



**2023  
GVR Clubs  
Annual Workshop**

Handouts

January 20, 2023  
West Center

See [GVR website](#) for current version of each document



## GVR CLUBS – 62 CHOICES !

GVR Amigas Club  
GVR AmigOs Men's Club  
GVR Aquabelles  
GVR Artisans' Shop \*  
GVR Arts & Crafts Association  
GVR Billiards Club  
GVR Bocce Club  
GVR Bridge Clubs  
    Abrego South Thursday Ladies Bridge  
    Desert Hills Ladies Bridge  
    Desert Hills Midweek Progressive Bridge  
    Duplicate Bridge (Sanctioned)  
    East Center Monday Ladies Bridge  
    Friday Social Bridge  
    Monday Informal Duplicate Bridge  
GVR Camera Club \*  
GVR Canadian Club  
GVR Canasta Club  
GVR Canine Club  
GVR Card Crafters Club  
GVR Ceramics Club \*  
GVR Chess Club  
GVR Clay Studio\*  
GVR Colorado Club  
GVR Computer Club \*  
GVR Cribbage Club  
GVR Cycling Club  
GVR Decorative Arts Painting Club  
GVR Euchre Card Club  
GVR Forum Club  
GVR Glass Artists Club \*  
GVR Green Bay Packers Club  
GVR Hearts Club  
GVR Hiking Club  
GVR Hunting & Fishing Club  
GVR Lapidary Club & Silversmith Club\*  
GVR Line Dancers Club  
GVR Martial Arts Club  
GVR Meditation Club  
GVR Metal Working Crafts Club \*  
GVR Michigan Club  
GVR Minnesota Club  
GVR National Mah Jongg Club  
GVR Needle Arts Club  
GVR New England Club  
GVR Pacific Northwest Club  
GVR Pickleball Club  
GVR Pinochle Club  
GVR Poker Club  
GVR Racquetball Club  
GVR Santa Rita Art League \*  
GVR Saturday Night Dance Club  
GVR Sheepshead Card Club  
GVR Shuffleboard Club  
GVR Singles Club  
GVR Square & Round Dance Club  
GVR Swim Club  
GVR Table Tennis Club  
GVR Tennis Club  
GVR Travel Club  
GVR Valley Players Club  
GVR Volleyball Club  
GVR Woodworkers Club \*

\* *Dedicated space clubs*

**For details, visit Recreation on the GVR website [www.gvrec.org](http://www.gvrec.org)**

**Download the GVR App  
- or use COMPUTER KIOSKS in the GVR lobbies at  
Canoa Hills, Canoa Ranch, Desert Hills, East Center, Las Campanas, West Center**



## GVR Promotions for GVR Clubs


Website – eBlast – GVRNow! – Bulletin Boards – Facebook

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### GVR WEBSITE

- To view current listings, find Clubs under the Recreation tab at [gvrec.org](http://gvrec.org)
- Email revisions to Club Liaison [kathye@gvrec.org](mailto:kathye@gvrec.org)

### SAMPLE

Club Information	Santa Rita Art League of GVR
Primary Contact	 <b>Primary Contact:</b> Cynthia Haase
Secondary Contact	<b>Secondary Contact:</b> Sonya Edwards, 1st Vice President
Email	<b>Email:</b> <a href="mailto:sralcommunications@gmail.com">sralcommunications@gmail.com</a>
Club Website	<b>Club Website:</b> <a href="http://SantaRitaArt.org">SantaRitaArt.org</a>
Purpose	<b>Purpose:</b> Promote an awareness, appreciation and development of talent in various forms of visual fine art in Green Valley.
Membership	<b>Membership:</b> Ranges from interested beginners to nationally recognized professional artists. Approximately 225 members. GVR membership required.
Location	<b>Location:</b> 921 W. Via Rio Fuerte ( <b>Santa Rita Springs Center</b> )
Hours	<b>Hours:</b> 7 days/week, 10am-2pm
Activities	<b>Activities:</b> SRAL offers a fully equipped professional studio, as well as a library of art videos and books, for member use. Activities and events include monthly meetings featuring in-depth demonstrations and programs by proficient artists, educational movies and discussions, open and juried exhibitions, free and fee-based art workshops, various special interest groups including portraiture, live drawing, still life, plein air, abstract, pastel, design study, mixed media and collage, and printing.
Annual Dues	<b>Annual Dues:</b> \$35.00
Mailing Address	<b>Mailing Address:</b> PO Box 264, Green Valley, AZ 85622

### FRIDAY eBLAST

- **Deadline** Wednesdays by 4pm, email [hotline@gvrec.org](mailto:hotline@gvrec.org)
- **Run time**
  - o Event postings – 2 eblasts prior to your scheduled event
  - o General promotions - up to 2x per quarter
- **Length**
  - o Max 100 words, staff will edit if needed
- **Events**
  - o Added to GVR calendar; also GVRNow calendar if space is available
  - o Exhibits provided by Reservation staff and published on calendar and in eBlast

- **eblast Notes**

- Event postings take priority; during season, general promotions are limited
- Posters and longer announcements should be posted on the club's website and a link provided in the notice submitted for GVR's eblast
- Events qualify if they have attendance availability greater than 25 participants

**GVRNow! NEWSLETTER – ONLINE & PRINTED COPIES**

Update contact information due: 1<sup>st</sup> week of each month for next month's issue

**GVR CENTER BULLETIN BOARDS – CLUB FLYERS**

Email proof to Club Liaison [kathye@gvrec.org](mailto:kathye@gvrec.org)

**S A M P L E**

(Portrait layout)



**GVR TABLE TENNIS CLUB**  
Monday – Wednesday – Friday  
8am - 12pm



GVR West Center

- > From Beginners to Advanced, there's a partner for you!
- > 8 Excellent Tables!
- > Robotic Ball Server for Practice
- > Good Exercise - Good for Eye-Hand Coordination

*For more information, DROP IN in on any of the play days*

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## FORMATTING GUIDELINES

- Half page 8½ x 11 white paper, 2-up
- GVR name to appear beside club name or GVR logo required (to resize drag from corners so it does not become distorted). The sample above illustrates the use of both which is optional but not necessary.
- Fonts
  - o Headline/Title: Georgia 16pt recommended
  - o Body: Verdana 12pt recommended
- High-resolution photo or graphic image recommended
- Once approved, provide 22 printed copies for GVR bulletin boards at least 2 weeks in advance of event to Club Liaison, GVR Administrative Office



## DIGITAL BULLETIN BOARDS

Five major centers have digital bulletin boards in the lobby or fitness center: Canoa Hills, Canoa Ranch, Desert Hills, East Center, Las Campanas and West Center.

Clubs are welcome to create and submit their own art (1280x720px in a jpg or png file) OR to submit their flyer to communications staff who will create a bulletin slide with appropriate graphics.

Digital bulletins run for:

- o Two weeks for scheduled events (slide will appear multiple times each day)
- o Up to one month (slide will appear multiple times, three days per week)

## NEWSPAPERS & LOCAL PRESS

Email GVR Chief Operations Officer [nataliew@gvrec.org](mailto:nataliew@gvrec.org)

Your club is welcome to submit articles or press releases to the local news or to invite a journalist to cover a story. Please notify the GVR Communications Manager, Natalie Whitman, several working days in advance of any on-site press visit that is planned.

## FACEBOOK

If your club has a Facebook page, you can create an event and tag “@GreenValleyRecreation” in the text. That will send GVR Communications Manager an alert that you have published an event and it will be shared to GVR’s followers.

- o Click [HERE](#) for step-by-step instructions on creating Facebook events.



# **CORPORATE POLICY MANUAL**

**Version 2022.04**

November 16, 2022

# **PART 6: GVR PROGRAMS AND CLUBS**

Approved March 4, 2022 except as amended

## **SECTION 1 - GVR PROGRAMS**

### **6.1.1 Objective**

The objective is to provide recreation, social, and leisure education opportunities that enhance the quality of our members' lives.

### **6.1.2 Acceptance of Grant Funding**

GVR is permitted, by policy, to solicit grant funding to subsidize operational expenses related to special events and cultural programs. It is acknowledged that accepting grants from publicly supported funding agencies may dictate that these programs be open to the public. The fact that grant monies may have been received shall not interfere with GVR's ability to provide advertised services to its members, as prescribed by governing directives. GVR shall retain final approval of specific programs supported by grants.

### **6.1.3 GVR Activities Open to the General Public**

- A. Activities available to non-members, for a fee, e.g., concerts, plays, and classes.
- B. Activities which are funded or partially funded by public agencies, e.g., U. S. Service Bands, Senior Olympics, Arizona Commission on the Arts programs.
- C. Special events approved by the CEO, e.g., Craft Fairs, Town Halls.
- D. Any group renting a GVR facility may invite the general public.

### **6.1.4 General Public Ticket Surcharges**

A surcharge shall be added to tickets for GVR public events sold to non-GVR members which may be waived by the CEO if there is a co-sponsor.

### **6.1.5 GVR as Ticket Outlet for Non-GVR Sponsored Programs**

- A. GVR may act as a ticket outlet for organizations located outside Green Valley and community organizations within Green Valley.
- B. Tickets shall be sold to both GVR and non-GVR members and ticket prices must include a discount for GVR Members.

## **SECTION 2 - GVR CLUBS**

### **6.2.1 Organization (updated 6/23/2021)**

- A. Any group with thirty-five (35) or more GVR Members, interested in pursuing a particular field of interest, consistent with the mission of GVR, may join together and form a GVR Club, as long as a similar club doesn't already exist within GVR.
- B. All members of a group requesting "Club Status" must be members of GVR.
- C. The group may formally request that the Board grant them GVR "Club

Status," which entitles the group to a scheduling priority for reserving GVR facilities on an annual basis.

- D. A club application, available online and at the Administrative Offices, must be submitted to the GVR Club Liaison.
- E. The Club Liaison shall review the completed application and submit a written recommendation to the CEO or designee.
- F. If the CEO agrees that the club request is in order, a copy of the club's information is given to the BAC Chairperson, for inclusion in the next scheduled Committee meeting, agenda permitting.
- G. Representatives of the prospective club shall be invited to the Committee meeting to speak on behalf of the club.
- H. If the BAC approves the prospective club for recommendation to the Board, representatives from the club shall be invited to attend the next meeting of the Board to speak on behalf of the club.
- I. If the Board approves the request for club status, the Club Liaison will notify the Club President.
- J. If a prospective club request is denied the CEO shall notify the Club Representative in writing.
- K. The newly established club will operate independently of GVR but will be required to follow all rules and guidelines set forth by the Board.
- L. The Club Liaison will retain a club file in his/her office.

### **6.2.2 Membership/Guests/Monitoring (updated 8/29/2017)**

- A. Club membership shall be open to all GVR Members and they shall be entitled to participate in any meeting or activity. Clubs may not grant honorary membership, or their equivalent, to anyone who is not a GVR Member. Any GVR Member who is refused admission to a club shall notify the Club Liaison at once. All Club Officers shall be club members.
- B. Clubs may establish prerequisites for joining their activity such as training or an orientation.
- C. Clubs that fail to maintain at least twenty-five (25) active members jeopardize their "Club Status." If a club's membership falls below 25, the Club Liaison will contact the Club President and offer suggestions on ways to increase membership. If efforts to increase membership are not successful, the Club Liaison will advise the CEO. If necessary, the CEO will bring the issue to the BAC, who shall make a recommendation to the Board as to whether Club Status should be revoked.
- D. If it is determined by the Club Liaison that there is a fifty-percent (50%) or more crossover in activities and/or interests in two or more clubs of the same type, those clubs may be consolidated.
- E. Clubs may not affiliate with any national, state, or regional organization that requires GVR members to join its external organization. Optional membership in such organizations is allowed.
- F. Clubs may grant guest privileges, at their discretion, to guests of GVR Members and, if authorized by the Board, other non-GVR members upon payment of a guest fee to GVR.
- G. GVR Clubs shall establish an effective monitoring system to ensure that only GVR Members and eligible guests attend meetings and activities of the club.
- H. GVR Clubs that present performances to the membership and general



public will be permitted to use non-GVR individuals in performing or production roles under the following circumstances:

1. Club members with the necessary qualifications are not available.
  2. Approval must be obtained from the GVR Club Liaison on a case-by-case basis.
  3. Each non-GVR individual must sign an agreement acknowledging that he/she will not be covered by GVR Corporate Worker's Compensation nor listed as an additional insured in any GVR commercial insurance policy.
  4. The agreement will note the terms and conditions of their involvement in the production and will not last beyond the specified performance(s).
  5. Should the individual be a minor, then the parent/guardian must sign the agreement on his/her behalf.
  6. GVR will permit student participation in a production with the acknowledgment and sponsorship of the student's school administration.
- I. GVR teams participating in competitive events must be comprised solely of GVR Members.
- J. The non-GVR guest policy for competition or participation in clubs is as follows:
1. GVR Clubs may host competitive events and allow non-GVR members or guests to participate. The club must notify GVR's Club Liaison prior to the scheduled event. Documentation outlining the nature of the competition(s) will be required for each event. Non-GVR members or guests are only authorized to use GVR facilities associated with the event, including warm-ups/practice time.
  2. League play may occur if there is a reciprocal agreement to play at each other's facilities.
  3. Outside of league play, Clubs may grant participation to guests at their discretion, as long as those individuals are eligible guests as defined in Part 1 Section 2: 1.2.2.
- K. Non-GVR Member Club Participant Policy:
1. Clubs listed as Social or Dance Clubs on GVR's website may allow non-GVR members to attend their events.
  2. Non-members must sign a waiver.
  3. Non-members will pay a fee established by the Board.
  4. Clubs will remit fee and record of attendance to GVR Club Liaison.
  5. Clubs may apply for a waiver of fees annually. The BAC will review applications to determine if fees are a hardship to the club and make a recommendation to the Board. Clubs will be notified of the Board's decision.

### **6.2.3 Insurance**

- A. GVR maintains general liability insurance for all of its facilities.
- B. GVR's Directors and Officers (D&O) insurance does not cover Clubs' Directors and Officers. Clubs desiring this coverage need to contact a commercial insurance broker and if purchased, a copy of the binder *shall* be provided to the GVR Club Liaison.
- C. When a club holds an Arts and Crafts Fair, festival, or any large event

open to the general public, commercial vendors must list GVR as an Additional Insured when completing the application for the Special Events Liability insurance policy.

- D. GVR is responsible for insurance coverage and personal property taxes on GVR-owned property only. It shall be the responsibility of each club to obtain necessary insurance on any equipment not owned by GVR, but located on GVR property, e.g., music instruments, computers, radios.

#### **6.2.4 Financial and Tax Requirements**

- A. GVR Clubs shall operate under a non-profit status consistent with IRS Tax Code 501(c)(4).
- B. Each club must obtain an IRS Employer Identification Number (EIN) and provide that number to the Club Liaison.
- C. GVR Clubs are responsible for any local, state, or federal taxes incurred as a result of club activities.
- D. Clubs shall maintain a simple bookkeeping system, recording all income, source(s) of income, and expenditures. Clubs shall submit a financial report to GVR's CFO by February 1 of each year.
- E. All GVR Clubs shall file appropriate tax documents and provide a copy to the GVR Club Liaison.

#### **6.2.5 Sales Tax**

- A. Because of GVR's 501(c)(4) non-profit status, hobby shops must collect sales tax on items sold from their studios, including supplies purchased by club members.
- B. If a club intends to routinely sell items or be a retail market, a Business License must be obtained and sales tax must be applied to all transactions. Clubs who do not obtain a Business License may not display "for sale" items in GVR display cases.
- C. Clubs that engage in retail sales are required to comply with all state and federal regulations, including the filing of required tax documents.
- D. Clubs may display "for donation" items in a GVR window or display case. Clubs may not set a firm donation amount, but may post a "suggested donation" sign.
- E. When a club displays items with only a contact name and telephone number, sales must be conducted off GVR property. A club member's transaction outside GVR facilities is a personal tax liability of the member and not the responsibility of the Club or GVR Corporation.
- F. Sales tax is not applicable to services (such as glazing or firing), but the payment for the service must be reported as income on the club's year-end financial report to both state and federal agencies.
- G. If a club purchases a product(s) from a vendor for resale to its members, the club will need to obtain a Business License from Pima County. Once that is completed and the club places an order for a product(s) from a vendor, they will file a 5000A (Arizona Resale Certificate) with that vendor and will not pay any state sales tax for the products. When the club sells that product(s) to its members, the club member will be charged the appropriate sales tax at that time. The club must then register with the Arizona Department of Revenue and file monthly or quarterly reports as required.

- H. It is the responsibility of each individual artist to secure an Arizona Transaction Privilege Tax License to sell products.

### **6.2.6 Facilities**

- A. Requests for dedicated space shall be evaluated on a case-by-case basis. The cost of any modification or expansion of facilities may be shared if mutually agreed upon. Any such expansion or modification shall become the property of GVR.
- B. Clubs that don't routinely utilize at least 50% of their dedicated space may be reassigned to a more appropriately sized facility.
- C. Clubs with dedicated space are required to use their dedicated space for meetings and events. Exceptions will be made for special events that cannot be accommodated in a club dedicated space.
- D. GVR CEO has the authority to make exceptions and changes to the Reservations Policy as needed to accommodate special circumstances.
- E. Reservation requests are subject to review on an annual basis. The availability of facilities is not guaranteed each year. Reservations are based on the number of requests for available space.

### **6.2.7 Clubs and Class Offerings**

- A. Clubs are welcomed to provide instructional classes for club members and/or all GVR Members. Due to Internal Revenue Guidelines for Independent Contractors working with or through GVR, Workers Compensation and General Liability issues, GVR has the following policies:
  - 1. All club classes must be offered through GVR's Instructional Class Program. Clubs must contact the Recreation Services Director for complete procedure information, submit a class proposal, and/or be informed of exceptions to this policy.
  - 2. Instructors will be required to complete a W-9 and/or other necessary documents prior to their start date.
  - 3. GVR may require instructors of high-risk classes, e.g., tennis, pickleball, swimming, to obtain an additional one-million-dollar liability policy.
  - 4. The class fee is split between GVR and the Class Instructor.
  - 5. GVR will work with individual clubs to schedule and promote their classes. GVR can also provide administrative support, when needed, e.g., contacting registrants, distributing supply lists, providing class lists.
  - 6. All clubs must be in compliance with these policies. If a club holds a class in a GVR facility without going through the proper channels, they are in direct competition with the GVR Instructional Class Program. Such an action can lead to club suspension and/or GVR membership suspension.
  - 7. Classes or workshops that are offered free of charge to club members (or to all GVR Members), may not be subject to these guidelines. We encourage the Club Representative to contact the GVR Recreation Program Coordinator to review the specific requirements under those circumstances.

### **6.2.8 Club Reporting and Records Management**

- A. All GVR Clubs are required to sign and submit an Annual Club Agreement which outlines the club's responsibilities to GVR and what they can expect from GVR in return. If a club refuses to sign or does not fulfill their requirements, GVR may require the club to meet with the BAC for review.
- B. All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three years. Club records are kept for the prescribed period of time in accordance with administrative policies for record retention.

### **6.2.9 Club Bylaws**

Club Bylaws are the governing documents for the club. It is important that they be kept up-to-date and current with the club's activity. Club Bylaws shall be resubmitted to GVR no less than every five years, or earlier if amended.

### **6.2.10 Member Code of Conduct**

- A. Clubs within GVR are often faced with internal conflicts between club members or behavioral issues. GVR staff does not resolve conflicts between individual club members nor do they get involved with internal policies written and enforced by the clubs.
- B. There are various ways in which clubs can handle member complaints and conduct issues. Two suggestions are as follows:
  - 1. Three Strike Rule
    - a. Strike One: If a Club Member begins to be disruptive or abusive, a Club Officer or designee should take the individual aside and talk to them privately. Let them know that their behavior will not be tolerated and if it does not stop, they will be asked to leave. Documentation must be kept on file in all instances, in case you need to refer back to a particular incident.
    - b. Strike Two: If the individual continues to be disruptive or abusive, the Club President or designee will write a letter to the individual restating GVR policy and possible consequences. A copy of the letter must be provided to GVR's Club Liaison.
    - c. Strike Three: If the behavior has not been corrected, the Club's Board has the authority to remove the individual from their membership. A removal letter must be provided to the member and GVR's Club Liaison. Every opportunity to correct a problem should be given to the club member before dismissal from the club. If personality conflicts between members are the problem, they would also be handled as stated above. An equal and fair opportunity should be given to all parties involved.
  - 2. Peer Committees

It may be beneficial for clubs to appoint Peer Committees to serve as mediators when a conflict arises within a club. Their basic function is to investigate and listen to all sides of the story and arrive at a resolution. If a resolution cannot be agreed upon, the matter would go to the Club's Board to handle. At all times, GVR must be kept informed of any conflicts and their outcome.

### **6.2.11 Dissolution of a Club**

- A. Should a club choose to dissolve, they must notify the GVR Club Liaison. The CEO will authorize the formal dissolution of the club after the payment of all bills.
- B. In the event of dissolution of a club, club property remains the property of GVR.

## **SECTION 3 - HOBBY SHOPS AND STUDIO CLUBS**

### **6.3.1 Basic Services**

- A. Arts and crafts facilities are intended for the member's pursuit of hobbies. GVR prohibits the commercial use of its arts and crafts facilities. Mass production of articles to be sold for private gain is prohibited.
- B. If determined to be in the best interest of the membership as a whole, GVR may underwrite basic services of the clubs which include:
  - 1. Facilities
  - 2. Utilities
  - 3. Custodial and maintenance service
  - 4. Counseling and administrative support
  - 5. Fixtures (multi-use tables, chairs, amplifier systems, chalkboards), and
  - 6. Initial equipment basic to the activity.
- C. Hobby shops and studios must be self-supporting through dues, class fees and other miscellaneous revenues. Income derived from studio users and hobby shops shall be used to offset both consumable supply expenses and instructor salaries.

### **6.3.2 Equipment**

- A. Equipment belongs to GVR, whether it is the original equipment, replacement of original equipment, or additional equipment subsequently purchased by the club. Equipment includes, but is not limited to, machines, computers, furniture, machine tools, building fixtures, building improvements, carpeting, and kilns.
- B. The replacement and/or repair of hobby equipment located in the hobby shops is the responsibility of the club.
- C. GVR is responsible for building maintenance (i.e., plumbing, electrical, roof leaks, etc.) within the dedicated club space.
- D. Consumable supplies and operational expenses incurred because of the nature of the activity performed shall be the sole responsibility of the GVR Club.
- E. Additional equipment acquisitions, both capital and operational, which serve to enhance or expand the capabilities or service of the hobby shop, shall be considered improvements and are the sole financial responsibility of the club. Such additional equipment acquisitions shall become the property of GVR.
- F. Club-utilized equipment may be sold or traded by the club provided that:
  - 1. Property traded for shall be utilized by the club;
  - 2. Proceeds from sales shall be utilized for the procurement of

- property for club use; and
3. Approval shall be obtained from the Chief Executive officer or his/her designee.

### **6.3.3 Members' Use of Hobby Shops**

- A. Members who supervise the hobby shops shall pay annual dues to their club in lieu of a usage charge. Some hobby shops allow usage by guests and a small fee may apply. Please check individual Club's Bylaws for their policy on this issue. This fee, and the dues and income of the club, are expected to provide funds for the purchase and replacement of equipment and for the maintenance and upkeep of equipment.
- B. It is the intent of GVR that dedicated club spaces not be overly unfairly utilized by members mass producing items for resale. While a tax number constitutes commercial intent, not all members making items for sale create a burden on a dedicated space's facilities. If, in the eyes of fellow club members, a member with a tax number is overburdening the facility (storage space, access to equipment, etc.), the Club's Board must take appropriate steps to resolve the issue. If the Club's Board fails to act in an appropriate or timely manner, GVR's Club Liaison will resolve the dispute.

### **6.3.4 Merchandise/Product Sales**

- A. GVR recognizes that finished craft pieces are sold through display cases in hobby shops. Because of the organization's non-profit private club status, sales may only be made to GVR Members or their guests with appropriate GVR identification.
- B. Purchases from prospective GVR Members, accompanied by a local realtor, are acceptable, as long as the realtor is a GVR Member.
- C. Arts and Craft Fairs are exempt from the member/guest only sales restriction because the IRS considers such events as occasional and incidental sales activity.
- D. Materials sold through the hobby shops for the production of crafts may only be sold to Club Members.



Office use only  
 \_\_\_ Reservations  
 \_\_\_ Website  
 \_\_\_ Master

## 2023 GVR CLUB OFFICERS' INFORMATION

This *fillable form* must be submitted to GVR Club Liaison by February 1<sup>st</sup>

If a change of Officers occurs during the year, immediately submit an updated form to  
 GVR Club Liaison, Kathy Edwards – [kathye@gvrec.org](mailto:kathye@gvrec.org), (520) 495-5843

GVR CLUB NAME: \_\_\_\_\_ # OF CLUB MEMBERS \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Officer	GVR #	Name	Address/Zip Code	Phone Number and Email address
President				
Vice President				
Secretary				
Treasurer				
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts

Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Annual Dues \$ \_\_\_\_\_

3. Date of Club Bylaws \_\_\_\_\_

The GVR website has an informational listing for each GVR Club. Please update the following information for your Club. With respect to privacy, have each contact sign below.

4. **Please list the contacts for this Club to be displayed on the GVR website.**

*Each Club has established a club email address that is monitored by club member(s).*

\*Primary Contact \_\_\_\_\_ Phone (opt.) \_\_\_\_\_

\*Secondary Contact \_\_\_\_\_ Phone (opt.) \_\_\_\_\_

\*Club Website \_\_\_\_\_ Club Email \_\_\_\_\_

5. **REQUIRED** - Updates to GVR Website

*Review club listing on [gvrec.org](http://gvrec.org) – Recreation – Clubs. Attach additional sheet if necessary.*

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\*By signing this document I give my permission to GVR to post the information on the Website as indicated in Item (5) above.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **GVR CLUB PRESIDENT ORIENTATION**

### **“Passing the Torch”**

When new Club Officers are elected, the Club President coordinates with the GVR Club Liaison for assistance with facility work orders, club paperwork and general club requests.

A special thanks to existing Club Presidents for submitting their recommendations below to assist new Club Presidents with making the transition.

#### **GVR WEBSITE – PLEASE READ THE FOLLOWING**

- [GVR Home Page](#) – most recent information (gvrec.org)
- Recreation Tab
  - Clubs – Alphabetical List; clubs by category < **your club listing is here**
  - Policies, Documents, Insurance Forms, Travel Waivers
- GVR Centers
  - GVR Facility Addresses and Information
  - Facilities & Amenities
- Governance – Governing Documents & Reports
  - GVR Bylaws
  - GVR Corporate Policy Manual (CPM), in particular Section VIII Clubs
  - GVR Meeting Calendar, Board & Committee information
- News and Info
  - GVRNow! Newsletter Archive
  - Eblast Archive
  - Facilities Updates

#### **NEW GVR CLUB OFFICERS – SUBMIT UPDATED FORM**

- When there is a change in officers during the year, immediately submit the GVR Club Officers’ Information form located on the website under Club Documents

#### **CLUB RECORDS – LOCATE AND REVIEW**

- Club Bylaws & Operating Rules, Code of Conduct
- Meetings Minutes, Committees, Meeting Room Reservations
- Budget, Bookkeeping, Tax Forms, Attendance Reports, Keys, Passwords
- GVR Annual Reports: Annual Agreement, Membership Rosters, Financials, Insurance, Inventory due in February each year
- Club Website – review your club website for updates

#### **CLUB GRIEVANCE POLICY**

- This policy provides guidance to address complaints and resolve conflicts within the club which applies to all club members. It is posted on the website in the Club Documents under Grievance Policy and Incident Report.



## PROCEDURE

### Revising GVR Club Bylaws

Review your Club Bylaws at least once each year – they are your governing documents.

- \_\_\_ 1. Club Board of Directors suggests changes.
- \_\_\_ 2. Club President submits revisions to GVR Club Liaison for review and approval.  
(using most recently signed Club Bylaws, submit redlined copy showing revisions)
- \_\_\_ 3. Club Liaison forwards both documents to Chief Operations Officer for approval.
- \_\_\_ 4. Club Liaison forwards approval to Club President.
- \_\_\_ 5. Club members vote on proposed changes.
- \_\_\_ 6. Club President submits signed Bylaws to Club Liaison.
- \_\_\_ 7. Club Liaison submits new Bylaws to for CEO for signature.
- \_\_\_ 8. GVR CEO signs Bylaws.
- \_\_\_ 9. Club Liaison provides fully executed copy to Club President and retains original in Club File.
- \_\_\_ 10. Club President distributes a copy to all members.



## Club Records Retention

RECORDS	Retention (Yrs.)	Remarks
<b>Financial and Administrative Records</b> <ul style="list-style-type: none"><li>• Annual financial statements and/or reports</li><li>• Operating leases</li><li>• Inventories</li><li>• Correspondence</li></ul>	4	After fiscal year created
<b>Accounts Payable, Receivables, Bank Records, Tax Records and Insurance Records</b> <ul style="list-style-type: none"><li>• Ledgers</li><li>• Invoices and receipts</li><li>• Credit card authorizations</li><li>• Bank statements, reconciliations and deposits</li><li>• 1099's, e-postcard filings, Form 990</li><li>• Accident reports</li><li>• Safety reports</li></ul>	4-7	After fiscal year created
<b>Corporate/Organizational Records</b> <ul style="list-style-type: none"><li>• Articles of incorporation, by-laws</li><li>• IRS determination letter</li><li>• Annual list of club officers</li></ul>	Permanent	Preserve ARS 39-101



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# GVR CLUB GRIEVANCE POLICY

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## **Purpose**

The grievance policy explains how GVR club members can voice their complaints in a constructive way.

## **Scope**

This policy refers to everyone in your club regardless of position or status.

## **Guidelines**

All GVR Clubs are governed by the Corporate Policies Manual (CPM) which is posted on the GVR website. In addition, GVR clubs also have bylaws and policies that are available from each club.

## **CPM PART 6: GVR PROGRAMS AND CLUBS**

### 6.2.10 Member Code of Conduct

- A. Clubs within GVR are often faced with internal conflicts between club members or behavioral issues. GVR staff does not resolve conflicts between individual club members nor do they get involved with internal policies written and enforced by the clubs.
- B. There are various ways in which clubs can handle member complaints and conduct issues. Two suggestions are as follows:
  1. Three Strike Rule
    - a. Strike One: If a Club Member begins to be disruptive or abusive, a Club Officer or designee should take the individual aside and talk to them privately. Let them know that their behavior will not be tolerated and if it does not stop, they will be asked to leave. Documentation must be kept on file in all instances, in case you need to refer back to a particular incident.
    - b. Strike Two: If the individual continues to be disruptive or abusive, the Club President or designee will write a letter to the individual restating GVR policy and possible consequences. A copy of the letter must be provided to GVR's Club Liaison.
    - c. Strike Three: If the behavior has not been corrected, the Club's Board has the authority to remove the individual from their membership. A removal letter must be provided to the member and GVR's Club Liaison. Every opportunity to correct a problem should be given to the club member before dismissal from the club. If personality conflicts between members are the problem, they would also be handled as stated above. An equal and fair opportunity should be given to all parties involved.
  2. Peer Committees  
It may be beneficial for clubs to appoint Peer Committees to serve as mediators when a conflict arises within a club. Their basic function is



to investigate and listen to all sides of the story and arrive at a resolution. If a resolution cannot be agreed upon, the matter would go to the Club's Board to handle. At all times, GVR must be kept informed of any conflicts and their outcome.

GVR's main responsibility to all clubs is to support their club activities. However, if a theft of property, immoral conduct, violence or a violation of the GVR Code of Conduct occurs, GVR staff will investigate the situation until the matter is resolved. If any incidents occur, an incident report shall be completed within 24 hours and submitted to GVR's Club Liaison.

A copy of GVR's Code of Conduct is displayed in all facilities and printed on the back of each member's photo ID card. It states that all users of GVR facilities are required to comply with published rules and regulations. All users are expected to show common courtesy to employees, directors, volunteers and other members and guests. All users shall refrain from using offensive language and participating in offensive behavior; such actions shall not be tolerated. Members are responsible for the conduct of their guests. Any violation of GVR's Code of Conduct may result in a member having their rights and privileges suspended.

2. A club consists of members who appoint a Board of Directors made up of club members to handle the affairs of the club. When the Board of Directors of a club is faced with taking action against a club member, it is the responsibility of the entire Board, not just one or two individuals of the Board. Proper documentation of a situation must be kept before any action can be taken against a club member. GVR must always be kept informed of such situations so that GVR's records can be documented, as well. A change in a member's behavior should not be taken lightly.



# GVR CLUB INCIDENT REPORT

- fillable form -

Date: \_\_\_\_\_ Time: \_\_\_\_\_

GVR Club Name: \_\_\_\_\_

Reported by: \_\_\_\_\_ GVR Number: \_\_\_\_\_

GVR Center: \_\_\_\_\_

Specific Location: (workshop, court , pool, room, etc.): \_\_\_\_\_

Name(s) of Club Member(s) Involved	Phone Number	GVR Number
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Witnesses	Phone Number	GVR Number
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Describe Incident in Detail (attach additional sheets if necessary):

.....  
GVR Club President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GVR Club Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to Club Peer Committee (name): \_\_\_\_\_ Date: \_\_\_\_\_

Copy received by Club Liaison: \_\_\_\_\_ Date: \_\_\_\_\_