

Wellington on the Lake Residents Association Inc.
CLUBS / ACTIVITIES (CA) POLICY
APPROVED 16 APRIL 2019

1.0 Purpose

- 1.1 As indicated in By-Law 1.03, the Corporation's purpose is to acknowledge the inherent rights of our residents, work in partnership with residents and the community to enhance community life and provide an active lifestyle and social activities for the residents of Wellington on the Lake.
- 1.2 The goals of this policy are:
- a) to provide fair and consistent guidelines and practices for all clubs, events and activities (CAs);
 - b) to allow CAs to operate as independently as possible while respecting WOLRA policies;
 - c) to clarify rules for using WOLRA assets, amenities and recreational facilities; and
 - d) to ensure that CAs operate in a financially transparent manner.
- 1.3 CAs that receive financial support from WOLRA are defined as 'sponsored' CAs whereas CAs that do not incur expenses requiring WOLRA financial support and/or are otherwise self-supporting are defined as 'non-sponsored' CAs.

2.0 Authority

- 2.1 As indicated in By-law 4.01, the Board of Directors has the authority to approve policies and procedures to guide the delivery of the programs and services of the Corporation. By-law 5.03 indicates that the Vice-president is responsible for working with CA Coordinator(s) to maintain the schedule of programs and activities which are approved by the Board and operated by members in good standing using Wellington on the Lake (WOTL) *recreational facilities*.
- 2.2 *Recreational facilities* are defined in By-law 1.02 as the common buildings and related grounds provided to WOTL residents and maintained by Frontier Property Management. They include the Rec Centre, pool, woodshed, tennis courts, parking areas, etc. as well as machinery, equipment and supplies provided by WOLRA residents for use by CAs.
- 2.3 Section 6.3 of WOLRA's Fiscal Policy requires each CA that collects fees, raises funds, sells tickets and/or manages its own funds independently to submit a financial report to the Treasurer using the Club / Activity Annual Financial Report template annexed to the Fiscal Policy.

2.4 Section 4.0 of WOLRA's Membership Policy indicates that all members have the use of WOLRA assets and access to *recreational facilities*, provided that they conduct themselves in a manner that reflects the values of the organization and the community, ethically with mutual respect, integrity and honesty and comply with the policies and regulations set out by the Corporation.

3.0 General Terms of Reference for Clubs / Activities (CAs)

3.1 CA Rules & Regulations

3.1.1 Rules and regulations established by a WOLRA CA must align with WOLRA by-laws and policies. All CA rules and regulations must be submitted to the WOLRA Secretary for review and approval by the Board of Directors and uploading to the WOLRA website.

3.1.2 WOLRA members are free to join any WOLRA-sponsored CA subject to the respective CA rules and regulations at no cost. CA rules and regulations may include size restrictions and any pre-entry qualifications.

3.1.3 Non-sponsored CAs may charge a participation fee.

3.1.4 CAs may include Non-WOLRA participants as guests of a member. Guests may be brought to any Club, Activity or Event provided that (a) their presence does not prevent a WOLRA member from participating e.g. when there is a limited number of places and (b) all legal requirements such as age limits, are observed. The attendance of a guest for a single occasion does not require a temporary, non-member, permit (Activity Card) but consecutive attendances, e.g. at a whole season of a club or activity, do.

3.1.5 Guests must be accompanied by their sponsoring member who is responsible for their behaviour. Any concerns about the presence or behaviour of a guest at a WOLRA-sponsored activity should be brought to the coordinator to decide what action to take and communicate with the sponsoring member, not the guest or guests directly.

3.2 CA Coordinators

3.2.1 Each CA will identify an individual who is the point of contact for members wishing to participate in the CA.

3.2.2 CA Coordinators shall advise the WOLRA Vice-president annually with the name and contact information to keep this information current on the WOLRA website and other publications (e.g. phone directory, welcome package, newsletter).

3.2.3 CA Coordinators will give those WOTL participants who want to join a club or participate in an activity the choice of paying for an additional social

event, for example a year-end lunch, and this will not be a requirement of joining that club or activity.

3.2.4 All CA Coordinators shall provide the WOLRA Vice-president with a list of non-WOTL participants who will be charged a participation fee as described in 3.1.3 above.

3.3 Scheduling

3.3.1 Reservations for use of the Rec Centre and amenities will be prioritized as follows:

- A) Annual and regularly occurring events are booked first (e.g. Christmas dinners, New Year's Eve, Garage Sale, General Meetings, etc.);
- B) Celebration of Life;
- C) Club or Activity regular scheduled time slots;
- D) Private Party booking on a first-come, first-served basis. If a private event clashes with a booked event in A) B) or C), then the private event has to find an alternative time slot.

3.3.2 WOLRA's Board of Directors or its designate will endeavour to communicate any scheduling changes to CA Coordinators in advance.

4.0 CA Fees, Funding & Financial

4.1 CAs that collect annual fees, raise funds, sell tickets for an event and/or manage their own funds independently are responsible for completing a Club / Activity Annual Financial Report, and submitting it to the Treasurer in accordance with WOLRA's Fiscal Policy.

4.2 Should a CA that charges fees and carries a bank balance require a capital expenditure to either replace a capital asset or to add a capital asset to maintain operations, the cost may be split in three equal parts that will be funded by the CA, Sandbanks/Frontier and WOLRA. If funding is requested, the capital purchase must be pre-approved by the Board of Directors and must align with WOLRA's Fiscal Policy.

4.3 Should a CA that does not charge fees and does not carry a bank balance require a capital expenditure to either replace a capital asset or to add a capital asset to maintain operations, the CA would apply for funding from WOLRA and would be subject to WOLRA's Fiscal Policy.

4.4 CAs that do not have any annual fees or fundraising events and do not have a bank balance may request to have specific operating costs covered by WOLRA (*except* for personal supplies such as yoga mats, pool cues, art supplies etc. *and* year-end lunches, prizes or socials). Funding requests that describe the estimated expenses shall be submitted to the Treasurer at the beginning of each fiscal year. Financial

support must be pre-approved by the Board of Directors *before* any expenses will be reimbursed.

4.5 CAs may request financial support from WOLRA's Board for start-up and operating purposes.

4.6 Financial support for ad hoc activities will be limited to \$500 provided that the activity includes a minimum of ten (10) WOLRA members, provides goodwill to the community or supports the community at large and is pre-approved by the WOLRA Board.

4.7 WOLRA's Board-directed committees will be supported and/or funded by WOLRA as necessary.

5.0 Special Events & Ad hoc Activities

5.1 Special Events, authorized by WOLRA's Board of Directors, shall be open to WOLRA members. Individuals who are not WOLRA members may participate to maintain event viability but must not prevent a WOLRA member from participating in the event. Special Events are to be financially self-sufficient and pre-approved by the Board of Directors. Financial support may be authorized as provided in guideline 4.6 above.

5.2 Special Events and Ad Hoc Activities are to submit post-event financial statements in accordance with WOLRA's Fiscal Policy.

5.3 Activities, including private parties, scheduled in the Rec Centre are to be non-profit in nature for individuals or companies with the exception being fund-raising activities for WOLRA-sanctioned CAs, charities or WOLRA.

5.4 Should a WOTL resident, who is not a WOLRA member, reserve the Rec Centre for a non-commercial event (birthdays, information meetings, etc.) and use WOLRA assets and supplies, a \$20 fee will be assessed.

5.5 Should a WOLRA member wish to schedule a non-profit commercial event in the Rec Centre that uses WOLRA assets or supplies, a fee of \$50 will be assessed.

6.0 Effective Date & Amendments

6.1 The Board of Directors approved this Policy by resolution at a Board of Directors meeting on April 4, 2019. Members ratified this policy on April 16, 2019.

6.2 The rules, principles, guidelines and procedures detailed in this Policy remain in effect until the Board approves an amendment or repeal by resolution at a Board of Directors meeting.

6.3 Members may suggest amendments to this Policy at any time. Suggested amendments with supporting rationale will be submitted to the Board Secretary in writing and presented at the next Board of Directors meeting.