

# Facility Access & Use Policy

Version: 1.0

Board Approved Date: April 9, 2026

Effective Date: April 9, 2026

Visibility: Public, Website

## Purpose & Scope

This policy sets out who may access and use the Red Deer Pickleball Club outdoor facility, and the basic rules that apply while on site. Its purpose is to support safe, fair, and appropriate use of the facility, protect club property and access information, and clarify who may enter and participate in club activities.

This policy applies to the RDPC outdoor pickleball facility and related club-controlled areas, including the courts, fenced facility space, washrooms, shed, equipment and utility areas, and any surrounding area being used by RDPC for club activities or events.

This policy applies to all members, guests, non-members, spectators, participants, volunteers, coaches, contractors, and community groups using or attending the RDPC facility.

## Definitions (only if needed)

- **Guest / Non-member:** A person who is not a current RDPC member and is attending the facility for play, observation, participation, or another approved purpose.
- **Open gate hours:** Times when the facility is open and accessible without special access arrangements, typically during scheduled drop-in, organized play, or approved events.
- **Restricted areas:** Areas not intended for general member or public access, including the shed, equipment storage, breaker boxes, electrical controls, lighting controls, and similar utility or service areas.

## Policy

- The RDPC facility is intended for pickleball, club activities, and other approved uses authorized by RDPC.
- Members generally have access to the facility during standard operating hours of 7:00 a.m. to 11:00 p.m. daily.
- Access outside standard operating hours must be specifically approved and must comply with applicable municipal bylaws and facility restrictions.
- Members must carry their RDPC membership identification while accessing the facility. Members without proof of membership may be required to pay the applicable day pass fee or return with their identification.
- Non-members who wish to participate in pickleball at the facility must pay the applicable day pass or access fee, unless RDPC has approved otherwise.

- Spectators and visitors who are not participating in pickleball are welcome in common viewing areas and are not required to pay a day pass fee unless an event or RDPC process states otherwise.
- Guests and non-members may attend during open gate hours, participate with a member where permitted, or attend through an approved RDPC activity or booking.
- Non-members do not have the same booking rights as members and may only access court time through drop-in play, approved bookings arranged by RDPC, or participation with a member where permitted.
- Members are responsible for ensuring their guests understand and follow RDPC rules and pay any required fees.
- Members must not share gate codes, washroom access codes, or other club access credentials with any other person. Anyone needing access information must request it directly from RDPC through the approved process.
- Unauthorized access to restricted areas is not permitted.
- Sharing shed access codes or attempting to access equipment storage, breaker boxes, electrical controls, lighting controls, or other restricted areas without authorization is prohibited.
- Pets are not permitted in the facility.
- Alcohol, smoking, cannabis, and vaping are not permitted at the facility unless specifically approved by RDPC for an authorized event.
- Portable BBQs, fire pits, and open flames are not permitted at the facility. This matches the house rules approved for facility signage.
- Users must not play on wet courts or use the facility in unsafe conditions. This also matches the approved house rules.
- If courts or other facility areas become unsafe due to weather, maintenance, repairs, or other concerns, play or use must stop immediately.
- RDPC may close or restrict access to all or part of the facility at any time for safety, maintenance, repairs, events, operational needs, or other reasonable purposes.
- All users of the facility must follow RDPC policies, posted rules, and directions from authorized RDPC representatives.

## Roles and Responsibilities

### Board of Directors

- Approves this policy and any major changes to it.
- Approves exceptions or access arrangements that fall outside normal operations or delegated authority.

## **Club Administrator, Organised Play Facilitator, Director of Facilities, or Designate**

- Help manage day-to-day access and use of the facility within the limits of RDPC policies and delegated authority.
- Communicate access expectations, restrictions, closures, or temporary changes when needed.
- Help protect access credentials, restricted areas, and safe facility operation.

## **Members**

- Must follow access rules and facility use expectations.
- Must carry proof of membership when using the facility.
- Must not share access codes or credentials.
- Must ensure their guests follow RDPC rules and pay any required fees.

## **All Other Facility Users**

- Must follow RDPC policies, posted rules, and directions while on site.
- Must use the facility only for its intended and approved purposes.

## **Process (How to Use This Policy)**

- Members may access and use the facility during standard operating hours, subject to RDPC rules, booking rules, and any temporary restrictions.
- Non-members may access the facility during open gate hours, through approved RDPC programming or bookings, or with a member where permitted by RDPC rules.
- Anyone needing access credentials, gate information, or washroom access must request this directly through RDPC's approved contact process.
- If the facility or any part of it becomes unsafe, closed, restricted, or unavailable, users must leave the affected area or stop play immediately.
- Questions about access, use, restrictions, or special requests should be directed to RDPC through its approved contact channels.

## **Exceptions (only if needed)**

Any exception to this policy requires Board approval unless authority has been specifically delegated under this policy.

## **References and Related Policies**

List any supporting docs or other RDPC policies. Use bold names only.

- **Court Booking Policy**
- **Coaching Policy**

- Code of Conduct Policy
- Discipline and Corrective Action Policy