA Circuit Tournament – dri-fit “T” shirts from Pickleball Rocks for a cost of \$10.00 per shirt. Minimum order is 12 and includes free shipping. See SSIPA Circuit tournament shirts at [www.PickleballClubWear.com](http://www.PickleballClubWear.com) for order information. Look for the "WE LOVE SSIPA" link in the upper right corner of the homepage. There must be only one shipping address for this in order to receive the free shipping. Coordinate with Rodney and get shirt design to put on your tournament info page.**

- **Pickleball Rocks will also support each event with FREE “Lime Green Pickleball Rocks” serving bands.**

- **Contact Rodney “Rocket” Grubbs to coordinate – 513-703-6338 – [Rocket@AllAboutPickleball.com](mailto:Rocket@AllAboutPickleball.com)**

**USAPA and SSIPA Banners:**

USAPA banners can be borrowed from your USAPA Regional Directors.

SSIPPA Banners will be provided by your tournament coordinator.

**SSIPPA Logo:**

A SSIPA logo will be provided for posting on PT.com and for any other marketing needs associated with the authorized SSIPA circuit event.



**National Anthem:** USAPA Sanctioning guidelines require playing the National Anthem each day. SSIPA would like to recognize our Veterans at this time and the SSIPA Representative would like to make a brief announcement and presentation prior to the Anthem. Thanks for your support.

**Budget Development Assistance:**

Tournament budget development assistance is available upon request.

Contact: [ssipa.pb@gmail.com](mailto:ssipa.pb@gmail.com)

**Tournament Photos:** SSIPA has a Tournament Gallery on its web page and would be glad to post photos or a link to any photos that you might take of podium winners or casual shots during play. These can also be posted on the SSIPA group Facebook page. Please provide any photos to: [ssipa.pb@gmail.com](mailto:ssipa.pb@gmail.com)  
Additionally, [www.pickletournaments.com](http://www.pickletournaments.com) can also post photos, send your link to [mmccurley15@gmail.com](mailto:mmccurley15@gmail.com)

**SSIPA Representative at your Tournament:** Either a SSIPA Board Member or SSIPA Representative will be in attendance to answer any questions you may ask SSIPA procedures. Remember, this is your tournament following SSIPA Guidelines.

See 2018 Tournament Director Commitment Form and Submit

Have a great tournament!

**This tournament is a USAPA sanctioned event and also a SSIPA Circuit Event.**

**Age Groups: 19-49, 50-59, 60-64, 65-69, 70-74, 75-79, and 80+.**

**Skill Groups: 3.0, 3.5, 4.0, 4.5 and 5.0**

**SSIPA Members will receive circuit points for medaling in this tournament.**

**For SSIPA Membership go to: [www.ssipa-pb.org](http://www.ssipa-pb.org)**

## 2018 SSIPA Circuit Point System

The Point Award System is designed to encourage and reward participation in the SSIPA Circuit Tournaments. Awards will be presented annually at the end of the SSIPA Circuit Tournament season and following the conclusion of the SSIPA World Championship. Awards will be presented to the top 5 point leaders in ten categories: Men's 60+, Women's 60+, Men's 65+, Women's 65+, Men's 70+, Women's 70+, Men's 75+, Women's 75+, Men's 80+, and Women's 80+. The current top 10 point leaders in each category will be posted on [www.ssipa-pb.org](http://www.ssipa-pb.org) and updated following each tournament.

<u>Medalists Points</u>	<u>Circuit Tournament</u>	<u>Championship Tournament</u>
<b>GOLD</b>	10 pts	13 pts
<b>SILVER</b>	7 pts	9 pts
<b>BRONZE</b>	4 pts	5 pts

### **RULES:**

1. Players must be Annual or higher members of the SSIPA to qualify for points.
2. All points earned by a player will be accumulated under the player's Name and Age Group, regardless of which Age Group(s) bracket(s) they actually compete in each tournament. Some members may play down in age during the course of the year or play up in skill. Regardless, points follow the member not the event.
3. If an Age Group event has only 2 entries, those entries may play in a younger age group and they will be awarded Medals and Points as though they played in their original, older, Age Group.
4. If an older singles player medals or an older team medals in a younger age group, they will receive Medals & Points for their own Age Group. The player(s) in the actual bracket will receive Medals & Points as though the older player(s) were not in that bracket by being moved into the place earned by the older player(s).
5. If Age Groups are divided into Skills, the points for each Skill will be awarded and accumulated under the individual player and Age Group only.
6. End of Season Top Point Awards will be given to top 5 players in each Age Group for Men and each Age Group for Women and calculated after

the SSIPA World Championship Tournament.

7. Distribution of awards will be by mail and final results posted annually to [www.ssipa-pb.org](http://www.ssipa-pb.org).
8. If there is a tie in a particular group for the top five winners, tie breaker rules are as follows:
  1. Total Number of Tournaments Attended
  2. Number of Gold Medals won
  3. Number of Silver Medals won
  4. Number of Bronze Medals won
  5. Lowest member number
  6. Oldest member



## **SSIPA Board Duties – Communications, Procedures and Guidelines**

The following outlines how the Board coordinates and conducts the business of the Super Senior International Pickleball Association. The Board consists of 7 voting Board members and other non-voting coordinators as determined by the Board.

**Needs Updated**

### **General Descriptions and Duties of Officers**

#### President/Executive Director - Ford Roberson

- Shall appoint the chairpersons of committees.
- Be the chief administrator of the association.
- Negotiate and sign any board approved contracts.
- Assign individuals or preside over association meetings and board meetings.
- Be or appoint other board members to be ex-officio member of all committees to act in advisory roles.
- West TD Coordinator - Assist in selecting Tournament Directors and locations for the yearly Tournament Circuit.
- Act as chief spokesperson for SSIPA with USAPA Board, USAPA Regional Directors and potential Tournament Directors throughout the country. Keep Board informed and assign potential Tournament Directors to East and West coordinators for final tournament coordination.

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#### Vice-President – Tim Kuss

- Shall assist the president.
- In the president's absence, perform the duties of the president.
- Will be the association parliamentarian for all meetings.
- Shall undertake and perform other duties as assigned by the Board.

#### Secretary - Marc Rinehart

- Shall distribute agendas for the board and membership meetings with Board member input.
- Record the minutes of all association meetings and submit to the board for approval.
- Assist and coordinate with other Board members in posting items to the ssipa-pb web page.
- Assist the Membership Coordinator in monitoring the SSIPA Group Facebook page (Closed group by invitation and approval) and post SSIPA items as necessary.
- Shall undertake and perform other duties as assigned by the Board.

#### Treasurer – Fred Thompson

- Shall be the chief financial officer of the association
- Collect the fees and dues of the membership and other monies from Tournament Directors. Maintain yearly Circuit Events Recap of Tournaments events and monies collected.
- Pay board approved bills owed by the association
- Present a financial report at each board & association meeting
- Retain all financial records and maintain appropriate accounting controls.
- Ensure that all required financial and tax reports and/or forms are timely filed with appropriate government agencies to maintain the Association's tax exempt status.
- Coordinate the SSIPA Circuit Points system and coordinate posting with the web master

- Shall undertake and perform other duties as assigned by the Board.

#### Members At-Large – International (Liaison) Coordinator – Alice Tym

- Act as liaison with the International Federation of Pickleball (IFP).
- Assist in selecting Tournament Directors for International Circuit locations.
- Act as point of contact for SSIPA members playing in International Tournaments.
- East TD Coordinator - Assist in selecting Tournament Directors and locations for the yearly Tournament Circuit.
- Interviews and writes SSIPA Stars – coordinates with Secretary for publication on web and group Facebook page.
- Shall undertake and perform other duties as assigned by the Board.

#### Member At-Large – Tournament Schedule Coordinator – Winnie Montgomery

- East TD Coordinator - Assist in selecting Tournament. Directors and locations for the yearly Tournament Circuit.
- Coordinate with the Secretary to publish the tournament calendar on the Web Page.
- Assist Tournament Directors in regards to TD Guidelines and Planning Tool.
- Shall undertake and perform other duties as assigned by the Board.

#### Member At-Large – Tournament Operations Coordinator – Vicky Noakes

- West TD Coordinator - Assist in selecting Tournament Directors and locations for the yearly Tournament Circuit.
- Assist Tournament Directors with operational advise on tournament management and software operations.
- Shall undertake and perform other duties as assigned by the Board.

Membership Communications Coordinator – Mark Kellam (Non-Voting Member)

- Maintain the SSIPA Membership Roster – provided by [epicformbuilder.com](http://epicformbuilder.com) on excel spreadsheet and provide updates to SSIPA Board members and Tournament Directors of SSIPA Annual and above members.
- Devise and track memberships and advise members of their renewal date.
- Work with the SSIPA web master on devising a renewal form for membership renewals.
- Maintain the SSIPA membership roster on [Mailchimp.com](http://Mailchimp.com) and send out correspondence to members as needed and coordinated with SSIPA Board members.
- Monitor the SSIPA Group Facebook page (Closed group by invitation and approval) and post SSIPA items as necessary.
- Evaluate having a password protected section on the web to put the membership roster – maybe that can all be done with [epicformbuilder.com](http://epicformbuilder.com)
- All Board members are encouraged to post items on the Group Facebook page.
- Shall undertake and perform other duties as assigned by the Board.

Webmaster – Dave Allenbaugh (Non-Voting Member)

- Maintain the SSIPA Web Page –
- Coordinate with Board Members to update all aspects of the site: Scheduling changes will only be made once a week as necessary.
- Work with the SSIPA web master on devising a renewal form for membership renewals.
- Insure all software licenses and URL licenses are current and notify board when about to expire
- Continue to explore new methods to enhance the website for ease of use and new technology.



## Needs Updated

### Tournament Coordination/Scheduling Guidelines

1. Tournament Coordinators are selected to schedule the East and West United States: Ford Roberson & Vicky Noakes – West and Alice Tym and Winnie Montgomery – East
2. TD's are recommended/volunteer/solicited based on location, dates available to conduct a tournament by any board member or SSIPA member.
3. Coordinators investigate the possibility of each TD, location, dates and communicate via email this information to all Board members.
4. TD's are asked to review the Guidelines and Planning Tools on the SSIPA web page and submit the 2018 SSIPA Tournament Director Commitment Form from the web site. This form is automatically sent to the Executive Director, Communications Coordinator and Secretary. The Executive Director will file and retain TD Commitment Forms and have them available on request. Communications Coordinator will compile the information on the Tournament Spreadsheet and maintain all changes.
5. The Board reviews the date of each tournament for possible conflicts and votes on a tournament addition to the schedule.
6. Tournament Scheduler compiles and updates the Tournament Circuit schedule and submits to the Secretary who will coordinate with the Web Master for publishing on the web page. **Not so.**
7. Tournament Coordinators continue to work with the TD and have back side access to pt.com, and are able to trouble shoot and assist the TD as needed. Tournament Coordinators – coordinate SSIPA pins and SSIPA banners with the TD.
8. Two weeks prior to the tournament, the SSIPA Membership Coordinator will email a SSIPA Membership list to the TD of all Annual SSIPA members.
9. SSIPA Treasurer will coordinate with the TD within 7 days after the tournament to determine the amount owed SSIPA for temporary membership fees and collection of SSIPA designated funds (\$1.00 per player).

10. SSIPA Executive Director and Treasurer will update the SSIPA Tournament Spreadsheet ~~Circuit Recap~~ spreadsheet and log tournament information: ~~registration costs, annual/temporary members, type ball, \$ amount SSIPA received and number of players by event – MD, WD, MXD, WS, & MS.~~ **Number of players, Annual Members, \$1Pd, \$5-Pd, Collected, #Playersx\$1, Total SSIPA Received**

11. Treasurer (SSIPPA Circuit Points monitor) – will pull the Medal Report from the back side of PT. Com after every tournament. As long as the TD posts his medal winners in his tournament results in [PT.com](http://PT.com) we will get them. If TD goes "off books" and just gives players medals without posting to results, SSIPA would not know to award points. He then compares Medal Report to Member List provided to TD prior to their tournament to determine which players are entitled to points. Points are then updated on the SSIPA web page.

12. Executive Director and Tournament Coordinator for the Tournament conduct an after tournament discussion on what went well and not so well and give TD feedback. Determine and write a letter of appreciation to TD and Volunteers.

## RECOGNIZING OUR VETERANS

We have implemented a trial program for recognizing our Veterans – **full annual members or higher**. A SSIPA Board Member or SSIPA Representative will coordinate with the Tournament Director to recognize our Veterans (US) before the National Anthem. \*We should be able to identify a trusted SSIPA Representative at each tournament, if a Board Member is not available.

Part of USAPA Sanctioning is playing the National Anthem each morning before play. With your help SSIPA would like to take this one step further and recognize our “Veterans” by acknowledging their service and recognizing them at the tournament. Before playing the Anthem, suggest they have any veterans come forward and stand as a group while the anthem is being played. **“SSIPA would like to recognize these veterans with a special pin in appreciation for their service to our country and the freedoms we enjoy.”** Hand out after the Anthem or pass out individually if a Veteran approaches you, or have some at Registration.

*Below is the correct protocol to show honor and respect to our country's flag and national anthem.*

*During a rendition of the National Anthem, when the flag is displayed, (a) all present should stand at attention facing the flag with the right hand over the heart; (b) **men not in uniform should remove their headdress with their right hand and hold the headdress at the left shoulder, the hand being over the heart; "members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform."** and (c) individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note; and (d) when the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed. As a side note, **women are never required to remove their hat**, whether in uniform or not, but still hold their hand over their heart (non-military or veteran) or present a military salute (if in uniform or a veteran).*



## **Board Meetings – Guidelines Adopted by the Board**

1. Board meetings will be called by the President and in most cases will be Conference Calls. We will use [www.freeconferencecalls.com](http://www.freeconferencecalls.com) as the calling platform. President and Treasurer will coordinate times with the Board and schedule the call.
2. Board conference calls will be chaired by the Secretary following Roberts Rules of Order will everyone supplying their agenda for topics of discussion. Background information, budget/finances, etc., should be emailed in advance to all Board members, approximately one week prior to the board meeting. We want to make sure that everyone is heard and all topics are thoroughly discussed before we make decisions.

Meeting will follow the Agenda:

- Call to Order
  - Board Members in Attendance
  - Approval of previous meetings minutes
  - Officer Reports and Updates
  - Unfinished Business - Discussion Items
  - Action Items from agenda - motions are made to put discussion items into actions.
  - New Business - items that came up after the agenda was published that need immediate attention
  - Adjourn
3. The Vice President will be the Parliamentarian and Sergeant At Arms to ensure topic and meeting time limits are followed as well as Robert's Rules of Order and the SSIPA Board Code of Ethics. We will follow basic RRO procedures within reason to maintain control and time limits of the meeting.
  4. The general format of RRO will be followed to ensure orderly meeting where everyone will be heard.
  5. See below for general information on SSIPA Board Code of Ethics and abbreviated RRO.

**SSIPA Board Code of Ethics – All Board and Committee Members will abide by the Code of Ethics of USAPA and SSIPA as published at [www.ssipa-pb.org](http://www.ssipa-pb.org) We are all working toward the same goal and may have differing opinions, but in our dealings with each other :**

- ❖ I will treat others with respect and exhibit fairness and honesty in my dealings with others.
- ❖ I will be a positive influence on the Board, members and with others; I will encourage teamwork and sharing workload.
- ❖ I will be respectful of others and avoid unnecessary interruptions during discussions.
- ❖ I will not engage in any behavior that would endanger the health, safety or well being of others.
- ❖ I will not engage in the use of profanity when conducting SSIPA business.
- ❖ I will not engage in unacceptable behavior, arguing, threatening, or unprofessional conduct or encourage others to do so.
- ❖ I will not engage in physical or verbal abuse, threats or harassment.
- ❖ I will not criticize fellow Board or Committee members and fault them for their mistakes.
- ❖ I will abide by and support the majority decisions of the Board.
- ❖ I will conduct myself in the most professional manner possible in dealing with other Board members and the pickleball community at large.

## **Abbreviated RRO - Parliamentary Procedure for Meetings**

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. **Note: for phone meetings, an individual must be recognized by the chair person by voice, in lieu of raising hand or standing.**

Here are the basic elements of Robert's Rules:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass.
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date.

This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. **Parliamentary procedure should not be used to prevent discussion of important issues.**

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in Robert's Rules.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, be recognized and address the chair.
- If you approve the motion as is, vote for it.
- If you disapprove the motion, vote against it.

- If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.
- If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.
- If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.
- If you want time to think the motion over, move that consideration be deferred to a certain time.
- If you think that further discussion is unnecessary, move the previous question.
- If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.
- If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.
- If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

## **SSIPA Staff Position Responsibilities**

**The following Staff Positions were approved by the Board in December 2017 and will be paid \$150.00 each per month (paid Quarterly).**

**Mark Kellam - Membership Director/Tournament Scheduler** – Maintain membership records, member correspondence, membership renewals, edit and publish the newsletter, maintain/update the tournament schedule spreadsheet.

**Fred Thompson - Finance Officer** – Deposit income, pay bills, invoice tournaments, coordinate budget development, file forms, post monthly expenses to the spreadsheet, coordinate the online store with Pickleball Rocks.

**Dave Allenbaugh - Webmaster** – Develop and update the Website, make recommendations for website improvement, review content correctness, maintain website license.

**Marc Rinehart - Support Coordinator** – Maintain meeting minutes, maintain worklist, collect agenda items and publish board agenda, produce and collect content for the newsletter.

**No compensation - Ford Roberson - Executive Director** – Conduct and coordinate daily operations with the staff, maintain the strategic alliance agreement with USAPA, coordinate the operations of SSIPA tournaments, maintain relationships with tournament directors, provide recommendations to the board, evaluate the effectiveness of daily operations.

**Board Meetings** – staff will be a part of board meetings for questions/answers, presentations and recommendations.



## **Travel Expense Reimbursement**

At the December 2017 Board meeting, the Board recognized the need to have Board representation at all tournaments (Regional's, International and State). The Board approved a travel expense policy to pay one (1) Board representative \$250.00 travel expense money per tournament for Regional's and International and \$150.00 per state tournaments. If more than one Board member is in attendance – they will split the travel expense monies.

No payment for Board members attending tournaments in their home states, for example: Arkansas, Texas, Colorado, or New Mexico tournaments, since Board members live in these locations.

Board members will coordinate tournament attendance with Mark Kellam and this will be posted on the SSIPA Master Tournament Schedule and Information Spreadsheet.

**Board Members will submit travel expenses to the Treasurer and will be paid on a Quarterly basis.**

**Jeff Stone and Melissa McCurley may be designated as SSIPA representatives at some tournaments.**

**All Board Members are encouraged to attend and work the East, West and World Championships. We (SSIPA Tournament Operations) may be able to pay Board members for attendance and working these venues if player registrations are strong.**

# **Super Senior International Pickleball Association Nominations and Election of Officers**

## **Section B – From the Bylaws**

### **Section B. Nominations and Election of Officers and Board**

**B1. No later than the first week of April, the Secretary will communicate to the members a list of open Board positions that are required to be filled for the following year.**

**B2. Board member elections will occur in November at the annual meeting or by email or electronic vote.**

**B3. Association members may nominate (via email or letter) another member or themselves for any open Board position and submit a Nomination Form/Application no later than July 15th. A Nominating Committee will be appointed by the Board consisting of at least 3 members in good standing, approximately 120 days prior to election. One Board member will chair the Nominating Committee. The Nominating Committee will evaluate all nominees and select a slate of the most qualified candidates for election.**

**B4. A slate of candidates will be presented to the membership via the Association website approximately 60 days prior to the election. On-line voting will be available to members in good standing for a period of not more than 5 days. The candidate receiving the most votes will be deemed elected to the position. Should any vacancies not be filled through the election process, the Board may fill the vacancies by appointment.**

**B5. If only one member is nominated for any elective position, the member will be deemed to be elected by acclamation.**

**B6. Term of Office: The Board will normally be elected for a two (2) year term and with Board Officers selection/approval may be selected to serve a second two (2) year term for a maximum of four (4) consecutive years. The newly elected Board shall take office on January 1<sup>st</sup>. The term of office may be changed at the discretion of the Board. This would be done to ensure that the Board has staggered terms of Board members to ensure continuity with a recommended minimum of three (3) continuing Board members.**

**B7. If a Board member cannot fulfill his term of office, the Association Board may appoint a member to fulfill his/her term of office.**

## **SSIPA Board Election Protocol/Procedures (Board Info Only)**

1. The Board will follow *Section B. Nominations and Election of Officers and Board*, of the Charter and Bylaws and the following procedures.
2. Board members will be elected or appointed to a two (2) year term of office and with Board selection/approval may be selected to serve a second two (2) year term for a maximum of four (4) consecutive years.
3. Elections will be held yearly, if required, to maintain continuity on the Board.
4. Board officers will be elected annually by the Board to the positions of President, Vice-President, Secretary and Treasurer.
5. Annual elections will be held in November at the Annual Meeting or by email or electronic vote prior to November meeting.
6. No later than the first week of April, the Secretary will communicate to the members (via web page and newsletter) a list of open Board positions that are required to be filled for the following year.
7. Association members may nominate (via email or letter) another member or themselves for any open Board position and submit a Nomination Form no later than July 15th. A Nominating Committee will be appointed by the Board consisting of at least 3 members in good standing, approximately 120 days prior to election (July 1<sup>st</sup>). First choice for these members should come from our Founder Members, who are actively participating in SSIPA events. One Board member will chair the Nominating Committee and be a voting member of the Committee. The Nominating Committee will evaluate all nominees and select a slate of the most qualified candidates for election.
8. The Nomination Committee will carefully evaluate and screen the Nomination Form/Applications and only recommend the strongest candidates as the slate of candidates for election and Board positions. Only selecting those candidates who they feel to be fully qualified as Board members. Nomination Committee may communicate to some Nominees why they were not selected as a candidate. Nomination Committee will ensure the candidates meet or exceed the qualifications set forth in the SSIPA Nomination Information and may require candidates with specific skills or geographical representation as those departing the Board.
9. A slate of candidates will be presented to the membership via the Association website approximately 60 days (September 1<sup>st</sup>) prior to the election. The Nomination Form/Application for each selected candidate will be posted on the SSIPA web page. On-line voting will be available to members in good standing for a period of not more than 5 days (approximately November 1-5). The SSIPA Webmaster will procure email

electronic software for use to insure that all members in good standing will be allowed to vote. The candidate receiving the most votes will be deemed elected to the position. Should any vacancies not be filled through the election process, the Board may fill the vacancies by appointment.

10. If the same number of candidates are nominated for any elective positions, the candidate/nominee's will be deemed to be elected by acclamation.
11. Term of Office: The Board will normally be elected for a two (2) year term and with Board Officer's approval may be select to serve a second two (2) year term for a maximum of four (4) consecutive years. The newly elected Board shall take office on January 1<sup>st</sup>. The term of office may be changed at the discretion of the Board. This would be done to ensure that the Board has staggered terms of Board members to ensure continuity with a recommended minimum of three (3) continuing Board members.
12. If a Board member cannot fulfill his term of office, the Association Board may appoint a member to fulfill his/her term of office.
13. In January of each year the Executive Officers of SSIPA will be elected by the Board for a one year term: President, Vice-President, Secretary and Treasurer. They will also serve as the Board Resource/Development Committee with the following duties:
  - It must meet year-round because of the scope of its work.
  - It needs to be chaired by one of the strongest individuals on the board.
  - Its duties include doing an assessment of board performance (current strength and weaknesses), both the board as a whole and as individual board members.
  - It is responsible for developing or refining board position descriptions.
  - It evaluates the needs of the board and develops a profile of the kinds of people that are needed to fill vacancies on the board.
  - It works with the rest of the board members to help find the right people to fill board positions.
  - It promotes diversity on the board.
  - It is responsible for ongoing education of the board.
  - It should evaluate Board needs by: The year current terms expire; diversity indicators, e.g., ethnicity, gender, geographic location; skills, talents and areas of special expertise; giving ability; contacts with various groups such as media, funders, and government agencies; and other factors related to strategic needs.

- Make recommendations based on the above as to whether Board members would serve a second two year term.
  - Recommend that the Chairman of this Board also Chair the Nomination Committee to guide discussion and selection of candidates.
14. Retiring board members will be recognized for their service and honored at an appropriate time.
  15. Board members will receive board training from the staff regarding board duties and responsibilities.

### **Key Dates:**

**January – New Board takes office and elects Officers.**

**April – Board identifies vacancies for year and communicates to Membership**

**July 1st – Nomination Committee selected by Board**

**July 15<sup>th</sup> – Nomination Forms due to [ssipa.pb@gmail.com](mailto:ssipa.pb@gmail.com)**

**September 1<sup>st</sup> – Post Candidate Nomination Form/Applications on Web Page for membership to review.**

**November 1<sup>st</sup> – 5<sup>th</sup> – Send email voting information to membership. Announce new Board Members.**

<b>SSIPA Board Rotations:</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>2022</b>				
1. Roberson -				
2. Kuss -				
3. Rinehart* -				
4. Thompson* -				
5. Tym -				
6. Montgomery -				
7. Noakes -				
8. Kellam* – (NV) - Communications				
9. Allenbaugh* – (NV) Webmaster				

**\*Staff Paid Positions**

## **SSIPA Applicant Board Nomination Information**

The seven member Board of SSIPA is a diverse group of volunteers committed to support the growth of Pickleball around the world, through a social, competitive environment for players of all skill levels ages 60 plus. We need to attract strong, effective leadership to keep our organization serving our members and growing pickleball.

Members of the Board are volunteers who commit many hours each week that include:

- Responding to letters, emails and phone calls from our members, USAPA leadership at the National and Regional levels, and publicizing SSIPA through print and social media.
- Develop programs and procedures for recruiting and selecting Tournament Directors to manage SSIPA Circuit Tournaments.
- Board members are expected to participate in monthly conference calls and meetings and be actively involved in monitoring and supervising SSIPA tournaments, which will involve some travel.
- Duties of Board Members are listed in the Charter and Bylaws at [www.ssispa-pb.org](http://www.ssispa-pb.org)

### **General Characteristics for Elected Board Positions**

- Be a current USAPA and SSIPA member in good standing.
- Be available to commit time for monthly Conference Calls and Association meetings.
- Have an open mind and the ability to listen and evaluate input to make fair decisions that are in the best interests of the Association.
- Have a reputation for being dependable and prompt in meeting work requirements and deadlines.
- Expected to keep up-to-date on Association and USAPA activities and have a working knowledge of the IFP and USAPA organizations, structure and current issues.
- Have working knowledge of Ambassador programs and their role and familiar with refereeing and the IFP rules of pickleball.
- Possess the skills to interact effectively in an all-volunteer Board setting to include working with others in a team setting and conflict resolution.
- Ability to make sound financial decisions and knowledge of basic budgeting principles.
- Good business sense and proven abilities in administration, management and leadership.
- Strong written and oral communications skills for communicating with Board members, USAPA staff and the international pickleball community.
- Possess a computer and have strong technical, computer and telephone skills including internet and social media, word and excel spreadsheet use and texting.
- Familiar with or willing to learn PT.com tournament management software.

- Ability to travel and represent SSIPA at local, regional, national and international tournaments.
- Expected to act in the best interest of the Association.

**Note: SSIPA recognizes that board candidates may not possess all the characteristics listed, but hope that candidates possess enough of these attributes to make a strong contribution to the board's operations.**

**Process:** The SSIPA Nominating Committee (Chairman and 3 SSIPA members) will review and evaluate all Nomination Form/Applications for Elected Office and submit their recommendations as a slate of Candidates for yearly elections. Thanks for your interest in serving on the SSIPA Board.

## Super Senior International Pickleball Association Nomination Form/Application for Elected Office

The following information about potential candidates for elected office is required by SSIPA's Nominating Committee. This basic form should be completed by each candidate. However, a resume may also be attached for further delineation of detailed information.

Name: \_\_\_\_\_

Title/Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Email: \_\_\_\_\_

1. Number of years as an active member of USAPA: \_\_\_\_\_ Ambassador: YES \_\_\_\_\_  
NO \_\_\_\_\_

2. Types of service to USAPA, Regional or Local Club:

- a. Participation on committees, task forces, special projects, and other functions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Recognition, Awards and/or Certificates of Achievement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Service to other non-profit or volunteer organizations:

- a. Participation on committees, task forces, special projects, and other functions:

\_\_\_\_\_  
\_\_\_\_\_



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4. Educational achievement (higher education institution and/or other certification programs:

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5. Other noteworthy voluntary contributions of time, effort, resources, and leadership abilities:

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6. Explain why do you want to serve on the Board? A statement about how you could contribute to the SSIPA mission and organizational structure.

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7. Additional qualifications and comments:

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Return this Nomination Application along with a digital photo in JPEG format, No Later Than July 15<sup>th</sup>: Email to : [SSIPA.PB@gmail.com](mailto:SSIPA.PB@gmail.com) Subject: Nomination Form/Application

## **Super Senior International Pickleball Association Frequently Asked Questions**

❖ Who can join?

Membership is open to any person desiring to support the Mission of the Association. Apply on-line at: [www.SSIPA-PB.org](http://www.SSIPA-PB.org)

❖ What is the dues structure?

Dues allow players to sign up for one (1) tournament or for Annual Membership, 3 Year, 5 Year, Lifetime or become a Founder, Individual Lifetime Member.

❖ How is the SSIPA organized?

The SSIPA is registered as a not-for-profit 501(c) (3) organization in the State of Texas. It is governed by an all-volunteer board of seven (7) individuals.

❖ What is the relationship with the USAPA?

The SSIPA compliments and supports the USAPA with a tournament circuit for players 60+. All SSIPA members must also be members of the USAPA.

❖ How are SSIPA tournaments different than other tournament events?

Players are assured of playing with other players in their age groups within similar skill levels. SSIPA offers both US and International venues of play.

❖ Who can participate in an SSIPA circuit event?

Anyone that is a USAPA and SSIPA member and is 60+ in age and older.

❖ What determines my age?

Age will be determined by the player's age on December 31 of the current year.

❖ Are the SSIPA tournaments skill or age based?

Age based starting at 60+, competing with other players in their age group: 60-64, 65-69, 70-74, 75-79, and 80+. Brackets will include 2.5 & 3.0, 3.5 & 4.0, 4.5 & 5.0 in each age group. Any event that had 3 or more teams entered would make a bracket.

❖ What is the competition format?

SSIPA will be following the same competition formats as a USAPA sanctioned tournament as outlined in the USAPA/IFP Official Tournament Rulebook. The standard double-elimination tournament format will be used. Games should be 2 of 3 to 11 win by 2 points for all first round matches. Lower bracket matches may also be 2 of 3 games to 11 win by 2 points or 1 to 15 win by 2 points. At the discretion of the tournament director some or all matches may also be one game to 15 points or one game to 21 points, win by 2 points. In the event of Round Robin format games can be 2 of 3 games to 11 win by 2 points or one game to 15 win by 2 points or one games to 21 win by 2 points.

❖ How do I contact SSIPA?

You can contact us on the web page [www.SSIPA-PB.org](http://www.SSIPA-PB.org) under Contact US; Email us at [SSIPA.PB@gmail.com](mailto:SSIPA.PB@gmail.com) or via Facebook: ask to join our Group at: Super Senior International Pickleball Association

**Under Development: This is a section to be developed when the Board decides the roles and relationship between Board Members and paid staff positions.**

### **SSIPA BOARD MEMBERSHIP ROLE AND DUTIES**

1. Set the vision and goals for the Association.
2. Adopt policies that give the association direction and purpose to achieve its goals.
3. Hire and evaluate the Executive Director.
4. Adopt and oversee the annual budget.
5. Communicate membership desires to the staff.
6. Communicate Board actions to the membership.
7. Focus on what is best for all members.
8. Advocate at the local, state, national and international levels for the betterment and growth of the sport of pickleball.
9. Assist the staff in promoting and acquiring SSIPA Tournament Directors.

### **SSIPA STAFF DUTIES AND RESPONSIBILITIES**

1. Implement the vision and goals of the Association.

2. Implement policy as establish by the Board.
3. Prepare and manage the annual Budget.
4. Complete daily management duties and functions.

**This section needs to be finalized – we have talked about having State Coordinator in Arizona, California, Texas and Florida.  
Possibly expand duties to make their job clearer**

### **SSIPA STATE TOURNAMENT COORDINATOR DUTIES**

1. Promote SSIPA memberships within the state.
2. Recruit Tournaments within the state.
3. Explain SSIPA requirements/guidelines for tournament operations.
4. Attend tournaments within the state when possible.
5. State Coordinator will report directly to \_\_\_\_

Any state that hosts three (3) yearly Circuit Tournaments is eligible to have a SSIPA State Tournament Coordinator.

