

**2023 CHARTER FOR THE
BURKE CENTRE PICKLEBALL ASSOCIATION**

I. GENERAL

In support of and to promote the fundamental goals, practices and principles of The Burke Centre Pickleball Association (BCPA), a not for profit organization, Burke Centre Conservancy recognizes BCPA as a special interest organization. As a special interest group, the BCPA can provide a viable and valuable input to the staff, Board of Trustees, and the community, when and where required. This charter agreement defines the responsibilities of BCPA and the Conservancy.

II SPECIFIC RESPONSIBILITIES

A. The BCPA will:

1. Adhere to the established Burke Centre Conservancy chartered organization policy precepts as attached;
2. Promote Pickleball within the community by recommending activities, rules and regulations;
3. Provide community service by volunteering for a minimum of 40 hours with additional hours added based on 2 hours for each facility use at the Burke Centre Festival. Volunteer assignments during the festival will be made by the Festival Volunteer Coordinator; community service contributions suggested in lieu of the participation in the Festival must be approved by the Board of Trustees, or it's agent, prior to April 1st of each year;
4. Provide a Certificate of Liability Insurance listing "Burke Centre Conservancy" as additional insured in an amount of not less than \$1,000,000;
5. Provide a weekly record of court use and follow all pickleball / tennis court rules;
6. Provide an updated member roster at the beginning of each Pickleball season;
7. Assume all responsibility for collecting dues/fees and maintaining the organization's finances;
8. Pay a fee of \$50 each time community center keys are not returned to the Conservancy office within 48 hours following each usage, or in the event after hours staff assistance is required in obtaining keys. Any assessed fees must be paid prior to the next scheduled facility use;
9. Maintain the integrity and cleanliness of Burke Centre Pickleball courts, community buildings, grounds, or any other facilities to the highest degree possible as outlined in the rental/use agreement, and report any problems found at a Conservancy facility or open space to the staff immediately.

B. In return for the community services provided by the BCPA, the Board of Trustees agrees that the Burke Centre Conservancy will:

1. Provide BCPA use of the Burke Centre community centers for general meetings during non-prime time rental periods (Monday through Friday) no more than once a month. Additional requests (Monday through Friday) will be subject to space availability, all requests for space must be made by the designated point of contact. Reservations for Saturday, Sunday, or for special events will be made at the discretion of the Conservancy Community Services - Activities Department Staff and subject to the current rental rates/fees charged to residents. Applicable charges will include sanitation and security fees;

2. Provide use of designated Pickleball court facilities as scheduled through the Burke Centre Conservancy with two weeks' notice. With the exception of tournament play, at no time shall all courts at a site be used by the BCPA without prior approval from the Burke Conservancy Executive Director. Actual usage will be coordinated in advance with the Conservancy's staff and approved by the Board of Trustees;
3. Publish BCPA information and articles in the Conservator as space permits;
4. Link to Burke Centre web site, and as space permits, use the BC Buzz as an informational tool.

III. MEMBERSHIP & MEETINGS

The BCPA will be composed 50% of owners or non-owner residents (i.e., renters) of property in Burke Centre. All scheduled meetings will be open to Conservancy members and residents interested in Pickleball. BCPA will designate A Point of Contact to conduct business with the Burke Centre Conservancy. The Point of Contact must be a Burke Centre resident or owner, in good standing, and will assume responsibility for all Burke Centre facilities used and any keys checked out.

IV. REPORTS

The BCPA will submit an Annual Report to the Board of Trustees each year, 15 days prior to the charter expiration date. The report will include:

- Designated contact names, addresses, emails and phone numbers;
- List of active association members names, addresses and phone numbers
- Weekly record of court use throughout the Pickleball season;
- The service contribution provided to the community
- Annual community center usage requested dates for the upcoming year

V. CHARTER REVIEW

The Charter will be subject to annual review by the Board of Trustees. The Agreement may be nullified by action of the Board of Trustees at any meeting if the above responsibilities applicable to BCPA have not been met.

VI. AMENDMENT

The BCPA may recommend amendments to this charter to the Board of Trustees. The Board of Trustees may amend this charter by a majority vote.

Mae Flast

Burke Centre Conservancy, Board of Trustees

May 2, 2023

Date Approved

Jon P. Weber

President, Burke Centre Pickleball Association

19 Mar 2023

Date Approved

Jon P. Weber

Point of Contract, Burke Centre Pickleball Association

19 Mar 2023

Date Approved

BURKE CENTRE SEAL

4/17/2024

Charter Expiration Date