



Applying for or Renewing Membership in PBBC (and PCO)

The process for applying to be a member of PBBC (and thereby PCO) is the same whether this is a first time or a renewal application. Due to changes within club structures, a new application is requested each year. The membership application takes the form of a Memorandum of Understanding (MoU) between the Affiliate club and PBBC. Copy available on the PBBC web Recourses page.

You can either complete and submit the Affiliate MoU at the beginning of your chosen period of activity (year) or with the first wave of membership data. Additional memberships may be processed from time to time through your year. 'Effective' dates will be your year beginning date or the date of sign up, whichever is later. Memberships will be deemed to cease at the end of your year.

Things to **consider** when creating your internal 'club membership form':

1. Fees - include (and maybe show as separate line item) PCO fee of \$5.00 per person per annum and PBBC fee of \$2.50 per person per annum (no time based discount). Fee inclusion is mandatory.
2. Information wrt PIPA and the applicants rights. PIPA instructions are mandatory.
3. Advice re Risk Management polices
It is recommended that you perform or have performed at some time a Court Risk Assess & Manage activity - for each facility your club normally uses for pickleball play. See the attached document. Retain completed risk assessment forms in your files - do not send in.
4. Inclusion of a liability waiver
5. Advice re included Liability and Accident Insurance policy via PCO membership.
6. Request for prior PCO membership #

Make sure the applicants know they SHOULD NOT submit separate application forms to either PBBC or PCO - a club membership gets that all done.

At reasonable intervals submit your club listing of members preferably using the Excel form PBBC Affiliate Member List, also available on our Resources page. This file is set to print about 15 pages - you may wish to turn that down a bit. If this file does not work for you - email or call.



Attached documents that are part of this informational document:

1. PBBC Affiliate MoU
2. PBBC Affiliate Members List
3. PBBC Court Risk Assess & Manage
4. PBBC PCO Insurance
5. PBBC PIPA Notes
6. PBBC Risk & Insurance Discussion
7. PBBC Why PBBC

Additional information / documents that you may wish to make available to the members either by hard copy, e copy, or a link to an online location:

1. A typical waiver
2. Insurance Summary Document
3. Accident Schedule
4. Athletic Accident Claim Form
5. Benefits of membership
6. These are all available on the PCO web, and with links from the PBBC website, Resources page.