



By-Laws and Rules & Regulations

**PebbleCreek Tennis Club
Goodyear, AZ 85395**

By-Laws Revised November 27, 2025

Rules & Regulations Revised November 27, 2025

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By-Laws (Amended November 27, 2025)

Article I: PebbleCreek Tennis Club Name

The PebbleCreek Tennis Club shall be known as the PebbleCreek Tennis Club [PCTC]. The Articles and Sections detailed in this document apply to the courts at Eagles Nest and Tuscany Falls.

Article II: Purpose

The purpose and objective of the PCTC is to promote harmony and friendship among all resident tennis players and to generate meaningful recommendations to the PebbleCreek Homeowners' Association [PCHOA] Board of Directors in order to enhance the quality of tennis life in PebbleCreek. In addition, the PCTC will promote and sponsor various tournaments and other activities for the enjoyment of its members. PebbleCreek residents (homeowners and registered renters) must be PCTC members in order to participate in PCTC activities. PCTC business will be conducted democratically and according to Robert's Rules of Order.

Article III: Board of Directors Term and Rules

The governing Board of Directors of the PCTC shall consist of seven members, striving for a balance of at least three men and three women. Election of PCTC Board members shall occur by the October General Membership meeting. Each member shall serve for two years, with three members rotating off one year and four the next. A member may succeed himself or herself for an additional term upon majority agreement of the board.

In the event that a club officer cannot complete their term, the board shall appoint a club member (male or female) in good standing to serve in that capacity until the next annual election. Time served while filling a board vacancy shall not count as a term of office.

Board members are expected to attend all scheduled board meetings. Planned absences (such as vacations) are relayed to the board prior to any scheduled meeting. At the board's discretion, the meeting may be rescheduled. Absent board members, if able, are

to inform attending board members of information pertinent to their position to maintain the flow of productivity needed for upcoming and ongoing action items and activities.

Board members must have some familiarity with the duties of all board positions, in order to cover in the absence of a member, or to assist another board member in the fulfillment of their duties.

Board members are expected to attend events, (whether their positions are essential or not to the event), to provide board member visibility, accessibility and engagement with the general membership. Planned absences (such as vacations) must be shared with the board prior to the event to allow for coverage as needed.

Officers and Duties:

After the October meeting each year, but before the January meeting, the new PCTC Board shall meet, review details of each office, and prepare for the January meeting. The duties for each officer are detailed in Article IX, Board Responsibilities and Duties.

Article IV: Board Nomination Process

1. The PCTC President will preside over the nomination process for the 3 or 4 Governing Board of Directors positions that will be vacated annually on December 31. All PCTC members in good standing are eligible to declare themselves candidates to serve on the PCTC Board.
2. Candidates will declare their interest in a position to the president by October 1 either in person or by email, in order to be considered for election one week before the October General Membership Meeting.
3. PCTC Board elections will be completed by electronic voting to be concluded by one week prior to the October General Meeting. Election results will be revealed one week before the October General Membership Meeting by email to the general membership. Elected board members will attend the October -December board meetings for mentorship purposes, and officially take office by January 1.
4. The candidate receiving the most votes for each eligible Board Position will serve in that role for a (2) year term. If the candidate is uncontested, the board may proceed with appointing the uncontested candidate with a board majority vote, and without a formal vote from the membership. If there are no candidates, the board may seek out a candidate with a majority vote of the board for appointment, and without a formal vote from the membership.

Article V: PebbleCreek Tennis Club Membership

Club membership shall be open to all residents and registered renters of PebbleCreek. The signed HOA waiver forms shall be collected electronically in CourtReserve

Article VI: Fees and Expenses

1. The annual membership fees for the calendar year shall be determined by the PCTC Board and payable by December 31 for the new year. Dues will be considered delinquent after December 31 and membership will be suspended on January 1.
2. Membership fees will be reduced by half for new members only if joining after June 30th in their first year.
3. The fees go to the PCTC treasury for general PCTC expenses and supplies, as determined by the PCTC Board.
4. Additional charges may be assessed for specific social or competitive events. Such charges would only pertain to the participating members.
5. The annual full membership fee may be modified by the PCTC Board. The amount for social membership for non-playing partners will be assessed annually by the board. Social members are not allowed to vote.
6. Members may bring guests to social events as determined by the Social Director and Tournament Director. The number of guests will be set for the event in CourtReserve dependent on space availability. An electronic waitlist may be activated in CourtReserve as needed. A fee may be assessed for guests.
7. All funds collected shall be deposited in the bank account of the PCTC. The President, Vice President, and Treasurer shall be the designated signatures on PCTC banking accounts. Signatures of two of the three officers are required for all checks over \$850.00.
8. No individual member of the PCTC may receive compensation for services rendered (that are not provided to every member) in support of the activities of the PCTC from non-members or outside sources without approval of the Board. This includes merchandise, services, benefits, or rebates from vendors providing services or merchandise to the PCTC that are not provided to every member. This does not prevent reimbursement of actual expenses or reasonable compensation to a PCTC member from the PCTC membership funds for services rendered to the members of the PCTC, such as food or decoration reimbursement when a member is authorized to buy items for a social. Further, this does not prevent discounts to members for merchandise or services that are provided equally to all members or all participants in a particular activity sponsored by the PCTC.
9. The President shall have the authority to expend PCTC funds up to \$500. The

PCTC Board shall have the authority to expend PCTC funds up to \$3000. Expenditures over this amount will require a majority vote of the membership present at the general meeting or by electronic voting, with the exception of spending for the annual gala where it is reasonable to expect that amount will be over \$3000.

10. The board shall have authority to place a percentage of the membership funds into a CD or other form of risk-free bank product to generate interest that does not exceed the IRS limit for a 501 (c) (7).
11. With approval of the PebbleCreek HOA Board of Directors, members may agree to dissolution of the PCTC. In that event, all outstanding debts must be satisfied in full. Any funds remaining must be distributed equally to all members in good standing.

Article VII: Amendment Process

The By-Laws of The PCTC may be amended by a 51% vote of the membership present and voting at any regular or special meeting, or if by electronic voting, 51% of the members who vote. Additionally, bylaw amendments can be presented to the membership asking if there are any objections. If no one objects, the amendments pass without a formal vote. Proposed amendments shall be published by email to the membership for their review at least 30 days prior to a vote or objection deadline. Proposed bylaw amendments will be emailed to the membership highlighting the changes from the original text.

Article VIII: Rules of Order

The rules contained in Robert's Rules of Order shall govern this club in the conduct of all meetings.

A quorum of Board members must be present at any working meeting in order to hold a vote; a quorum is defined as four of seven Board members.

In the event of a tie vote during any Board working meeting, the Board President has the option to table the vote for further discussion or until all members can be present. Any Board member may choose to abstain from a vote.

Article IX: PCTC Board Duties and Responsibilities

President

The president partners with each board position in order to assist as needed, and to be aware of the ongoing activities of the board across all positions at any given time. Partnering enables the president to ensure coordination of the board. The president sets goals and actions for the club, maintains order, facilitates motions, debates and votes, and ensures fairness and safeguards for the rights of all members. Specific duties and responsibilities of the president are further described below:

1. Act as chief spokesperson at PCTC functions as required.
2. Serve as chief liaison to the PebbleCreek HOA. PCTC team captains, PCTC tennis instruction pros and tennis drop-in coordinators.
3. Establish the agenda for the PCTC and Board meetings.
4. Arrange for an annual financial report of the PCTC.
5. Update the HOA and PebbleCreek Resource Book.
6. Provide tennis club information for the HOA new homeowner orientation and Guest-Stay program.
7. Appoint standing and temporary committees.
8. Serve as the overseeing CourtReserve System Administrator.
9. Preside at all meetings.
10. Respond to club email inquiries as needed in Outlook.
11. Oversee activities, advise and assist PCTC Board members as needed including maintaining the PCTC's website and CourtReserve, reserve courts for club sponsored activities (socials, league play, practices, tournaments, etc.) in coordination with respective board and club member's activities. The president may assign board members with court reservation duties.
12. Verify that members of PC teams or leagues are PC tennis club members.

Vice President

The Vice President shall assume the duties of the President when the President is absent, and shall fulfill the unexpired term of that office if it becomes vacant. In addition, the Vice President is responsible for the care and maintenance of all tennis

facilities as further described below.

Act as a Liaison between the PCHOA and the PCTC on all matters pertaining to the current and future care, maintenance, safety, and security of all tennis facilities including courts, surrounding grounds, furnishings, equipment, and appliances.

1. Advise and coordinate with the PCHOA in the purchase and installation of minor tennis court equipment as allowed.
2. Collaborate with the President to determine future needs for court surfaces, equipment and Tennis Center.
3. Assist as needed with the court reservation system and the court rules.
4. Maintain equipment owned by the PCTC.
5. Form a committee to assist with the set-up and storage of tables and chairs for PCTC socials and events.
6. Respond to club email inquiries as needed in Outlook.

Treasurer

The Treasurer shall manage all monies due the PCTC, and pay all bills. The Treasurer shall prepare a monthly report of the financial status of the club and place it in the club's Google Drive and present it to the PCTC Board at the working board meeting prior to each general membership meeting.

Specific duties and responsibilities of the Treasurer are further described below:

1. Monitor and process new membership applications pending approval in CourtReserve. Determine if there are account duplications, verify PC residency, and ensure dues are collected.
2. Provide new member information to the Board when membership has been established, and alert the Welcome Team by email to contact the new members for an orientation to the club.
3. List all new members on each month's financial report.
4. Maintain the official membership list by reconciling inactive or expired-dues members.
5. Reconcile membership account irregularities such as duplicate accounts and email discrepancies.
6. Prepare the annual financial report for the club and for submission to the PCHOA in coordination with the PCTC President.
7. Monitor and manage SafeSave.
8. Manage funds from sales.
9. Work with event sponsors regarding funds.
10. Set up annual renewals in CourtReserve each November.
11. Respond to club email inquiries as needed in Outlook.

Secretary

The Secretary shall keep all necessary records and minutes of meetings, and conduct correspondence subject to the direction of the officers. Specific duties and responsibilities of the Secretary are further described below:

1. Maintain an electronic record of all financial reports, PCTC meetings and club

documents in the club's Google Drive folders.

2. Assist with revisions and editing of the PCTC By-laws, Rules and Regulations as requested by the board and re-publish as required.
3. Record and post PCTC meeting minutes on the PCTC website/CourtReserve.
4. Set up the meeting room for board meetings, including the TV monitor for presentations, and recording attendance of the membership.
5. Assist as needed monitoring PCTC's email account and responding to emails accordingly.
6. Assist as needed to maintain the PCTC's website and CourtReserve.
7. Update the tennis sports building's outside bulletin boards and inside white boards with club information and notices in coordination with the board.
8. Work in collaboration with the Treasurer and Communications Director regarding the submission of new member's information for the website and Welcome Team.
9. Manage court reservations as directed by the board.
10. Assist with managing the club calendar in Outlook.
11. Assist as needed for events including check-in of registrants.
12. Assist the Communications Director with taking photographs of all PCTC events and activities.

Social Director

The Social Director shall coordinate all hosted PCTC social activities, events, and food for tournaments. Specific duties and responsibilities of the Social Director are further described below:

1. Coordinate plans and budget for all tennis club social activities with the Board.
2. Plan and purchase food, beverages and supplies for all club social activities and events.
3. Coordinate food for socials and competitive tournaments with the Tournament Director.
4. Create and manage social events in CourtReserve which may include reserving courts.
5. Respond to club email inquiries as needed in Outlook.

Tournament Director

The Tournament Director shall schedule and coordinate with the Social Director all intra- and inter-club social and competitive tournaments. Specific duties and responsibilities of the Tournament Director are further described below:

1. Coordinate hosted tournaments including competitive and non-competitive events with the Social Director.
2. Establish format for all competitive tournaments and non-competitive tennis socials. Tennis formats for non-competitive socials should align with the Social Director's theme of the social, designing a non-competitive play format in order to promote camaraderie and socialization among all levels of play.
3. Create and manage tournament events in CourtReserve, which may include reserving courts.
4. Monitor sign-ups of all players in CourtReserve in coordination with the Social Director.
5. Coordinate all necessary supplies such as tennis balls and raffle prizes for all hosted tournaments including club competitive and noncompetitive events.
6. Arrange and coordinate tennis events with other communities (Interclub Challengers).

7. Organize and monitor tennis instructional events such as Skills & Drills, and club sponsored lessons for members if there is no on-site pro to manage these activities.
8. Respond to club emails in Outlook as needed.

Communications Director

The Communications Director shall serve as a resource person for the club website and CourtReserve. Specific duties and responsibilities of the Communications Director are further described below:

1. Monitor and coordinate overall website and CourtReserve email content for the membership newsletters.
2. Provide and update general information for the website and provide the same information to the Secretary for Eagles Nest and Tuscany bulletin board postings.
3. Provide and update email notices on up-coming social events.
4. Send emails for reminders, board agendas, and announcements in coordination with the president and respective board members.
5. Submit articles for PC Post in coordination with the board.
6. Take photographs of all PCTC events and activities and post them on the PCTC website. The Communications Director may also designate others to take photos and assist as needed.
7. Work in conjunction with the Treasurer and Secretary to obtain new member information.
8. Post bios and photos of new members and featured members/groups on the PCTC website.
9. Store all newsletters & Post articles in Google Drive

Article X: Code of Conduct

1. All members of the PCTC are expected to follow the direction of the duly elected officers of the PCTC or their appointed representative(s) in an orderly manner at all functions of the PCTC.
2. The officers of the PCTC have the right to deny a member from participating in a PCTC function or activity if they feel that his/her participation would adversely affect the other members of the PCTC.
3. The officers or their representative(s) may request a member to leave a function or activity if the participant has on one or more occasion refused to follow directions or who is disruptive, disrespectful of the officers, their representative(s) or other members of the PCTC. The offender(s) will be subject to disciplinary action:
 - i. If the offending member does not leave when requested, the PebbleCreek Patrol will be called.
 - ii. The member(s) may be refused participation in any PCTC function or meeting for thirty days.
 - iii. A second infraction will result in the expulsion from the PCTC with a unanimous vote of the officers of the PCTC.
4. The offender has the right to request a hearing in front of the officers of the PCTC and may request a spokesperson (the spokesperson must be a member in good standing of the PCTC).
 - i. The offender may, if he/she wishes, appeal to the PebbleCreek HOA Board. The Board has the right not to hear the appeal.
 - ii. Observance of PCTC rules and USTA rules is a responsibility of each player.
 - iii. All infractions are to be reported to the PCTC Board.

PebbleCreek Tennis Club Rules & Regulations

(Revised November 27, 2025)

Players are required to adhere to USTA (United States Tennis Association) Code of Conduct rules.

Section I: Tennis Courts

1. The tennis courts are available for use by PebbleCreek Residents (homeowners and registered renters) and non-resident guests when accompanied by a member. Children under 12 must be accompanied by a PebbleCreek resident and must have proper attire and footwear. No other use of the courts other than tennis is allowed unless the PC HOA mandates alternative use on specific occasions or the PCTC board approves.
2. Play time
 - a. Hours are 6:30 AM to 10:00 PM
 - b. Doubles: up to one and one-half hours
 - c. Singles: up to one and one half hours
 - d. Ball machine: up to one hour
3. Reservation System
 - a. Both PCTC members and registered PebbleCreek non-member residents may reserve courts in PCTC's CourtReserve system. CourtReserve can be accessed via PCTC's website (pctennis.club), or directly on CourtReserve's mobile app.
 - b. PCTC full members can reserve a court a maximum of 7 days in advance.
 - c. PCTC full members must first create and activate a CourtReserve account to have access to court reservations and event registrations.
 - d. Non PCTC members may reserve courts using CourtReserve once they have registered in CourtReserve and applied for a non-member account.
 - e. Non-member residents can reserve a court a maximum of 2 days in advance. Instructions can be found on the PCTC's website (pctennis.club).
 - f. PCTC members may reserve only (1) one court for (1 ½ hours) per day.

- g. HOA-Registered tennis instructors and other tennis service providers, may reserve more than one court per day as approved by the PCTC board.
- h. Reserving a court in someone else's name in place of your own name is not allowed.
- i. PCTC members may reserve a court starting at 12:00/noon, a maximum of seven (7) days in advance. Registered non-members may reserve a court starting at noon, a maximum of 2 days in advance.
- j. Failure to adhere to these rules may result in your registration and/or reservation(s) being removed.
- k. Claimed Courts: If a court is not claimed 10 minutes after the scheduled playing time, the court is declared free and may be occupied on a walk-on basis. Those claiming the court must adhere to the original time limits.
- l. Non-resident guests are permitted to play with members. There is no restriction on the number of times a guest may play; per HOA rules, all guests must have a PCHOA guest card in their possession while using courts.
- m. Per the PC HOA, all players (residents, guests, renters and team/club opponents) using PC courts must sign the HOA waiver. The PCTC will assist in obtaining electronic waivers as best they can.
- n. Drill sessions, private lessons, clinics and/or practice by individuals or teams are not permitted prior to 11:00 a.m.. However, exceptions can be made subject to PCTC board approval.

4. Court Etiquette

- a. Do not leave old balls and containers on the courts. Close and latch the gate when leaving the court.
- b. Please turn in all found items to the respective PebbleCreek Clubhouse desks Lost and Found, rather than leaving them at the tennis sports buildings.
- c. When finished playing at night, turn off the lights. Lights off by 10:00 p.m.

Section II: Drop-in Tennis

1. Ladies' and men's drop-in tennis will be on designated days, courts, and times as posted on the club website and CourtReserve. The PCTC Board can assign days, times and courts for drop-in tennis as needed. Drop-in players do not have to be PCTC members (see section 3I regarding guests).
2. If there is no play on one of the allotted courts and a group is waiting, that group may proceed to play on the drop-in court, but must relinquish the court after the current game is completed if drop-in players arrive. Anyone participating is committed to play the "drop-in format." **Everyone present will alternate into the play.** The intent is to involve new or unattached players.

Section III: League Play

1. All members of a team in any league must be residents of PebbleCreek and members of the PCTC. Team captains shall submit team rosters annually to PCTC for member verification, and notify the board when a new player has been added or a player has been removed.
2. If an organized league has been sanctioned/approved by the PCTC Board, court times for matches and practice can be assigned depending on availability.
3. Courts for league play will not be blocked out on the Court Reservation System before 11:00 a.m., unless the league in which the team plays requires a start before 11:00 a.m. and the PCTC Tennis Board votes to approve the request.
4. Two hours of court time will be allotted for league matches, which includes time for warm up. Matches that run longer will be allowed to finish.
5. Team practice time will be scheduled at 11:00 a.m. or later for a period of 1 ½ hours if requested by the team and approved by the Board. In the event of extreme conditions such as excessive heat warnings, practices may be held earlier than 11am with the board's approval.

Section IV: Dress Code

1. Acceptable attire for ladies: Tennis shirts, T-shirts, shorts, skirts, dresses and warm-up suits are acceptable. Cutoffs are not permitted.
2. Acceptable attire for gentlemen: Shorts, golf shirts, T-shirts and warm-ups are acceptable. Cutoffs are not permitted. Shirts must be worn at all times.
3. Proper footwear: Tennis shoes must be worn at all times while on the court. Footwear that leaves marks or that could damage the court is not permitted.

Section V: Ball Machine

Ball Machine: for PC Tennis Club Members Only	
Courts 12 and 13	Courts 9, 10, and 11
Ball machine may be used on these courts anytime between 6:30 a.m. – 10:00 p.m. if available and reserved on the court reservation system	Ball machine may be used on these courts after 11:00 a.m. – 10:00 p.m. if available and reserved on the court reservation system

Section VI: Tennis Lessons

1. Lessons prior to 11:00 A.M. are discouraged, but if scheduled must follow the regular court reservation rules (e.g., maximum seven (7) days in advance) unless otherwise approved by the board.
2. Recurring group lessons with a registered instructor may be scheduled up to 3 months in advance upon the PCTC Board approval.
3. PCHOA rules require that all instructors be registered with the PCHOA. Instructors are required to pay the HOA 20% of income generated from PC residents monthly. Instructors are solely responsible for managing the HOA payments. The PCTC does not handle any monies between the HOA and the instructor.
4. Students pay the instructor directly. No monies pass through the PCTC for instruction.
5. Instructors may agree to collaborate with the PCTC with a signed Collaborative Agreement to provide tailored instruction for the club member's needs in exchange for use of the PCTC equipment, use of CourtReserve's lesson/drill management, and advertising for the instructor. The PCTC president is the designated liaison for the instructor.
6. Information regarding tennis lessons, racquet stringing, etc., is available on the PCTC website (pctennis.club). Instructors and other tennis service providers may advertise their services with the approval of the PCTC Board. (See section IX: Advertising).

Section VII: Meetings and Special Events

1. PCTC meetings are held on the first Wednesday of each month (unless circumstances warrant rescheduling) from October through April in the Sports Building at Tuscany Falls. PCTC board work sessions are held prior to the general meeting.
2. Social events are intra-club activities with various playing formats where competitive play is not emphasized. Their purpose is to meet, mingle, and play tennis with other members of the PCTC.
3. Some non-tennis social events may be arranged from time to time. Annual events may also be arranged for non-members to encourage PCTC membership.

4. Competitive events are both intra- and inter-club activities (e.g, in-house tournaments and interclub play) where the intent is to win in competition. Not all people who sign up for a competitive event may be able to play due to the number of people that can be accommodated by the playing format. The PCTC establishes the playing format when hosting interclub events. Competitions may also require that people play at a particular skill level (as self-evaluated using USTA guidelines). The Tournament Director, (or his/her designee) is responsible for these activities and will best determine how the participants are assigned for each event. This assignment process must reflect the desires of its members. The PC Resident Pro may assist in designing and running tennis events as needed.
5. PCTC activities and special events will be announced and posted at least two weeks prior to the event. All PCTC events require sign-up via CourtReserve. PCTC members and their guests are asked to cancel their reservation, if needed, rather than no-show. Members will be marked as no-shows if they are absent without cancelling.
6. PCTC members may bring non-resident guests to individual social events or to participate in tennis play and other activities of the event, provided that space is available. Designated events may have a guest fee.
7. Club functions (socials, scheduled activities, tournaments, inter-club mixers, etc.) may reserve all 13 courts. These courts can be reserved in advance as determined by the PCTC Board

Section VIII: Rule Modification Process

1. Tennis Court Rules that are found in the PebbleCreek Homeowners Association Rules and Regulations (Section 15) can be changed only with the approval of the PebbleCreek Rules Compliance Committee. All other rules are an addendum to the PCHOA rules and can be changed by a majority vote of the PCTC Board and, if needed, by membership vote.
2. Rules can be reviewed as needed by the PCTC Board or any member.
3. The procedure to change a PCTC Rule, if raised by a member at a general meeting is as follows:
4. A PCTC member may make a motion at a PCTC meeting for a PCTC Rules and Regulations change.
5. Another PCTC member must second the motion.
6. Discussion follows.
7. A formal phrasing of the motion is finalized and recorded by the Secretary.
8. The request for change is assigned to the PCTC Board member who is responsible for that specific area.
9. That PCTC Board member will research the pros and cons, accept additional input, etc.
10. The PCTC Board will reach consensus on its position on the matter and publish their recommendation via email or on the PCTC website prior to the next meeting.
11. The request will be put on the agenda for the next meeting.
12. Additional discussion will be allowed at the meeting.
13. A vote on the request will then be made. At any time the originator of the motion may withdraw the motion if desired.

Section IX: Advertising

1. Services may be offered to all tennis players for instructions, racquet stringing, and other tennis related vendors with the approval of the PCTC Board. Services may be offered by residents of PebbleCreek or by outside vendors.
2. A written copy of the advertisement must be submitted to the PCTC Board for approval prior to its posting.

Section X: Equipment

Equipment purchased by the PCTC shall be used for PCTC events only, and may not be used by individual members, Board members, or outside groups for non-tennis purposes. PCTC equipment, such as ball machines and training items, are to be used only by PCTC full members and their guests, or by an HOA registered tennis instructor (who has signed the Collaborative Agreement with the PCTC) for student instruction.