

## The Villages Pickleball Club – Member and Guest Policy

**Policy:** *(From Villages Golf and Country Club (VGCC) Rule 1.52) “Any individual or group, including all non-residents, while on The Villages Club property will abide by normally accepted standards of behavior; e.g. abusive, unruly, intimidating, or disruptive behavior, or any threatening statement or action, is not permitted.”* For the purposes of the Pickleball Club, this means the behavior of Members and their Guests. This includes but is not limited to behavior toward other Members, other Guests, Villages Staff, Catering Staff, Event Entertainment, and Transportation Staff. It also includes behavior at outside events sponsored by the Club.

### **Procedure:**

#### **At The Event**

**Should unwanted behavior occur at an Event, the organizers of that Event will attempt to control the situation. Should that not be possible, the organizers are authorized to call VGCC Public Safety and/or call 911 should the situation warrant it.** After the Event, the organizers must file a report to the Pickleball Club President stating what transpired and how it was handled. The Pickleball Club President and the Pickleball Club Board of Directors will then decide on the consequences of said behavior based on the procedure below.

#### **After the Event**

Once a report is filed by the organizers of an Event in which unwanted behavior occurred, the following procedural steps will be followed:

1. The Pickleball Club President will interview the following people where possible to create a report detailing what transpired:
  - The Organizers of the Event,
  - Any witnesses to the Behavior at the Event,
  - Any Victims of the Behavior at the Event,
  - The Member or Guest responsible for the Behavior
2. The Pickleball Club President will write a report and send it out to the Pickleball Club Board of Directors for their review. Should a Director be the one responsible for the behavior, the report will not be sent to that Director. The Board is required to maintain strict confidentiality regarding the report, not discussing it with anyone.
3. An agenda item will be added to the next Pickleball Club Board Meeting to discuss the report and decide on consequences. For confidentiality, the agenda item will simply state Executive Session Board Item.

#### **At the Pickleball Club Board Meeting**

When the agenda item regarding the unwanted behavior is next on the agenda, the following procedure will be followed. **Note that Member or Guest below refers to the Member or Guest responsible for the unwanted behavior:**

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1. The Board will go into executive session with no other members or guests in attendance. Should a Director be the one responsible for the unwanted behavior, that Director must leave the meeting at this time.
2. After discussion, the Board will determine by secret ballot whether there shall be consequences or not.
3. There shall be at least two votes. The first vote will be on whether there should be consequences to the behavior or not. If the majority vote is for no consequences, then the matter is settled.
4. If there are to be consequences, subsequent votes will be on the consequences listed below:
  - a. **Probation**  
The Member or Guest is allowed to continue going to events, but any further disruptions will be grounds for stronger consequences. **Note: If the Member or Guest is currently on probation then this choice is not valid.**
  - b. **Revocation of Privileges**  
The Member or Guest shall be barred from Pickleball Club events for a set amount of time. During this time the Member must continue to pay the yearly dues even if the Member is barred from the events.
  - c. **Expulsion**  
The Member or Guest shall be barred permanently from all Pickleball Club events. Because this is a very serious consequence, a 2/3 majority of the Board is required for this consequence. A Guest who is expelled may not apply to be a Member, and an expelled Member may not come as a Guest to any events. The Pickleball Club President will inform the VGCC Board of Directors of this decision.
5. The consequence vote procedure shall be as follows:
  - a. The first vote for consequences shall allow all three choices: Probation (if not already on probation), Revocation of Privileges, and Expulsion. With the exception of Expulsion which requires a 2/3 vote, the other votes only require a majority of Directors voting. **Note, pursuant to Robert's Rules of Order, a Director may abstain from voting.**
  - b. If the first vote for consequences does not attain a majority of those voting or 2/3 in the case of Expulsion, then a second vote for consequences shall occur. The consequence with the least votes in the first vote shall be removed from consideration. A second vote shall be taken.
  - c. If the second vote does not yield a majority of those voting or 2/3 in the case of Expulsion, then a final third vote shall be taken with the same consequences used as in the previous vote. If no majority is reached of those voting or 2/3 in the case of Expulsion, then the least severe consequence will be the decision of the Board of Directors.

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- d. Lastly, should the vote be for Revocation of Privileges, the Board of Directors will vote on whether it shall be of a one year or two years duration from the date of the incident.
- e. The President will inform the VGCC Board of Directors should a member be expelled.

### **After the Meeting**

The following shall be done in any order after the meeting regardless of the outcome of the meeting.

- The Secretary, in addition to keeping the minutes, will retain the President's Report on the incident as part of the Club Records.
- If a consequence was voted for, the Pickleball Club President will send an email and a certified letter signed by the President only to that Member or Guest informing them of the decision. The President will use the attached form for this letter. In the case where the consequence is against a guest, the letter will be sent to the guest with a copy sent to the Member responsible for that guest.
- Dues for the current year will not be reimbursed to a Member whose consequence is probation or expulsion.
- The person responsible for signups to events shall keep a list of who has been barred from attending events due to Revocation of Privileges including the duration, and Expulsion. This list is confidential and should only be shared on a need-to-know basis.
- All business conducted in the Executive Session shall remain confidential.

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Suspension Letter:

Dear [Name],

This letter is to formally follow up regarding recent concerns related to compliance with the rules and standards of conduct of the Pickleball Club.

After careful review and discussion, the Board has determined that a temporary suspension of your membership privileges is necessary at this time. This action is being taken to allow space for reflection, reinforce club expectations, and support a respectful and positive environment for all members.

Effective [start date] through [end date], your participation in club activities, events, and meetings will be suspended. This suspension is not intended to be punitive, but rather corrective, and is meant to provide an opportunity to reset expectations moving forward.

The Board values community and hopes that, following this suspension period, you will be able to rejoin the club in a manner that aligns with our shared standards of conduct.

If you have questions regarding this notice or the reinstatement process, please submit them in writing to [contact email], so they may be addressed appropriately.

Thank you for your attention to this matter and for your cooperation.

Sincerely,

[Name]

[Title]

On behalf of the Pickleball Board of Directors

## The Villages Pickleball Club – Member and Guest Policy

### Notice of Membership Termination Letter

Dear [Name],

This letter serves as formal notice that your membership in the Villages Pickleball Club is terminated, effective [date].

This decision was not made lightly. Over time, there have been multiple violations of club rules and standards of conduct, despite prior reminders and opportunities to comply. These actions are inconsistent with the expectations outlined in the club's governing documents and with the respectful, cooperative environment we are committed to maintaining for all members.

After careful review and discussion, the Board has determined that continued membership is no longer appropriate. As such, you are no longer permitted to participate in club activities, attend club events, or use club facilities effective immediately.

Any club property in your possession must be returned by [date]. Access credentials or accounts associated with the club will be deactivated.

We recognize that this may be disappointing news; however, the Board has a responsibility to act in the best interests of the club and its members.

Please direct any questions regarding this notice in writing to [contact email or board role]. No further discussion regarding this decision will be conducted in person.

Sincerely,

[Name]

[Title]

On behalf of the [Club Name] Board of Directors