

North McIntyre Rec Centre

Registered Group Pickleball Program Guidelines

Registered Group Pickleball is an **NMRC recreational program, not a private court rental.**

Registered groups provide a convenient way to organize participation, but all playing times remain part of the Centre's overall pickleball program and are administered by NMRC.

These guidelines help keep the program organized, fair, manageable and recreational.

1. Eligibility and Registered Groups

- Registered players must be current NMRC members and have held their membership for at least **three months at the time of registration**. The three-month requirement does not apply to spares. Membership must remain active while participating.
- All participants, including spares, must have a current **signed participation waiver on file before playing**.
- Groups require a minimum of **8 registered players**; approximately 8–10 is recommended.
- Registration is for a **specific group and time slot for the full session**. The submitted roster must identify the players intending to participate in that time slot.
- A separate application is required for each group requesting a weekly time slot, even if some or all of the players are the same.
- Rosters should remain reasonably stable. The Captain should advise NMRC of permanent withdrawals. Temporary absences may be filled by a spare.

2. Group Captains

Each group must designate a **Captain** as its primary contact with NMRC. The Captain is responsible for:

- submitting and confirming the group's roster;
- sharing relevant Centre information with group members and directing group questions or requests to NMRC as needed; and
- advising NMRC of permanent roster changes or issues affecting the group.

3. Attendance

NMRC maintains attendance records for its programs. Registered groups must record everyone who participates on each day of play, including spares. The group may designate a member to complete the record; the Captain is NMRC's primary contact for ensuring it is submitted.

4. Spare Players

Groups may arrange for a spare when a registered player is absent without advance approval from NMRC. The current spare/drop-in fee must be submitted through the designated drop box with that day's attendance.

NMRC maintains a **Pickleball Spare List** as a resource for groups seeking spares. A new list will be prepared each session based on forms received **during the first two weeks of the session**, with updates circulated periodically as needed. Groups are encouraged to select spares from the current NMRC Spare List, but may also call on another current NMRC member.

Contact information on the Spare List is provided **only for filling NMRC pickleball vacancies** and should not be saved to personal contact or distribution lists, redistributed, or used for another purpose without permission.

5. Time Slots and Scheduling

NMRC determines which time slots will be offered each session based on overall Centre programming and facility needs.

Time slots apply only to the session for which they are assigned. **Previous use of a particular day or time does not guarantee that it will be offered or assigned in a future session.**

Where more than one eligible group requests the same time slot, NMRC may use a lottery. Priority will be given to providing eligible groups with one weekly time slot before additional time slots are assigned to groups with substantially the same roster.

6. Registration, Fees and Session Information

Registration is for the full session and payment is required in advance. Fees are based on scheduled playing dates and are not prorated for individual absences. Planned Centre closures will normally be excluded when fees are calculated.

Session dates, fees, available time slots and registration/application deadlines will be provided separately for each session.

7. Keyholder Access

Some assigned time slots may require a designated keyholder when NMRC staff are not present. NMRC will advise the Group Captain when a keyholder is required and review the Centre's **Keyholder Guidelines and Agreement** with the designated individual.

Ready to apply? After reviewing these guidelines, the Group Captain can request an application by contacting NMRC at **admin@northmcintyrecentre.com**. Applications are provided directly to eligible NMRC members.