



GUIDELINES AND RULES FOR INTEREST GROUPS AND SANCTIONED CLUBS

- All sanctioned clubs/interest groups must be open to all residents. A Resident cannot be denied membership or participation in club events. Sanctioned clubs/interest groups are allowed to limit the number of residents due to amenity space but this must be approved by the Lifestyles Director in advance.
- ALL MEMBERS OF THE SANCTIONED CLUB/INTEREST GROUP MUST BE DEL WEBB RESIDENTS.
- 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.
- Alcoholic Beverages - The sale of alcoholic beverages is not permitted in Association facilities with the exception of LD, CM or BOD authorized contract services operating with State approved special event licenses.
- Not all Interest Groups can be Sanctioned Clubs. Interest Groups pertaining to religion or politics are limit the members that may join based upon interest or affiliation, and therefore do not allow all Del Webb Residents to join. These groups will be discussed on an individual bases as they arise and the LD, CM and/or BOD will make the final decision.
- Sanctioned Clubs and Interest Groups must obtain written approval from the LD or CM before altering any property and/or equipment belonging to the Del Webb Naples Community Association.

INTEREST GROUP VERSUS SANCTIONED CLUBS

SANCTIONED CLUB	INTEREST GROUP (open to all residents and not of political affiliation or religious nature)
Provided with regular meeting and activity space, given priority in choosing a meeting day and time.	Activity space and time request is not guaranteed and will be based upon availability.
Special Events can be scheduled up to 4 months in advance.	Special Events can be scheduled up to 2 months in advance.
Extended specific coverage from the Associations insurance program.	Does not fall under the Association’s insurance program.
Communication assistance from the LD for flyers and emails, newsletter ads and lobby TV display	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)

GUIDELINES AND RULES FOR INTEREST GROUPS TO BECOME A SANCTIONED CLUB

- 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
- **ALL MEMBERS OF THE SANCTIONED CLUBS MUST BE DEL WEBB RESIDENTS.** Minimum of **TEN** active members are required.
- All sanctioned clubs will need to have a Board of Directors (BOD) consisting of a President, Vice President and Secretary/Treasurer, unless the club is NOT collecting any monies or dues than they may have a panel of 3 or 5 members, instead of the BOD.
- Sanctioned clubs will not be approved for any group that sets a restrictive precondition for membership. Membership must be open to all Del Webb Naples 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 maximize facility space, clubs will not be permitted to become sanctioned if the purpose is similar to an existing club using the same common facility.

GUIDELINES AND RULES ONCE A SANCTIONED DEL WEBB CLUB

- 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 FORM DWN SC-5, "New Club Officers" and forward it to the Lifestyle Director within 30 days following the annual election.
- All sanctioned clubs must update their club roster with the Lifestyle Director in January, May and September.
- The club's elected Treasurer is responsible for controlling and recording club revenues and expenses. This individual will also oversee the purchasing of all assets, inventories and supplies, and provided financial reports to the Executive Board and membership
 - The following controls and procedures should be considered in the development of operating guidelines:
 - It is suggested that accounting procedure preclude a single individual from ordering, receiving and dispersing monies or supplies.
 - Dual signatory on checks over a designated dollar limit.
 - Periodically inventory and reconcile retail and asset inventories.
 - Deposit all revenues in a bank account established in the club's name, and maintain the club account through succeeding club administrations. Disbursements should not be

made from cash that has not been deposited in the club's account. All disbursements should be made by check, or from an approved petty cash fund, with purchase receipt or invoice retained with documentation.

- All transactions shall be recorded in club financial records, and all financial records must be preserved for a period of 7 years.
- As part of regular club membership meetings, the Treasurer must provide the members with a financial presentation showing revenues and disbursements, and bank account balances. This presentation should be recorded in the minutes of the meeting.
- A club's primary source of revenue is membership dues and/or donations. Dues are set at an absolute minimum and only sufficient to cover basic operating requirements/Special assessments may not be levied in any sanctioned club without the approval of the Association's BOD.
- Clubs may generate funds for their organization through club dues and proceeds collected from club-organized events. A bank checking account must be opened and the Treasurer must maintain the clubs funds and account. Fund raising events must be approved in advance by the LD.

SANCTIONED CLUB/INTEREST GROUP EVENT/MEETING GUIDELINES

- The primary responsibility for scheduling Association facilities, coordinating special events, and publicizing programs rests with the Lifestyle Director.
- 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 Lifestyles at least two weeks 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. The Club/Group will be notified within 3 business days of the approval or denial.
- The club President is responsible for completing the Club/Group Event Request Form. Changes of the event can only be completed by club President.
- No events can be scheduled in the fitness area, Oasis Club Pool or library.
- 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.
- Maximum hours allowed scheduling an event in the Oasis Club Community room or Arts & Crafts Room is 4 hours, including the setup and cleanup. Subject to change the rental hours is based on availability, need and approval of the Lifestyles Director.
- Rooms are available for reserved time only which includes setup and clean up. Early arrival does not guarantee access to the room.
- In the multipurpose rooms, clubs are welcome to move tables and chairs around for their needs but the room must be reset after the event or meeting. If a club/group requires unusual or special requirements for the set-up/take-down for an event/meeting, the Association reserves the right to charge that club for additional incurred expenses.
- All items brought into the club are to be removed by the end of the event, including decorations, food, coolers, dishes, etc.
- It is the responsibility of the club to completely clean up after the event. Wipe down tables and take all decorations down including tape. No nails or tacks or other damaging adhesives/items can be used to decorate. It is the responsibility of the club/group to bag up all trash and to take it out to the outside dumpster.

- A checklist by one club representative and the Lifestyle Director and/or Community Manager will be completed prior to and after each event.
- All amenities are non-smoking including the pool deck. Electronic cigarettes and cigars are also not permitted. Please refer to the Oasis Club Rules for more information.
- Bring your own bottle (BYOB) of alcoholic beverages is only allowed in the Oasis Club Community Room and Arts & Crafts Room only. Clubs are responsible for monitoring alcoholic use. No selling of alcohol is permitted unless you contract a catering company who carries \$1,000,000 coverage. If you are having alcoholic beverages catered, you will need to provide a copy of the catering company's alcohol license with \$1,000,000 coverage and liability insurance before the event to the Lifestyles Director.
- 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.
- Special events can be scheduled up to a 4 months in advance for Sanctioned Clubs and up to 2 months in advance for Interest Groups.
- A guest speaker may not encourage a sale of a product or service while using the Oasis Club facilities during a club meeting or event without the Lifestyle Director or Community Manager's approval.
- Use of amenities is for Del Webb residents. Please limit the number of house guests who are invited to events. Please remember that your club is responsible for all house guests in attendance. Please follow amenity guidelines regarding house guest registration. Clubs will be required to provide a guest list and house guest passes for those attending Club meetings or events. Any and all other guests must be approved by the Lifestyle Director and/or Community Manager.
- Clubs that use the amenity parking lot for carpools or day trips must contact the LD and/or CM in writing with the following information.
 - Club name
 - Date(s) of trip
 - Emergency name and contact phone number
 - Name of car owner along with the make, model and tag of each vehicle

SANCTIONED CLUB DISCIPLINARY ACTIONS/SANCTION REVOCATION/DISBANMENT

- If any of the guidelines or rules are violated, the following disciplinary actions will be taken:
 1. Phone call to either the contact person who reserved the club facility and/or the Club President/leader of the group to discuss the rule violation. This is followed with a written description of the phone conversation and is filed in the club folder.
 2. Meeting with the Lifestyles Director. A written warning is given to the club and is signed by the Club President/leader. A copy of the warning is filed in the club folder.
 3. Final warning through a meeting with the Lifestyle Director and/or Community Manager. A written warning is given to the club and a copy is filed in the club folder.
 4. Suspension of club privileges for three months.
 5. Any further violation of the guideline or rule can result in disbandment of the club.
 6. Management has the right to intervene with a club if they suspect a problem with the club and or it members.
- Sanctioned Clubs may have their sanctioned revoked for the following reasons: when club membership declines below the established minimums; 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.

- If a club disbands, all club assets (monies and equipment) shall be transferred to the Association.
- Violations will be on file for 2 years.
- As changes occur in the Club, the Lifestyle Director must be notified of said changes in writing within 15 days of the change. This includes changes in contact information (email address, phone numbers), structure or leadership.

Miscellaneous

Event Flyer for Slideshow on Lobby TV and Email:

All Clubs and Groups are required to create and print their own fliers pertaining to club/group event. When creating the flier, make sure to provide all significant information; club/group name, event, time, date, cost, location and contact information. All fliers 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. No materials are allowed to be stacked on counters or tables in lobby.

Lifestyle Updates: Inclusion in the Lifestyle Update is at the discretion of the Lifestyle Director. Events that take place on a weekly basis by clubs and/or groups will not appear in the update.

Newsletter Announcements:

Newsletter announcements must be submitted directly to the Lifestyle Director only if activity/event has been approved by the Lifestyles Director/Community Manager. Monthly submissions must have new information each month and received by the 28th of the month prior. There will no longer be automatic rollovers.

Copies:

A club may have black and white copies printed at the cost of 10 cents per copy. For color copies the cost is \$0.15 cents per page. This cost is still the same if you bring your own paper, due to time, toner and wear and tear on the copy machine.



PROSPECTIVE CLUB/GROUP INFORMATION

Date: _____

Name of Club: _____

Number of Members: _____

Expected Attendance: _____ Winter _____ Summer _____

Would like to meet: Weekly _____ Bi-Monthly _____ Monthly _____
(Please check one)

1) Contact Person: _____

Address: _____

Telephone: _____ Email Address: _____

Cell Phone Number: _____

2) Alternate Contact: _____

Alternate Address: _____

Alternate Telephone: _____ Email Address: _____

Cell Phone Number: _____

Description of Activities: _____

FOR DEL WEBB USE ONLY

Date Approved: _____ Date Denied: _____

Del Webb Representative: _____

--	--	--

FORM DWN SC-2, (03/23/2016)



APPLICATION FOR SANCTIONING

1. Date: _____

2. Name of Club: _____

3. Purpose of Club: _____

4. Number of Persons Interested: _____

5. Frequency of Meetings and Regular Club Activity Times: _____

6. Facility Space Desired: _____

7. Financial Plan (Identify basic anticipated expenses and proposal for offsetting revenue):

8. Other/If the proposed club appears to be a duplicate of an existing club, please explain why an additional club is needed, or differentiate between the two clubs: _____

9. Initial Club Leaders/This group will be considered the interim club executive board, until a full slate is proposed and elected by the membership. At a minimum, this group will include interim president, vice-president, and secretary-treasurer:

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Tel #</u>
Interim President	_____	_____	_____
Interim V-President	_____	_____	_____
Interim Sec-Treas.	_____	_____	_____



MONTHLY PARTICIPATION REPORT

1. Name of Club _____
2. Participation data for the month of _____
3. Participation:
 - No of Members _____
 - No of Guests _____
 - Total _____



NEW CLUB OFFICERS

1. The following information is provided for the election appointment of new officers for the _____ club:

President:

Name _____

Address _____

Telephone Number _____

Vice President:

Name _____

Address _____

Telephone Number _____

Secretary:

Name _____

Address _____

Telephone Number _____

Treasurer:

Name _____

Address _____

Telephone Number _____

2. The effective term of office for the above named individuals is from _____ to _____.

President

Date



ANNUAL CLUB SCHEDULE

1. Name of Club _____

2. Regular Membership Meeting:

Annual () Quarterly () Monthly () (Please Check One)

Facility Desired _____ Time Desired _____

3. Regular Club Activity:

Monthly () Weekly () Daily () (Please Check One)

Other (Specify) _____

Facility Desired _____ Time Desired _____

4. Scheduled Special Events:

Type of Event _____

Facility Desired _____ Date Desired _____

Type of Event _____

Facility Desired _____ Date Desired _____

Type of Event _____

Facility Desired _____ Date Desired _____

Name/Signature of Club Official

Date Submitted

FORM DWN SC-6, (03/23/2016)



ANNUAL FINANCIAL REPORT

1. Name of Club _____
2. This financial report applies to the period _____ to _____.
3. Revenues:
 - Sale of Supplies to Members _____
 - Less: Cost of Sales _____
 - Gross Profit from Sales _____

 - Other Income:
 - Member Dues _____
 - Contributions/Donations _____
 - Class Registration Fees _____
 - Interest Income _____
 - Other (Specify): _____
 - Total Other Income _____
 - Total Revenues _____
4. Operating Expenses:
 - Non-Resale Supplies _____
 - Awards & Prizes _____
 - Entertainment _____
 - Contract Fees _____
 - Equipment Purchases _____
 - Maintenance _____
 - Other (Specify): _____
 - Total Operating Expenses _____
5. Net Gain/Loss:
 - Total Revenues _____
 - Less: Total Operating Expenses _____
 - Net Gain/Loss _____
6. If a net gain is shown, provide a brief explanation as to how that money will be used:

Name/Signature of Certifying Official

Date

FORM DWN SC-7, (03/23/2016)