



## Sanctioned Club & Interest Group Guidelines

*Thank you for your interest in starting a Sanctioned Club or Interest Group within our community. Please review these guidelines designed to help us develop a wide array of successful sanctioned Clubs and Interest Groups.*

### STEPS TO STARTING A CLUB OR INTEREST GROUP:

1. Review these guidelines and ask us any questions that you may have.
2. Complete and submit a Sanctioned Club or Interest Group Application.
3. Complete and submit a Club/Interest Group Event Request Form & Waiver to request meeting time and space.
4. Complete and submit a Sanctioned Club or Interest Group Roster which needs to include the leader and nine initial members.
5. Applications are reviewed by the Lifestyle Office and submitted to the HOA board for approval. Once reviewed and approved, a meeting will be established with the Club or Interest Group Leader and the Lifestyle Director to discuss the application and/or begin the development process.

### GUIDELINES

*All policies and guidelines are subject to change. Should a situation or issue arise that is not covered by the Club and Interest Group Guidelines, the Lifestyle Office and HOA will handle as they see fit.*

### Club & Interest Group Purpose

- The purpose of a Sanctioned Club/Interest Group is to bring together residents with a common interest or talent in an organized manner to enhance the lifestyle opportunities available to residents of the community.
- Clubs/Interest Groups shall operate to enhance the lifestyle experience of Del Webb Bexley by avoiding unnecessary conflict and divisiveness in their operations and goals.
- **Clubs** can be recreational, educational, cultural and/or charitable in nature.
- **Clubs** are not permitted to be condition on race, religion, national heritage, color or ethnic culture.
- **Interest Groups** may be political or religious in nature, but they require approval by the HOA.

- All Del Webb Bexley Clubs & Interest Groups shall be open to any resident who wishes to attend the general meetings and events or become a member of the Club. However, this shall not preclude the formation of gender-specific Clubs such as a women's Club or men's discussion group or their opposite gender counterparts.
- Rules applying to the formation of clubs and groups may be modified at the discretion of the Lifestyle Director (LD), Community Manager (CM), and/or board of Directors (BOD). Notification of any changes will be provided within 15 days to club/group leader or President.
- All incidents or accidents occurring on Association property (whether requiring medical attention or not) will be immediately reported to the LD or CM.

### **DEFINITIONS**

• **SANCTIONED CLUB:** Any group of Association members who are Interested In pursuing a specific hobby, recreational, social or cultural Interest, subject to the policies and procedures outlined within the Del Webb Sanctioned Club Operating Manual or as otherwise approved by the HOA Board. Sanctioned clubs are not granted to groups that require, as a precondition for club membership, subsequent membership In affiliated national, state, or regional organizations. Any affiliation must be optional on the part of the Individual member. Additionally, sanctioned clubs will not be approved for any group that sets a restrictive precondition for membership. Membership must be open to all bona fide members of the Association without discrimination as to race, religion, color, ethnic culture, or national heritage. Segregated activities for male and female members may be established if desired by both genders, and each gender has the same opportunity to pursue common interests; e.g., men's and ladies social clubs, men's and ladies golf clubs. Sanctioned Clubs should be complimentary to the Association's programs. Proper coordination between the Association and prospective clubs is necessary to ensure that the Intent for club has been satisfied, and that Association space is both adequate and available to support the intended club function. Benefits of Sanctioned club include reserved facility space for club activities, Insurance coverage and administrative support through the HOA. As a component of the Club application process, and to protect the Interests of the community at large, groups are required to demonstrate that appropriate cash controls, safety procedures and methods to fairly administer group activities are in place.

**INTEREST GROUPS & COMMUNITY SERVICE ORGANIZATIONS:** Any group of Association members who are Interested In pursuing activities that benefit various religious, community service or political interests but do not satisfy the Intent for a sanctioned club. In these Instances, the Association will attempt to provide requested facility space to assist in start-up activities. Space may be provided on a first-come, first-serve basis, but It will not be allocated to preempt or disrupt an Association sponsored activity. When space Is dedicated for use by an Interest Group or Community Service Organization, a predetermined rental fee is typically charged. To assist the group in their start-up effort, however, fees are Initially waived for a period of 6 months and also discounted over any regular rental rates subsequent to that time. In all cases, the Association reserves the right to disapprove requests for community service and interest group space, or curtail a previous authorization, if the needs of the general membership warrant.

## INTEREST GROUP VERSUS SANCTIONED CLUBS

SANCTIONED CLUB	INTEREST GROUP
Comprised of any group of Del Webb residents that share a common Interest in a hobby, social or recreational activity and that has met Board approved criteria for a sanctioned club.	Comprised of any group of Del Webb residents that have not yet been approved for formal sanctioned club or that do not meet the criteria to become a sanctioned club. This typically includes groups that cater to political or religious interests .
Membership is open to all bona fide members of the HOA without discrimination as to race, religion, color, ethnic culture or national heritage.	Membership is open to all bona fide members of the HOA without discrimination as to race, religion, color, ethnic culture or national heritage.
First priority for room reservations	Secondary priority for room reservations
Dedicated meeting room space is made available and reserved by the HOA for the club to host a regular schedule of club activities.	Meeting room space may be provided on a first-come, first-serve basis but It will not be allocated to disrupt or pre-empt an HOA sponsored activity or sanctioned club program.
Special Events can be scheduled up to 4 months in advance.	Not entitled to special events outside regular meetings.
Communication assistance from the LD for flyers and emails, newsletter ads and lobby TV display (Clubs responsible for creation of flyers)	Initial 6 months communication assistance by the LD. After that the LD can no longer assist. (Time period subject to change at the LD/CM/BOD distinction based on demand.)
Formal extension of the Association: -Covered by Association's Insurance policy -Association provides HOA administrative support	Recognized but not sponsored by the Association: -Limited coverage under Association's insurance policy - Limited HOA administrative support

### Club & Interest Group Qualifications

- All Interest Groups receive limited Sanctioned Club benefits for the first 6 months to help them get started.
- If an Interest Group meets any two of following qualifications, then they must become a sanction club:
  - Meeting on a regular basis
  - Collection of monies and or dues
  - Have more than 20 active members
- Sanctioned clubs and interest groups will not be approved for any group that sets a restrictive precondition for membership. Membership must be open to all Del Webb Bexley residents without discrimination as to race, religion, color, entice culture, national heritage or physical capabilities.

Note: Segregated activities for male and female members may be established if desired by both genders, and each gender has the same opportunity to pursue common interests.

- To allow for leadership and operational stability, sanctioned clubs will elect an executive BOD comprised of (at a minimum) three leaders per sanctioned club, i.e., President, Vice-President, and Secretary or two Co-chairs and a Treasurer. If the club anticipates dues or other financial considerations, a Treasurer must be appointed (Note: If desired, clubs may combine the position of Secretary and Treasurer). As new officers are elected annually, clubs will complete a new "Club Officers" form and email it to the Lifestyle Director within 30 days following the annual election.
- Individuals wishing to start a Club/Interest Group must complete an application, which must be approved by the Lifestyle Office, prior to starting the Club or Interest Group.
- All Del Webb Bexley Clubs/Interest Groups must have a Mission Statement & Purpose, which is to be submitted to the Lifestyle Director or Assistant Lifestyle Director along with application to form/maintain a new Club or Interest Group. Mission Statements must be on file in the Office of the Lifestyle Director. This statement will be used in the community newsletter.
- Clubs and Interest Groups must have a designated leader. Leaders must provide a phone number and email address that can be published in the newsletter and in other publications.
- Clubs and Interest Groups must have at least ten members. All clubs must update their club roster with the Lifestyle Director in January, May and September.
- If an Interest Group meets any two of the following qualifications, then they must become a sanctioned club.
  - Meeting on a regular basis
  - Collection of monies and or dues
  - Have more than 20 active members
- Clubs and Interest Groups may not limit the number of residents permitted to join.
- Clubs and Interest Groups must adhere to all rules and regulations of the HOA and to the facility rules and regulations, hours of operation and policies.
- Clubs and Interest Groups cannot be duplicated in title, function or interest.
- Clubs and Interest Groups must communicate on a timely basis with the Lifestyle Office on updates, activities, events and room reservations.
- Clubs and Interest Groups are responsible for managing their own member communications and may create their own email distribution list for residents that have indicated they wish to receive emails from the Club or Interest Group. The Lifestyle Office will not provide resident information to Clubs or Interest Groups for their own communications.
- The facility, staff and HOA assume no responsibility for accidents, injuries or incidents resulting from participation in the Club or Interest Group. All participants will be required to have a signed facility usage waiver on file prior to participating in the Club or Interest Group.

## **Miscellaneous Rules for Clubs and Interest Groups**

- All individual Club and Interest Group events shall be held during the regular hours of operation for the Clubhouse facility.
- Clubs and Interest Groups are not required to have by-laws and elected officials; however, if they choose to do so, they must provide an updated copy of by-laws and a list of officers to the Lifestyle Office, which must be approved by the HOA. Amendments to bylaws or changes in elected officers or boards must be submitted to the Lifestyle Office within 30 days of the change and approved by the HOA.
- All non-residents are subject to the same criteria for admittance as guests of an individual resident, and it is the responsibility of the individual Club/Interest Group to communicate those requirements to those attending an event, prior to their arrival at the gate. Failure to comply will result in denial of access to the community. There are no exceptions to this policy.
- It is the responsibility of the individual Club or Interest Group to inform all outside guests of the current security policies and procedures for property and clubhouse access. This includes, but is not limited to:
  - a. Providing a valid photo driver's license as identification for all drivers entering the property.
  - b. Instructions for parking.
  - c. Instructions for entering the facilities for the event.
  - d. Arrival of guests before regular business hours (when the doors are locked, and key fobs are inactive) requires prior approval of the Lifestyle Director and an activity representative to greet all attendees at the main entry of their reserved facility to provide access.

## **Club & Interest Group Marketing at the Clubhouse**

- Clubs and Interest Groups can submit one email update per week. Please submit no later than Monday at 5pm to the Lifestyle Director or Assistant Lifestyle Director for the weekly Club and Interest Group update e-mail to the community.
- All Clubs and Interest Groups are required to create and print their own flyers pertaining to club event. When creating the flyer, make sure to provide all significant information, club name, event, time, date, cost, location and contact information.
- All flyers must be pre-approved by the Lifestyles Director before being sent out via email. All flyers must be saved in a JPEG format to be emailed out or put on rotation on the lobby TV.
- Please utilize the above tools for marketing. Do not place flyers on doors, walls, or tables in the Clubhouse.

## • Fundraising, Dues & Financial Management

- Collecting dues is the sole discretion of each Club or Interest Group.
- Clubs and Interest Groups are responsible for their own financial management.
- All Clubs and Interest Groups must be either “non-profit” or “not for profit” and each Club and Interest Group will be individually responsible for maintaining documentation as applicable for the same.
- The facility, staff and HOA assume no responsibility for the fiscal management of the recognized Clubs and Interest Groups.
- Reasonable fees can be charged for events and activities to offset the cost of the event or for fundraising purposes to benefit the Club or Interest Group.
- There will be no soliciting of funds in any Del Webb Bexley facility by any Club/Interest Group except to pay for a specific event, or for a designated charity to which proceeds for an event will be donated. All ticket sales and donation requests must be approved by the Lifestyle Director.
- Charitable organizations may conduct fund-raising on premises if all monies collected go to the charity and to pay for the event. All other regular rules for Clubs and Interest Groups are applicable.

## **Trips Off- Premise Originating from Del Webb Bexley Property**

- Rules for insurance and liability are applicable to all vendors who enter the property during business, including charter buses and guided tour services.
- All group trips/events originating from Del Webb Bexley require approval from the Lifestyle Director, to review insurance/liability compliance as necessary and verify that proper parking procedures are being observed.
- Overnight parking for off-site trips is prohibited.
- It is the responsibility of the Club/Interest Group to inform all trip participants in advance as to proper parking, pick up and drop off procedures for the trip.

## **MEETINGS, RESERVATIONS AND ROOM USAGE**

*Reservation policies are subject to change at any time.*

- All sanctioned clubs and interest groups must submit the Club/Group Event Request for any meeting, event and/or room reservation. All requests must be submitted to Lifestyle Office at least one month in advance.

This includes off site activities which Del Webb is represented in any capacity. The Lifestyle Director and/or Community Manager will review the Club Event Request to ensure there are no conflicts with other group activities or Lifestyle Events and adheres to all Del Webb policies and regulations. Any room requests require lead time to be approved. Please build in time for your submission to be reviewed.

- The club leader is responsible for completing the Club/Group Event Request Form. Changes of the event can only be completed by club leader.
- Please be sure to cancel a room reservation with the Lifestyle Director if the event has been cancelled. Failure to cancel within 24 hours may result in the loss or limitations on future room reservation privileges.
- A social function sponsored by a club/group cannot be for the sole purpose of celebrating an individual's birthday, wedding, anniversary, etc.
- Reservations are not transferable to another club and are not cumulative from year to year.

#### **For Sanctioned Clubs**

- Clubs must meet at least quarterly (every three months) in order to maintain an active Club status.
- Clubs may reserve a space up to once per month for their regular meeting for up to two hours.
- Game, card, craft and sport related Clubs may reserve a space up to once per month for their regular meeting/play for up to two hours.
- Some spaces and common areas are not available for reservations including the pools and pool deck, lobby, bistro, fitness center and movement studio.
- Clubs may reserve space on a recurring basis, not exceeding 12 months. Reservation requests for regular meetings should be given to the Lifestyle Office for the following year by December 1st each year, but not before October 1<sup>st</sup>.
- Clubs may reserve spaces on a recurring basis, not exceeding 12 months. Reservation requests for regular meetings should be given to the Lifestyle Office for the following year by December 1st each year, but not before October 1<sup>st</sup>.
- Reservation request approval will be subject to factors such as the size of the Club making the request, the number of times requested and the number of requests from other Clubs to use the facility involved.
- No Club meeting or event is permitted to be open to or advertised to the general public. Guests of residents may attend within the guest policy laid out by the HOA. No Club may market or advertise their meetings or events in a manner which indicates or implies that tickets for the event will be available at the door to non-residents.

- Reservations for Club's special events (up to two times per year maximum) will be approved pending availability.
- **A Special Event is defined as** any Club meeting/event that includes any one of the following: Charging a fee or selling tickets, having outside entertainment, requiring a unique room setup, serving catered food and/or having a potluck (not including light snacks or beverages at a regular monthly meeting).
- Clubs holding any special event must apply for space at least one month in advance and no more than six months in advance, in order to allow ample time for room preparation, relocation of routine activities and time to do appropriate advertisement of the event.
- Special events can only utilize one room in the Clubhouse and will not affect the daily routine of the Clubhouse. Setup is not permitted in the lobby, bistro, pool deck or any other common area/non-reservable space.
- All vendors hired by Clubs must be approved by the Lifestyle Office and HOA, as well as, provide a Certificate of Insurance and add the HOA as additionally insured.
- Any third-party staffing for events, including, but not limited to pre-event set-up, service during event and post-event clean-up, is subject to the same criteria for licensing and insurance as all outside vendors. There are no exceptions to this policy.
- Vendors brought in during an event must be for informational or entertainment purposes only and is prohibited from soliciting business.
- Any Club that invites a guest speaker/performer must give the Lifestyle Director, in writing, the name, contact information and topic of that speaker before booking said speaker. It will then be the duty of the Lifestyle Director to determine whether that performer/speaker/presentation conflicts with any Del Webb Bexley event. The guest speaker/performer must be approved by the HOA.
- Clubs shall not duplicate other Clubs' events or events sponsored by the Lifestyle Office within six months prior or six months after the same event.
- Any additional equipment needed should be listed on the reservation request form (i.e. projector, DVD player, microphone, etc.)
- It is the responsibility of the Club to ensure that the room(s) or area(s) utilized during an event are returned to the clean, standard condition and floor plan for the room.
- This includes clean up and removal of all items associated with the event, including, but not limited to rental equipment, decorations, table coverings, unused food and/or beverages, paper supplies, all trash and debris.



- The cleaning of all table surfaces and any areas used to facilitate the event must also be properly cleaned and wiped.
- All clean-up is to be completed immediately after the event has concluded and Clubs/Interest Groups are responsible for clean-up of their events.
- For all special events, a Room Inspection Check List must be completed after every event by an authorized member of the Del Webb Bexley Staff to verify condition of the rooms or areas being utilized and confirm proper clean-up has been completed.
- Sanctioned Clubs may have their sanctioned revoked for the following reasons: when clubs violate Association policies or rules; when an irreconcilable conflict occurs within the membership; when a situation occurs which projects the club, or the Association, in an undesirable or embarrassing position; or when a club violates Federal, state, or local government laws or ordinances. The decision to revoke a sanction occurs following a recommendation by Association Management and approval by the Board of Directors (BOD). The decision may be appealed by providing written justification to the BOD within 14 days of the written notice. The BOD will provide a final notice of decision within 30 days of receiving the written appeal.
- Violations will be on file for 2 years.

### **For Interest Groups**

- More than one Interest Group may be scheduled in the same room based on room availability and/or Interest Group size.
- Interest Groups are not permitted additional special event reservations.
- Some spaces and common areas are not available for reservations including the pools and pool deck, lobby, bistro, fitness center and movement studio.
- Reservation request approval will be subject to factors such as the size of the Interest Group making the request, the number of times requested, and the number of requests from other Interest Groups to use the facility involved.
- No Interest Group meeting or event is permitted to be open to or advertised to the general public. Guests of residents may attend within the guest policy laid out by the HOA
- Any Interest Group that invites a guest speaker/performer must give the Lifestyle Director, in writing, the name, contact information and topic of that speaker before booking said speaker. It will then be the duty of the Lifestyle Director to determine whether that performer/speaker/presentation conflicts with any Del Webb Bexley event. The guest speaker/performer must be approved by the HOA.

- Any additional equipment needed should be listed on the reservation request form (i.e. projector, DVD player, microphone, etc.)
- It is the responsibility of the Interest Group to ensure that the room(s) or area(s) utilized during a meeting are returned to the clean, standard condition and floor plan for the room.
- This includes clean-up and removal of all items associated with the event, including, but not limited to rental equipment, decorations, table coverings, unused food and/or beverages, paper supplies, all trash and debris.
- The cleaning of all table surfaces and any areas used to facilitate the event must also be properly cleaned and wiped.
- All clean-up is to be completed immediately after the event has concluded and Interest Groups are responsible for clean-up of their events.

#### **AVAILABLE CLUB FORMS:**

- 1) Club Application**
- 2) Club Member Roster**
- 3) General Room Request/Special Event Request and Waiver**