

VARSITY VIEW COMMUNITY CENTRE INC. CONSTITUTION AND BY-LAWS

April 23rd, 1990

Amended April 1st, 2011

Amended April 20th, 2017

Amended April 12th 2018

Amended April 3rd 2019

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CONSTITUTION

1.0 NAME

The name of this organization shall be known as "Varsity View Community Centre Inc.", hereinafter referred to as the "Club" whose address is 315 Laxdal Road, in the City of Winnipeg.

2.0 PURPOSE

The purpose of the club is to provide and administer recreational facilities and programs for the benefit of all residents within the service area of the Club.

3.0 OBJECTIVES

- a. To promote, develop and provide sports and other programs as required to meet the recreational and leisure needs of the community.
- b. To raise and administer funds to support said programs.
- c. To provide equal recreational opportunity to all members regardless of race, religion or sex. This Club shall in no way be sectarian or political in its work.
- d. To maintain facilities conducive to the programs provided.
- e. To guarantee that if this Club ceased to operate, all assets which have been acquired by the Club shall be transferred to any other organization qualifying under subsection (d), (e), (f) or (g) of Section 62 of the Income Tax Act, R.S. Canada 1952 cap 148, or an existing community club located in the City of Winnipeg.

4.0 **DEFINITIONS** as used herein shall mean the following:

- a. "*Club*" - Varsity View Community Centre Inc.
- b. "*Member*" - an individual whose principal residence lies within the
 - i. boundaries of the Club as described herein and includes Honourary Members.
- c. "*Non Resident Member*" - an individual affiliated with the Club but not living within the boundaries.
- d. "*Board of Directors*" - hereinafter referred to as the "Board", means that body of Members elected each term by the Members at the Annual General Meeting to administer the operations of the Club.

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- e. "*Director*" - an individual that has been elected to the Board of Directors by the Members.
- f. "*Officer*" - shall include only the President, Vice Presidents, Secretary and Past President.
- g. "*Chairperson*" - A Director appointed or elected at a General Meeting or official Executive Meeting to represent a committee or subcommittee and who reports to the Board of Directors.
- h. "*Honourary Member*" - Any person nominated by the Board of Directors or President appointed committee who accepts and supports the purposes and objectives of the Club and who has assisted in the advancement of these purposes and objectives in the past by giving time and work may be granted Honourary Membership.
- i. "*General Meeting*" - A public meeting open to all Members of the service area and for which proper notice has been provided as follows:
 - a. Public notice of intent of meeting has been made and posted at least 30 days prior to the meeting date in the following manner:
 - i. upon the Club bulletin board
 - ii. in the Club newsletter and / or local area newspaper
 - iii. on website and other social media
 - b. The public notice shall clearly specify the date, time, place and purpose of the meeting.
 - c. No less than 15 members are in attendance inclusive of Directors.
- j. "*Special General Meeting*" - any ten Members of the Club, in good standing, may, by giving at least 10 days prior notice in writing, request the President to call a special meeting of the club. Such notice asking for a special meeting shall state the reason for which the meeting is called, and all Members shall be notified.
- k. "*Quorum*" - a body of no less than 3 Directors, 2 of which must be officers officially meeting at a prearranged time for the purpose of conducting an official meeting.
- l. "*Sub Committee*" - an official body headed by a Chairperson who is a Director. The subcommittee is accountable to the Board of Directors.
- m. "*Ad Hoc Committee*" - an official committee appointed at a General Meeting or Executive Meeting to study a specific project. This committee will be accountable to the body by whom they were appointed.
- n. "*Executive Meeting*" - an official meeting of the Board of Directors.

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5.0 BOUNDARIES

From the intersection of Grant & Roblin, north down the river, east to a line parallel with Chalfont Road, south behind the east side of Chalfont Road to Wilkes Avenue, west on Wilkes to a line drawn immediately behind the west side of Fairmont Road, north to Grant and west down the centre meridian to the intersection of Grant & Roblin or as otherwise designated by the City of Winnipeg.

6.0 MEMBERSHIP

- a. The membership shall consist of individuals whose principal residence is within the Club's designated boundaries and of Non Resident Members.
- b. Honorary Members must be nominated by the Board of Directors prior to final approval at a General Meeting.
- c. Every member of the age of majority may vote or speak at the General Meetings of the Club.
- d. Membership in the Club is open to all age-of-majority members of families residing within the Varsity View Centre boundaries.
- e. Non-members of the Club, (ie. those who live outside the Varsity View boundaries) are eligible to serve on the WVCC Executive Committee providing a suitable candidate within the community does not step forward, and has the majority support of the executive committee.

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7.0 BOARD OF DIRECTORS

- a. Regularly scheduled meetings of the Board of Directors shall be held monthly. (excluding July & August: By-Laws Article 8:2)
- b. Regularly scheduled meetings shall commence at 7:00 pm.
- c. Board of Directors meetings shall be non-smoking. A 10 minute recess shall be taken at 9:30 pm during meetings of the Board of Directors.
- d. Minutes of all Board of Directors with attached Financial Statements from V.P. Finance.
- e. All Committee Chairpersons shall present a report at each Board of Directors meeting.
- f. To remain in good standing, each board member must attend at least 2 board meetings in the fiscal year.

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8.0 EXECUTIVE COMMITTEE

- a. The Executive Committee shall have the power to conduct the routine and emergency business of the Club, and shall carry out such commitments as may be proposed by the general membership at the annual meeting.
- b. Vacancies occurring in any Executive Office between Annual General Meetings shall be filled by appointment by the Executive Committee for the unexpired portion of the term. Such appointments shall be ratified at an Executive Committee meeting by a simple majority vote, provided there is a quorum.
- c. A quorum of the Executive Committee shall be three (3) of its voting members.
- d. Any Executive Officer of the Club, including the President, may be suspended from office for the remainder of the current year (ie. until the next Club Annual General Meeting) by a simple majority vote of the entire (remaining) Executive Officers, provided that one month written notice of the motion for removal, stating reasons for the suspension, and signed by at least two other members of the WVCC Executive, is given to the Club Executive. A person thus suspended from office may appeal to the V.V.C.C. Board of Directors, who have the authority to over-rule the suspension. The suspended officer is not permitted to vote upon any issues during the period of suspension.
- e. Membership in the Club is open to all age-of-majority members of families residing within the Varsity View Centre boundaries. Non-members of the Club, (ie. those who live outside the Varsity View boundaries) are eligible to serve on the WVCC Executive Committee providing a suitable candidate within the community does not step forward.

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9.0 TERMS OF OFFICE

- a. Executive committee positions shall be for a two-year term.
- b. A person may hold the same executive office for two full consecutive terms.
- c. Where an incumbent has completed only the first year of his term, and intends to complete the second term, that office is not open for nomination until the following year.
- d. A person who has held the same executive office for two full consecutive terms is ineligible to hold that office for a third consecutive term, and cannot be nominated for that office. If, at the Annual General Meeting, no other suitable candidate has come forward, the WVCC Executive may then accept that person as a candidate for the office, and fill the position.
- e. A person must have been a director for at least 1 year prior to holding an officer position.

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10.0 NOMINATIONS

- a. The Executive Committee shall be elected at the WVCC Annual General Meeting.
- b. To ensure that as full as possible a slate of candidates is available at this meeting, a Nominating Committee shall be appointed by the President at least 30 days prior to the Annual General Meeting.
- c. This Nominating Committee shall be appointed by the President and shall consist of the President and a minimum of 2 other members of the Executive.
- d. The Committee will endeavour to nominate one or more candidates for each Executive Committee position open for election that year. In order not to usurp the role of the electorate, the Committee will not endorse or recommend any candidate, and will present their slate of candidates to the Annual General Meeting and the Club Executive without specific recommendations.
- e. In addition to the Nominating Committee's selections, nominations shall also be received from the floor at the Annual General Meeting, provided that the nominee is either present to indicate his/her acceptance of the nomination, or sends written acceptance of the nomination to this meeting.
- f. The Election vote shall be by secret ballot
- g. Plurality of votes shall elect, by simple majority.
- h. Only members, as defined in Article 4.0, shall be eligible to serve on the WVCC Executive and to vote at the Club's Annual General Meeting. In addition, any non-members of the Club, as defined in Article 6.0, serving on the WVCC Executive or WVCC Board of Directors, or who coached a Varsity View team during the season just completed, are eligible to vote at the WVCC Annual General Meeting.
- i. The installation of the newly elected Executive members shall take place at the close of the Annual General Meeting.

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11.0 MEETINGS

- a. The Annual General Meeting of the Club shall be held in April each year. Motions will be passed by a simple majority of those members in attendance. The purpose of the meeting will include, but not be limited to, the election of Executive Officers.
- b. The Executive Committee shall meet monthly. These meetings are open to all members, but in no case shall anyone other than Executive Committee Members, have a vote at these regular Executive meetings.

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- c. Executive Committee members are expected to make every attempt to attend all Executive Committee meetings.
- d. Delegations of individuals wishing to make presentations to the Executive Committee, which require a vote or decision by the Executive on team formations or By-Law changes, must provide the President with 20 written copies of their request or proposal, at least one week prior to the next Executive Committee Meeting, so that he/she may arrange to have the coaches and convenors present who will be affected by the proposal. The Executive Committee, at its discretion, may refuse to hear such a delegation, if the one week prior written notice is not given to the President.
- e. Special General Meetings of the Club may be called by the President on seven (7) days notice to all Executive Committee members. Upon receipt of a petition signed by any ten (10) Club members requesting a Special General Meeting, the President is obliged to hold such a meeting within 30 days of receipt of the petition.
- f. At meetings of the Executive Committee, each Executive member shall have one (1) vote for each motion presented. In no case shall there be more than one vote where there are two or more members occupying one Executive position. Where one person holds two positions he shall be entitled to one vote only.
- g. Executive resolutions are passed by a simple majority, provided there is a quorum present.
- h. If written confirmation of an absent voting members' intentions is provided, his proxy vote may be counted at an Executive meeting.
- i. The President may, at any time, appoint any other Executive member to chair the meeting or a portion thereof.
- j. While presiding over any meeting, the President may make motions, but may not second motions or vote on motions except in order to break a tie vote.
- k. Sub Committee Meetings will be held as required by the sub committee Chairperson. The Chairperson will, however, provide a status report at every regular meeting of the Board of Directors.

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12.0 ANNUAL GENERAL MEETING

- a. Each Director will read and present a written report of the year's activities at the Annual General Meeting each year.
- b. A copy of the V.V.C.C. Constitution with attached By-Laws will be presented to each new Director at the annual General Meeting each year.
- c. Newly elected President is to ensure that the Past President's plaque is updated at the earliest possible date after the Annual General Meeting each year

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- d. After each election the new list of Board of Directors is to be presented to the Secretary.

13.0 ELECTIONS

- a. Election of new Directors shall be held at the Annual General Meeting of the Club, which shall be held during the month of April of each year.
- b. When there is more than one candidate, elections shall be by secret ballot. When there is only one candidate for the office he/she shall be elected by acclamation.
- c. Additional nominations from the floor will be accepted by the Chairperson at the Annual General Meeting.
- d. The Chairperson at the Annual General Meeting shall appoint at least two tellers or scrutineers who will:
 - a. distribute the ballots
 - b. leave the room to make an official count with the Chairperson
 - c. in the event of a tie, the Chairperson will cast a final vote
 - d. announce the name of the elected to the meeting through the Chairperson
 - e. destroy the ballots after 30 days
- e. Should vacancy occur on the Board of Directors, the Board shall appoint a Member to fill the vacancy(s) for the remaining term of office. Such appointment(s) must have the majority approval of the assembled Board of Directors at an Executive Meeting.
- f. Any Officer, Director, Member or individual may be suspended from their elected or appointed position by a 2/3 majority vote of the entire (remaining) Board of Directors.
 - i. The suspensions may be rescinded by a 2/3 majority vote of the Board of Directors. Suspensions may only be overruled by a General Meeting.
 - ii. Ad Hoc Committee members may only be suspended or removed in the following manner:
 - iii. at an Annual General Meeting or by the body that initially appointed the Ad Hoc Committee or the body to whom the Committee was accountable.
- g. The installation of the elected Board of Directors shall take place at the close of the Annual General Meeting and they shall hold office until their successors are installed.

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14.0 ORDER OF BUSINESS:

- 14.1 Executive Meetings
 - a) Call to order
 - b) Adoption of Agenda
 - c) Minutes Approval of Previous Meeting
 - d) Business Arising from Email Since Last Meeting
 - e) Visitors and Delegates
 - f) Reports of Executive

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- g) Approval of Financial Report
- h) General Members Reports
- i) Old Business
- j) New Business
- k) Date of Next Meeting
- l) Adjournment

14.2 Annual Meeting

- a) Registration
- b) Call to Order
- c) Reading, Discussion and Approval of Minutes of previous Annual General Meeting and of Special General Meetings
- d) Business Arising from Minutes
- e) Reports of Directors
- f) Report of VP finance
- g) Committee Reports
- h) Appointment of Scrutineers by Chairperson
- i) Report of Chairperson of Nominating Committee
- j) New Nominations from floor
- k) Elections
- l) Awards
- m) New Business
- n) Adjournment

15.0 AMENDMENTS

- a. No part of Articles 1-15 known as the Constitution, shall be amended except in the following manners.
 - i. Proposed amendments shall be submitted in writing by any member in good standing and shall be in the hands of the President on or before the day of the regularly scheduled February Board of Directors meeting, at which time the Board of Directors will make a recommendation of concurrence or non-concurrence to the proposed change to the constitution to the membership at the Annual General Meeting.
 - ii. All proposed amendments shall be advertised with the Board of Directors recommendation of concurrence or non-concurrence along with the Annual General Meeting.
- b. Notice of intent to amend the constitution must be made in [accordance to 15.0 a and publicly posted 30 days prior to the Annual General Meeting](#). Such notice shall state Articles of constitution to be amended.

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- c. Final approval of amendments to the constitution must be made at an Annual General Meeting. Approval must be by 2/3 majority of assembled Members.
- d. All approved amendments to the constitution shall be signed and dated by two Officers. One copy of approved amendments shall be forwarded to City of Winnipeg, Parks and Recreation Department.
- e. By-laws must be approved by a majority vote of the Board of Directors.

BY-LAWS

16.0 AUTHORITIES

No person shall incur an expense or commitment on behalf of the club unless authorized by the Board of Directors or by Membership at a General Meeting.

16.1 Board of Directors - The Board of Directors is authorized to incur such expenses as necessary for the continued operations and maintenance of the Club.

- i. The Board of Directors shall not approve any expenses or Commitments in excess of \$50,000.00 (gross inclusive of all costs) for any single project.
- ii. Expenses or commitments in excess of the authority in (i)

Above shall be submitted for approval in the following manner:

- i) The project must be approved in principle by a 2/3 majority of the entire Board of Directors and
- ii) the President will appoint an ad hoc committee that will study the feasibility of the project and provide a detailed written report to the Board of Directors within 60 days.
- iii) Upon acceptance and approval of the report by a 2/3 majority of the Board of Directors a General meeting must be called within 60 days. At that time the report will be submitted for the final approval by 2/3 majority of the assembled Members. Upon approval at the General Meeting, a Sub Committee (Special Project Committee) will be approved by the Members.

16.2 Purchases

- a. All purchases or equipment repairs over \$500.00 must be approved through the Community Club Administrator and then at least one V P or the President
- b. Reimbursement for purchases will only be made after approval is given and the receipt has been submitted to the Community Club Administrator

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- c. Receipts for V V C C credit card purchases must be submitted to the Community Club Administrator or the credit card holder will be responsible for any purchases not accompanied by a receipt
- d. VP Operations has authority to expend amounts of up to \$1000.00 a project without consulting the Board of Directors for authority. VP Operations will obtain all receipts and be responsible for contract of purchases.
- e. Ad Hoc Committees for major expenditures shall investigate and report on the following areas:
 - i. Total estimated gross cost. This shall be substantiated by no less than three written estimates by independent agencies.
 - ii. Impact: The impact of the project on other programs and area residents.
 - iii. Feasibility of the program in relation to the benefits, impact and cost.
 - iv. Progress report will be presented at each regularly scheduled Board of Directors Meeting.

16.3 Contracted work

- a. For any contracted work, equipment repair, building repair or projects equal to or greater than \$5,000.00 the following will apply
- b. 3 quotes, presented at a monthly board meeting bids sent to the V V office at 315 Laxdal. If the ability to secure 3 quotes is not reasonably possible then any quotes received with be presented.
- c. Date for bids to be received by will be established prior to bids being sought
- d. Any unsealed bids will not be accepted
- e. Bids must be addressed to the Community Club Administrator
- f. Bids must dated and initialed upon receipt
- g. Bids only to be opened once closing date has been reached
- h. Bids received after the closing date and time will not be accepted
- i. A minimum of two officers, one being a V P or President, must be present at the board meeting where the quotes are considered
- j. In the event of an emergency repair to equipment or buildings the Executive Board can waive the 3 quote requirement

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17 RESPONSIBILITIES

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17.1 *President of the Club (President)*

- a. The President shall serve as the Chief Executive Officer of the club and shall preside at all meetings of the Board of Directors.
- b. The President may, at any time, appoint an Officer to chair any meeting or portion thereof.
- c. The President shall ensure that an auditor is appointed on behalf of the Board of Directors. The Auditor's report shall be submitted at the following Annual General Meeting.
- d. The President shall be ex-officio member of all committees except the nominating committee.
- e. The President shall, at the February Executive meeting, appoint a nominating committee of three of the General Membership. The President shall appoint one of these three to act as Chairperson of the Nominating Committee. The Nominating Committee will prepare a slate, of one or more candidates for each position, to be voted upon. Nominees must express willingness to stand.
- f. The President shall act as a signing authority for the club.
- g. Shall vote at meetings to break a tie vote.
- h. The President shall provide direction to the members of the Executive in the performance of their assigned duties.
- i. Keep the meetings discussions on track by summarizing issues
- j. The President will select City of Winnipeg volunteer recognition award recipient annually

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17.2 *Vice-Presidents*

The Vice President shall be accountable to the President and shall:

- a. Assume the duty of Chairperson in the absence of, or when appointed by, the President.
- b. Ensure that all Chairpersons maintain adequate records, including accurate current financial records as required.
- c. Provide direction and encouragement to all Members in the performance of their duties.

17.3 *Vice-Presidents Operations*

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The Vice Presidents shall be accountable to the President and shall:

- a. Attend monthly board meetings
- b. Communicate any staffing issues with Community Club Administrator.
- c. Communicate regularly with Facilities Supervisor and Community Club Administrator in regards to staffing at respective sites; participate in hiring process for vacant positions. Participate in performance appraisals if required.
- d. Approve pay roll sheets and vacation requests of regular staff. Any and all overtime requests needs to be approved by VP of Operations and reported to the board at regular meetings.
- e. Verify and approve all invoices pertaining to house and grounds and ensure all invoices are forwarded to the Community Club Administrator and reported at monthly board meetings.
- f. Relay estimates of repairs to grounds/equipment obtained by Facilities Supervisor to the board for discussion/approval.
- g. Ensure inventory list is in place and updated for both sites regularly.
- h. Along with Facilities Supervisor oversee that all rinks and fields are repaired and operational for the following season.

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17.4 Past President

The Past President shall be accountable to the President and shall:

- a. Serve as an adviser to the Board of Directors
- b. Perform such specific duties as required
- c. Fill in for the President when required
- d. Will organize an annual review of Constitution and By-Laws to be posted 30 days prior to AGM

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17.5 Secretary

The Secretary shall be accountable to the President and shall:

- a. Attend all Board and Executive Meetings
- b. Assist the President in preparing an agenda for the meeting.

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- c. Issue notice of all meetings to the members of the Board at least 7 days prior to the date of the meeting.
- d. Record attendance of the Board members at each meeting.
- e. Record an accurate report on the proceedings of the meeting.
- f. Ensures issues for Board discussion are maintained on the agenda ~~until proper~~ disposition of the issue.
- g. Type and distribute the meeting minutes (via email) to the members of the Board in a timely manner.
- h. Ensure a copy of the approved meeting minutes are kept in the Varsity View Office.
- i. Perform secretarial duties as required by the President.
- j. Prepare and distribute an up-to-date Board Member List (including time, name, mailing address, email address, and phone numbers) to the Community Services Department.
- k. Ensure all Board members have prepared and submitted their Annual Report at least 2 weeks prior to the Annual General Meeting. Compile all reports into an Annual Report for distribution at the Annual Meeting.
- l. Ensure sufficient copies of the agenda, minutes, annual financial review, and committee reports are available at the Annual Meeting.
- m. Ensures that all new Board members receive a copy of the Varsity View Community Centre Constitution, Job Descriptions and policy statements.
- n. In the absence of the Chair or Vice-Chairperson(s), chairs Board meetings until the election of an alternate chairperson.
- o. Maintains a Minute Record Manual, with meeting attachments to be forwarded to the elected Secretary at the end of the term.
- p. Will attend one meeting with the newly elected Secretary to assist with recording of an accurate report of the meeting.

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17.6 Vice-President Finance

The VP finance shall be accountable to the President and shall:

- a. Maintain current and accurate records of all cash flow of the club.

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- b. Maintain accounts in the Club's name in a chartered Bank or other recognized financial institution.
- c. Have all monies deposited immediately in the said account.
- d. Be authorized to pay all bills in connection with the normal operation of the club, or as authorized by the Board of Directors.
- e. Provide a current financial report at each regular Executive Meeting.
- f. Present a Financial Report to the Annual General Meeting.
- g. Ensure that all Chairpersons submit, upon request, an acceptable financial report.
- h. Perform other related duties as assigned by the President.

17.7 Vice President Sports

The Vice-President of Sports will be accountable to the President of the club as well as:

- a) Attend monthly meetings
- b) Assist, direct and communicate closely with all sports directors
- c) Assume a directors role should they be unable to perform their duties
- d) d Assist with registrations
- e) Be a member of the ice allocation committee
- f) Report on all sports at the AGM
- g) Assist with sport equipment purchases
- h) Be a point of contact and help to develop new sports at the club

17.8 The Director – Male and Female Hockey shall;

- a. Be present at all hockey registrations for the community club including the mass registration for the APHA Rangers.
- b. Be prepared to answer any questions that interested families may have in regards to the hockey program including being aware of VVCC position within the APHA region.
- c. Assist the Vice president of hockey for the APHA in the coordinating the pre season tryouts. This will include some or all of the following, contacting families in regards to

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times of tryouts, organizing pinnies and handing them out at tryouts and assisting in the contact of the players once the tryouts are complete. If any preseason events are planned to try to encourage participation and recruitment of new players, being available to assist the VP of female hockey for the APHA. If volunteers are required for the tryout process, assist in helping to procure qualified ones.

- d. Coordinating the appointment of head coaches for the teams hosted out of WVCC. This may involve interviewing applicants if more than one person is interested in coaching one team.
- e. Once the coaching and managing staffs for the individual teams are in place, forwarding the contact information to the WVCC ice convener.
- f. Handing out the WVCC coaches/managers handbook which should answer many of the questions that individual coaches and or managers may have.
- g. Give all the contact people on the WVCC hosted teams the hockey directors contact information should they have any questions or concerns that the handbook does not address.
- h. If asked, be available to be one of the two WVCC reps on the APHA hockey board.
- i. Assist the VP of hockey for APHA in organizing the roster information including distribution and return information to the individual WVCC teams.
- j. Be available throughout the season for any parent concerns in regards to the coaching staff. Only to be involved if matters cannot be handled at the team level.
- k. Assist the VP of hockey for APHA in the management and organization of the post season coaching evaluation forms. Reminding the WVCC teams that these evaluations are invaluable in the continuation of a strong program.
- l. Attending all WVCC board meetings and the AGM as an integral part of the community.
- m. Assist the VP of hockey for the APHA in coordinating any playoff series that WVCC may host.

17.9 Director – Ringette shall

- a. Attend monthly WVCC board meeting and present a report on the status of Ringette at WVCC
- b. Attend monthly APFG meeting and present a report on the status of ringette at WVCC
- c. Attend the annual APFG amalgamation meeting

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- d. Set up camps for ringette at WVCC. Get all the volunteer instructors lined up for the camps.
- e. Take registrations on registration dates
- f. Participate in helping with APFG try-outs and then with APFG team selections
- g. Be involved with player distribution to and from WVCC
- h. Bill for, collect and pay out transfer fees to other applicable APFG clubs
- i. Line up coaches for WVCC ringette teams
- j. Attend MRA and WRL meetings as required
- k. Keep coaches and managers informed of any new league or CC policies during the course of the year.
- l. Over see minor officials for all games at WVCC

17.10 Communication Coordinator

- a. Coordinate volunteers for WVCC events ie baseball tournaments, bike auction etc
- b. Receive, compile and send out e-news letter
- c. Manage WVCC website at www.varsityview.org
- d. Manage Social Media accounts

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17.11 Director of Softball

- a. Be responsible for familiarizing themselves with decisions made at board meetings regarding your program
- b. Set up teams/coaches with the governing body and other Community Centre's
- c. Follow up with player transfers to other Community Centre's with funding/fees to Sports Reps and our accountant
- d. Plan purchase for uniforms and equipment – may require competitive quotes (2-3)

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- e. Set pricing for registration/equipment for your program – will require facility managers approval
- f. Be available during registration dates/times for kids registration and parent's questions and concerns
- g. Create newsletters/website articles/Information for the upcoming seasons
- h. Aid parents, coach, governing bodies with any issues or concerns if support is needed contact your Sports VP, then your Vice President followed by the President
- i. Manage equipment inventory and jerseys
- j. Set up coaching clinics and any relevant coaching materials that we can supply to support our coaches
- k. Direct coaches to complete their criminal check, child abuse forms, respect in sports training, and possible photo i.d
- l. Once your term is complete make every effort to find the next successor to replace this position. Pass any information to the next successor through the facility manager

17.12 Equipment Manager

- a) Perform duties in the best interest of VVCC and its program
- b) Attend monthly board meetings, AGM and VVCC functions, (when possible)
- c) Act as a liaison for VVCC's equipment distribution and collection, (pre/post season)
- d) Perform inventory and quality control of all of VVCC's sports equipment and corresponding supplies, discarding old or broken inventory when necessary
- e) Facilitate/purchase any necessary equipment for replacement repair and or cleaning
- f) Address any equipment related questions/issues throughout the hockey season
- g) Act as a liaison for VVCC with specific outside sponsorship

17.13 General Member

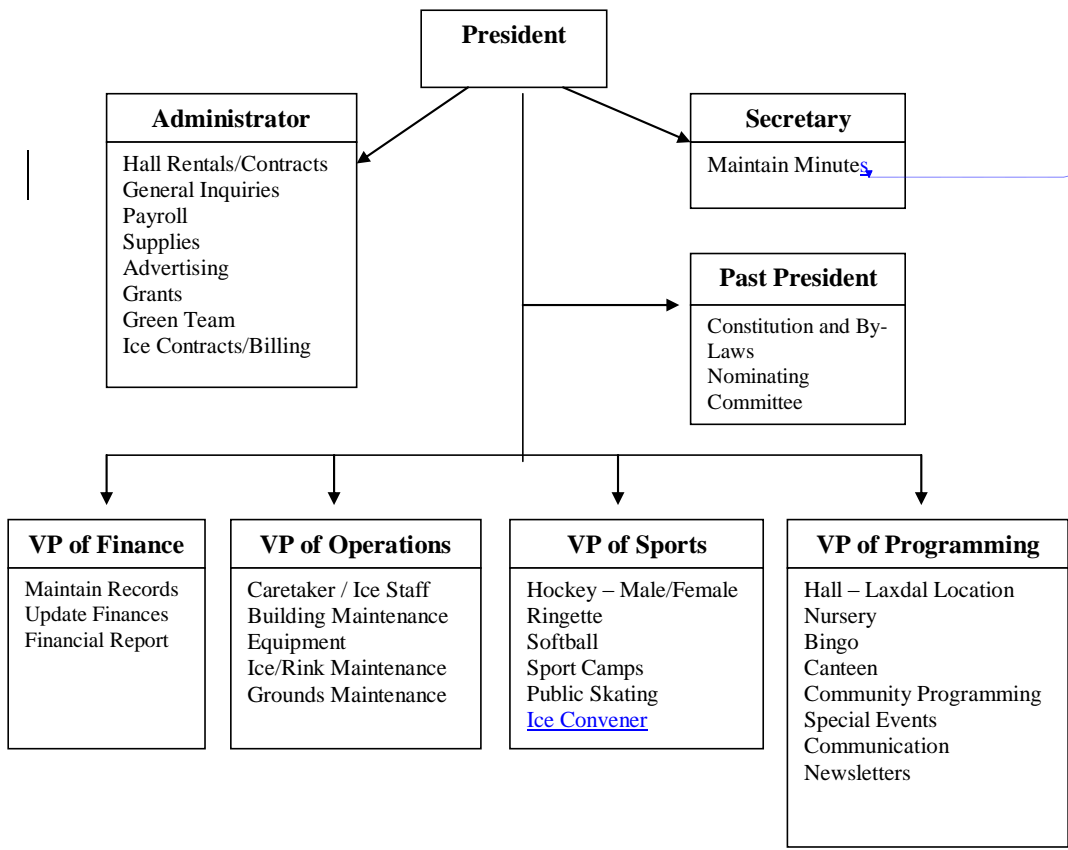
Attend Board meetings regularly (meeting usually last 1-2 hours)

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- a) Read relevant minutes and agenda prior to the meeting
- b) Participate at board meetings by asking questions, discussing and evaluating proposals
- c) Participate actively in committees
- d) Support majority decisions, while respecting opposing opinions
- e) Be responsible for familiarizing themselves with decisions made at Board (or committee) meetings at which they were themselves with decisions made at Board (or committee) meetings at which they were not present
- f) Review budget, monthly statements and auditor's report
- g) Notify President at least one week prior to the Board meeting with a request to include an item on the agenda
- h) Once your term is complete make every effort to find the next successor to replace this position. Pass any information to the next successor through the facility manager including information binders, keys, and any equipment at your home. If possible, offer your help and support if needed
- i) Notify the Secretary if unable to attend a meeting
- j) Notify the President if Read relevant minutes and agenda prior to the meeting
- k) Participate at board meetings by asking questions, discussing and evaluating proposals
- l) Participate actively in committees
- m) Support majority decisions, while respecting opposing opinions
- n) Be responsible for familiarizing unable to attend 2 or more Board meetings in a row
- o) Attend the Annual General Meeting (AGM)
- p) Assist with and attend special events

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Varsity View Community Club Position/Responsibility Flow Chart



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18.0 EMPLOYMENT

- a. V.V.C.C. shall operate solely on the basis of volunteer labour except as approved by the Board of Directors. The Board of Directors shall determine:
 - i. The duration and frequency of the program of employment.
 - ii. The salary/fee to be paid to the employee
 - iii. The fees to be charged to the participants.
 - iv. The percent to be paid to the Club by the individually contracted program instructors.
- b. The Board of Directors shall review all contracts to ensure uniformity.
- c. Exceptions approved by Board of Directors:
 - Operations:
 - i. Rates of pay for all V.V.C.C. indoor ice staff will be set by the CUPE contract
 - ii. Staff shall be reimbursed per km whenever an employee car is used for V.V.C.C. business, as set by the current CUPE contract.
 - iii. Full time Staff - Statutory paid holidays will be set by the CUPE contract. All full time staff will be allowed the day off with pay. Any staff required to work these days will be paid time and one half for all hours worked plus their regular hours straight time pay or another day off in lieu with the approval of their supervisor.

19.0 INDEMNIFICATION

Elected Members of the Club or other persons who have undertaken or are about to undertake any liability on behalf of the Club and their heirs, executors, administrators and estate, respectively, shall at all times be indemnified and saved harmless out of the funds of the Club from and against:

- a) all costs, charges and expenses whatsoever which such elected Member or other person sustains or incurs in or about any action, suit or proceeding which is brought or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her

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office except such costs, charges or expenses as are occasioned by his/her own willful neglect.

- b) All other costs, charges and expenses, which he/she sustains or incurs in or about or in relation to the affairs thereof, except such cost, charges or expenses as are occasioned by his/her own willful neglect.

20.0 SPORTSPLEX OPERATING POLICY

- a. A sub-committee shall be formed each year to deal with ice allocation at the Varsity View Sportsplex. This sub-committee shall be made up of the following elected positions: President, Past President and all Vice-Presidents. This sub-committee will be responsible to the Board of Directors.
- b. The sub-committee will be responsible for reviewing the rental rates on an annual basis and will present the new rate structure to the Board of Directors for approval at their regular board meeting in April prior to the General Meeting.
- c. The sub-committee will establish the hours of prime time ice to be used for public skating.
- d. The Varsity View Hockey/Ringette ~~Club~~ will recommend to the Ice Allocation Sub-committee for approval, the required prime time hours for its own use, and the use of the area ~~Clubs~~, as per the city ice allocation policy. Prime time hours not required for the above use will be allocated by the sub-committee as determined below.
- e. The remaining ice which has not been allocated above, will be awarded based on the following criteria in order of selection:
 - i. APHA and APFGRA teams during prime time hours only.
 - ii. Neighboring community centers during prime time hours only
 - iii. Adult hockey/ringette teams based on the number of Varsity View Community Centre players.
 - iv. Adult Charleswood hockey/ringette teams without Varsity View players.
 - v. Adult city-wide hockey/ringette teams without Varsity View Community centre players.
- f. The ice allocation sub-committee shall have the authority to determine and sign contract rentals in accordance with these by-laws and in conjunction with the rental rates approved by the Board of Directors. These contracts shall be signed by the chairperson or appointee.
- g. All ice contracts are for a one-year duration only and must be held in the name of an organization, not private individuals.

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- h. The ice allocation sub-committee shall appoint an administrator to administer the day to day spot ice rentals, ice billing and collection as directed by the sub-committee.
- i. Ice cancellation policy in effect and applicable to all ice renters.

21.0 EMPLOYEES & WORK ISSUES

21.1 Community Club Administrator

- a. Monthly reconciling of main bank accounts
- b. Monthly reconciling of bingo bank accounts
- c. Monthly reporting the financials to the city of Winnipeg: generating Profit and loss reports, trial balance reports, reconciliations reports
- d. Bank deposits for all programs
- e. Post all revenue to account classes
- f. Payroll (issuing all employee cheques)
- g. Handle all accounts payables and account receivables
- h. Input all incoming invoices and post to appropriate accounts
- i. Hall rentals: book all social events and programs, prepare contracts and meet with renters. Schedule bartending staff
- j. Issue and oversee all ice contracts
- k. Prepare invoices for all ice usage
- l. Schedule all game ice, tryouts, camps and playoffs
- m. Prepare and submit monthly receiver general payments
- n. Prepare and submit quarterly GST reports and payments
- o. Preparing all year end requirements for the accountant
- p. Record all adjusting journal entries at year end
- q. Maintain all employee records
- r. Issue ROEs
- s. Handle all club correspondence by mail, e-mail or phone calls
- t. Complete and submit all necessary requirements to the city for the club's annual operating grant.
- u. Provide program and volunteer reports to the city
- v. Apply for Green team grant and submit all payroll information required for reimbursement of salaries
- w. Process and distribute all employee T4's
- x. Complete and submit T4 summary to Revenue Canada
- y. Apply and submit the Athletic Field Maintenance agreement (Grant)
- z. Complete and submit the field usage for the athletic fields to the city
- aa. Maintain and archive all company files
- bb. Oversee the advertising for the arena (reply to inquiries and bill accounts)
- cc. Prepare and provide all financial reports for monthly board meeting.
- dd. Oversee the scheduling of the canteen staff and stock and replenish canteen stock as needed.

Requirements: Knowledge of Quick books accounting system, knowledge of Excel and Word

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21.2 Main Club / Hockey Building – Caretaker / Facility Worker

- a. 315 Laxdal location - Main Club / Hockey Building caretaker to report directly to the Facilities Supervisor or the Community Club Administrator
- b. The Main Club / Hockey Building caretaker will work at the 315 Laxdal site.

Deleted: Laxdal

21.3 Overtime

- a. All overtime must be recommended by Facilities Supervisor
- b. All overtime must be approved by one of the following, the Community Club Administrator, the Vice President of Operations, the President and finally by any other V P. The order for approval will follow the approval levels outlined in this section.
- c. All overtime shall be documented and the documentation will accompany the workers time report
- d. Any overtime that is booked but not authorized will not be paid
- e. Overtime will be reviewed at the next Board meeting

21.4 Work requests

- a. All requests for work requirements at the Sportsplex must be sent in writing or by email to the Facilities Supervisor. V P Operations, Community Club Administrator and President must be copied with same request.
- b. Facilities Supervisor will reply to originator, copying V P Operations, Community Club Administrator and President, with estimated completion date and any other pertinent details.
- c. All requests for work requirements at the Main Club / Hockey Building must be sent in writing or by email to the V P Operations. The Community Club Administrator must be copied so the Main Club / Hockey Building caretaker can be given a copy of the request. The Facilities Supervisor and President must also be copied with same request.
- d. The Community Club Administrator will reply to originator, copying Facilities Supervisor, V P Operations and President, with estimated completion date and any other pertinent details.

21.5 Socials

- a. The hall will be ready for the renter by 10:00am Saturday. Key can be picked up from Community Club administrator. Someone from your party will need to be back at the hall by 7:30 pm to let our bartenders in as they do not have keys.

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When you get to the hall renter will need to get your beer into the beer fridge so that it is cold for the evening. It is strongly recommend that you pick up your beer from a vendor and not the LC as the beer from the LC is stored in a heated storage room. We also recommend can beer as it cools quicker. Trying to cool down a large volume of beer in the beer fridge can be difficult which can then result in warm beer being served

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during the evening. You will notice a large double door cooler at the end of the bar area that will be completely **empty**. Please load all the beer into this fridge in its cases sorted by varieties. I would then like you to open enough cases to fill the two shelves of the beer fridge with beer bottles, again please sort by varieties. Please do not open any more cases after this as our bartenders will open the cases as needed so that we can limit your waste. The hard liquor can be left in the boxes on the bar area. You will also need to leave your liquor license so that we can post it during the social.

- b. The Bartenders will go over a check list with you prior to 8 pm which you will be asked to initial.
- c. Please remember that absolutely no confetti of any kind is allowed in our building.
- d. If you need a place to lock up your money, there is a lockable cupboard located right behind the ticket table. You are welcome to use it, but for security reasons, we ask that you bring your own lock.

As you know, we provide all the standard beverage mixes as well as orange juice. You are welcome to bring any other mixes that we do not provide, such as clamato and cranberry. You will also need to bring your own ice. I would recommend that you bring 14 (5lb) bags of ice. There is a freezer that is located across the bar in the prep room that you could use for storing your ice. Please keep this freezer clear of anything else during the night as the bartenders need quick access to your ice for refilling the ice bucket. The prep room is also yours for the night. You can store all your supplies in this room, there is also a cooler for you to use for all of your perishable items.

At 1:00am the bar and the music will shut down. At this time, our bartenders will provide you with garbage bags and we ask that you take down all of your decorations as well as clear off all of the table tops. We also ask that sweep up any tickets off the floor, due to the fact that if they get wet and are left on the floor they will stain, and your damage deposit may be forfeited. You will then be required to pay the bartenders the agreed upon rental rate in cash. (As of March 1, 2017 the third bartender is mandatory per the WVCC Board.) You will be given a receipt and your hall deposit will be returned to you within 2 weeks after your social, pending that there is no damage to the facility. We ask that the building be vacated by 1:30am (incl your DJ) to avoid penalty on your damage deposit.

21.6 Bartenders

Bartenders must be associated with the WVCC Board. Bartenders represent the Board and Community Club and as such must act professionally and abide by the laws and regulations governing liquor sales in Manitoba.

Bartenders must dress appropriately in dark colored pants (jeans acceptable if they are dark in color). Shirts/tops must be professional in appearance. T-shirts with writing or screen printing are not permitted.

Bartenders must arrive by 7:30 p.m. and introduce themselves to the person/s on the liquor permit.

ONLY the bartenders are permitted behind the bar, serving alcohol. Bartenders are not permitted to consume alcohol while on bartending duty.

Turn on mini lights above prize tables (keys and light fob contained in white first aid kit)

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While the 2nd and 3rd bartenders prepare for the evening, the Head Bartender will ensure the permit holders are familiar with MLCC rules and regulations in effect throughout the event. The Head Bartender will have the permit holder(s) initial the checklist that outlines the main MLCC rules governing socials. This checklist is printed below, but it can be found on a clipboard in the safe, and all bartenders are encouraged to review it.

Checklist Head Bartender is to go through with permit holder(s)

- Ensure bartenders are aware of identification by renters for <18.
- Check liquor permit for start time and end time.
- Explain that the bar can only be open while the permit holders are present. If, for any reason the permit holder must leave, they can leave a letter identifying the person responsible while they are away from the social.
- Check what liquor tickets look like.
- Remind renters to return entry fee and send anyone already inebriated away from social. ensuring they have a safe mode of transport.
- Explain that patrons can have only one drink per hand and bartenders will serve accordingly.
- Remind renters that persons selling liquor tickets must not consume alcohol while selling tickets.
- Remind them the security guard will be counting patrons and that the hall is licensed for 360 and therefore will be limited to the capacity.
- Ensure when reviewing alcohol and receipt that the receipts for prizes are also accounted for.
- Tell renters that the clock in the bar will be considered the correct time for opening and closing of the bar.
- Tell the renters that if required to cut off patrons you will notify the permit holders and ask for their cooperation.
- Doors must be kept closed and ask them to assist you with ensuring the door in front of the kitchen area in the hall remain securely closed.
- Tell them you will ensure that ice is topped up and juices and pop are replaced.
- Remind them the kitchen area is not licensed and therefore no one can bring alcohol past that door.
- Explain you will give last call at 12:50 a.m.
- Tell them you have buckets for liquid waste and bags for garbage. Tables must be cleaned off and tickets off the floor. Patrons, DJ and renters are to be out of the hall by 1:30 a.m.
- Remind the permit holders that they must ensure all patrons have safely left the social prior to leaving the property.
- Tell them to enjoy themselves and remind them to come to you if they have any questions or concerns.

Comment [SM1]: What does this mean?

Before Social:

- Community Club Administrator to ensure review of contract by social renters.

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- Community Club Administrator to post a copy of renter's signed agreement on the clipboard that holds the permit. This will be visibly posted on the wall in the kitchen near the alcohol. NOTE: bar cannot be opened unless this permit is in place. It should be in a conspicuous location and visible by both bartenders and patrons at all times.
- Ensure heaters at both exits are turned off. (The hall gets extremely hot, especially during warm weather.)
- Read and be familiar with the rules of the liquor permit
- Count all liquor and ensure it matches the receipts
- Wash counter tops off then set out hard liquor from cases onto wall shelf (2 bottles maximum at a time of each liquor) and put beer and liquor cups on counter.
- ** Keep one cap from each brand of hard liquor and pop at start of evening to cap off any remaining opened bottles.
- Set out mixes of Orange Juice, Club Soda, Pepsi, Diet Pepsi, 7up, Ginger Ale and tonic (supplied by VVCC) and other mixes the renters have brought (i.e. clamato, cranberry) as well as Worcester, Tabasco, limes, celery if they have supplied.
- Have cooler with scoops and ice ready to set out when bar opens at 8 p.m.
- Run coffee machine through once – use the filter holder, but do not use a filter or coffee. Reason being: If coffee has not been made in a while, only half a pot of coffee will be made if you don't do the previous step and the coffee will be too strong. Get coffee ready to make (filter with about 2/3 cup of coffee). Pour prepared coffee into a big black coffee thermos to set out. Coffee can be served in front of the kitchen counter on a table in the hall. Prepare to serve coffee at 11 p.m. or earlier if requested by someone at the social. Cream and sugar supplied by VVCC and set by the coffee black carafe.

During social:

- Customer service is very important: Be professional. Remember you are representing VVCC. Many of our bookings are from repeat business. Number one rule is to keep the counter lines moving. Cell phones are not to be visible to the patrons.
- Do not open new bottles of hard liquor or cases of beer if at end of evening or if a slow social unless absolutely necessary. (Check with the renter/permit holder(s) if uncertain). This keeps the renters expenses to a minimum and they really appreciate the conscientious effort that the bartenders put in.
- Pay attention to the cleanliness of the counter and serving area. Check regularly if mixes (orange juice, tonic, etc.) need to be replenished. Recycle when able, all plastic containers should be put into large blue wheeled bin.
- Place empties of beer and liquor at the back door in rear hallway. Maintain control
- No beer bottles are allowed outside of bar. Patron are not allowed to handle the bottles or pour their own drinks. Beer cans can be given to patrons; however, some renters want to return the cans so check with them prior to the social to determine if they would like cans poured or given.
- If have a chance check once and a while that no one is standing outside with their drinks especially at the side door. If they are then remind the people at the door that VVCC can keep a damage deposit if they do not keep all liquor inside.
- Bartenders are not allowed to serve alcohol to minors and must ask for identification to prove the age of the individual.
- You MUST NOT serve anyone you suspect that is inebriated. It is the responsibility of the bartenders to cease service to those they suspect are inebriated.

Other

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- Renters are responsible for supplying and setting out food. If renters are using electric appliances to keep food warm ensure they are not all plugged in at once. Overload will cause some breakers to trip and cause a power outage. Be attentive to ensure that drinks are not carried out of the hall area (i.e. into the hallway at the back exit) during the food setup. It is common to see people offering to help set out the food and not realizing that they are carrying alcohol where it is not allowed.
- Inspectors attend regularly. Be sure to adhere to ALL rules.

Closing of bar

- Advise the Sound Man at 12:45 a.m. to announce "Last Call". Be ready for one last rush.
- Bar closes at 1:00 a.m. SHARP according to the bar clock. Absolutely no drinks sold after this time. At this time roll the canteen shutter and begin the canteen cleanup. Typically you can roll the shutter a few notches at 5 minutes to 1:00. This serves as a warning
 - Head Bartender to complete the rental receipt and give to renter during the collection of the rental amount. Collect hall rent in cash, DO NOT take a cheque or any other form of payment; **Community** Club Administrator will confirm with the Head Bartender the rental amount. If the renters indicate that other arrangement had been made for payment (i.e. minus deposit), do not alter from the amount Community Club Administrator has indicated and advise them to discuss this with Community Club Administrator the following week. If all is in order any deposits will be refunded.
 - Collect hall key from renters.
 - People are allowed to consume drinks up until 1:30 a.m. At that time all liquor must be removed from the tables. Ensure renters know to pour unfinished drinks into the large pails and then to leave them in the hallway. Bartenders can assist as time allows. The buckets will be poured out the next day by the clean-up crew.
 - Renters are asked to clear the tables and remove all decorations.
 - Renters are asked to ensure the floor is clear of all raffle and/or drink tickets as these can stain the floor if wet.
 - Stack all unopened beer cases and hard liquor on east side of hallway across from empties. Put liquor 'heels' with the full liquor but ensure renter is aware which are opened as they must put them in the trunk of their car or out of reach when driving. Renters must remove all liquor that night.
 - Give permit holder the liquor permit as it is needed to return unopened liquor.
 - Clean the canteen and rinse out the jiggers and coffee thermos, carafe, etc.
 - Check all bathrooms to ensure they are cleared. Work with the Security Guard to ensure the building is completely vacated.
 - Lock main entrance door (using the key) and turn off all lights in main hall area.
 - Remove bartender fees from rent and place rental money in envelope and door key into the Drop Safe.
 - Ensure kitchen is cleaned out and turn off kitchen and bar light, and leave through the kitchen's side exit, ensuring door is locked behind you.
 - Damage deposit to be returned in 1 to 2 weeks (by Community Club Administrator)

Emergency Contacts

In the event an emergency arises that cannot be resolved and requires immediate attention the following people may be contacted - Steve Kazubek, Facilities Supervisor: Cell: (204) 801-6668
Angie Clark, Office Assistant: Cell: (204) 799-4134

21.7 Programs:

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Comment [SM2]: What does this mean?

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- a. All programs will be administered by the V.V.C.C. Board of Directors
- b. V.V.C.C.'s Nursery School Director shall be paid an hourly wage, and not to exceed six and one-half hours per day, to organize and operate the Nursery School program at V.V.C.C.

21.8 Facilities Supervisor

- a. Install indoor and outdoor ice at the onset of the season
- b. Assist with the installation of the ice logo's and lines
- c. Remove the indoor ice at the end of the season
- d. Maintain indoor ice with weekly ice maintenance, ensure ice is always safe
- e. Be responsible for annual walk through inspections at both sites with the City of Wpg. Follow up with any issues that require attention/repair
- f. Be responsible for meeting with trade people and contractors
- g. Oversee that all equipment that is required for the operations of the facility is kept in working order. (Zamboni, ice edger, tractors snow blowers, ride on mowers etc.,)
- h. Maintain and provide a current inventory report of all the club's property, and submit it to the City of Wpg on an annual basis for insurance purposes
- i. Complete and maintain reports/records relating to all Varsity View facilities and machinery
- j. Search for and implement cost saving measures at both facilities
- k. Purchase all necessary supplies for the operations of both facilities
- l. Ensure that all plant checks are completed and performed as required by the Manitoba Labour Board, 7 days a week, including all stat holidays, such as Christmas, New Years. Keep all necessary documents current.
- m. Be the first contact and respond to all AAA security calls, 24 hours a day.
- n. Ensure that the facilities are maintained to a clean and safe environment.
- o. Ensure that all work place safety rules are established and followed by staff
- p. Oversee the maintenance staff and contractors hired by the club
- q. Supervising and scheduling all the indoor arena staff. Making sure that all shifts are covered, filling in shifts when needed.
- r. Plans and organizes workloads for all staff and ensures a positive working environment
- s. Act as the liaison between the Union, staff and the community centre
- t. Responsible for the maintenance of all soccer/baseball fields and green space at both facilities
- u. During the off season, perform all duties that are required to keep the facilities at a high standard. This may require, painting, stripping and waxing floors at both facilities. Repairing gates, replacing arena glass and making sure all hardware is in working order.

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Qualification: Manitoba Department of Labour Refrigeration License
Valid Driver's License

V.V.C.C. will follow the Manitoba Labour Board regulations regarding holiday policy for the first ten years of employment. Holidays will increase to four weeks after ten years

21.9 Facility Support Worker

Deleted: Part Time
Maintenance/Groundskeeper

- a) Snow removal at both sites when needed, 24/7 priority basis
- b) Construct/make outdoor rinks when weather permits
- c) Maintain outdoor ice when needed and Zamboni daily for teams
- d) Assist the club with any general building repairs as well as outdoor rink repairs as needed
- e) Do minor repairs to electrical and plumbing fixtures at both sites when needed, as well as any general carpentry, painting or drywall work that is needed to keep the facilities in good repair
- f) Maintain baseball diamonds and backstops, ensuring they are kept in good order and free from hazards
- g) Cut and maintain soccer fields/baseball diamonds
- h) Do general maintenance and repair on tractors as needed, keeping them in working order
- i) Staff arena when needed for functions such as hockey, baseball, ball hockey, gymnastics, keeping the building clean and assist renters as needed
- j) Operate vehicles and powered equipment such as mowers, trimmers, tractors, snow blowers, ice resurfaces, saws, drills and welders
- k) Spread de-icing salt where and when required at both sites
- l) Care for established lawns by mulching, weeding, removing thatch, trimming or edging around flower beds, walks or walls
- m) Use hand tools such as rakes, pruning saws and hammers
- n) Gather and remove litter
- o) Maintain or repair tools, equipment or structures (buildings, fences, benches, etc.) using hand or power tools
- p) Provide proper upkeep of sidewalks, driveways, parking lots, planters or other grounds features.
- q) Assist Directors when issues arise
- r) Make sure both facilities are kept clean and that they provide a safe environment
- s) Open facilities when asked by directors

22.0 FINANCIAL AUTHORITY

- a. All monies must be forwarded to VVCC designate for deposit in VVCC account.
- b. The fiscal year shall run from July 1 to June 30 of each season. The VP finance shall provide at the VVCC Annual General Meeting a report summarizing the year's expenditures and cash flows. He shall also forward a copy of the same to the Main Club

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VP finance for attachment to the Main Club VP finance's Report at the Main Club Annual General Meeting.

- c. Normal signing authorities for all VVCC General Accounts shall include any two of President, Past President, VP Finance, VP Program, VP Sports and VP Operations.

23.0 SPORTSPLEX CANTEEN

- a. Community Club Administrator is authorized to set prices for items offered in canteen in accordance with cost increases.
- b. Community Club Administrator is authorized to have paid staff as required, schedule staff and pay minimum wage plus holiday pay as well as applicable deductions.
- c. All canteen staff must be a minimum of 14 years of age.
- d. All staff will be charged one-half the selling price when purchasing canteen products.
- e. A job posting will be sent out prior to the start of the ice sports season looking for Sportsplex canteen staff.

24.0 FUND-RAISING

- a. All fund-raising events will be coordinated through the Board of Directors.
- b. A maximum of \$1,000.00 per fiscal year may be budgeted for donations to groups outside the V.V.C.C. programs.
- c. Letters of applications for donations must be submitted to the President, with a copy for the VP Finance, prior to the meeting. Applications shall be dealt with under Correspondence on the Agenda.

25.0 HALL, RENTAL and EQUIPMENT USE

25.1 Rentals - Hall and Socials

- a. Socials will be held on Friday and Saturday nights only. The only exception will be Thursday nights when Friday is a public holiday and New Year's Eve.
- b. There will be a maximum of 4 socials held at the Varsity View Sportsplex per year.
- c. Principle Exception will be provided to non-profit organizations and special circumstances only after board approval. Requests for the Principle Exception must be made a minimum of 60 days in advance of the event

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- d. Regular V.V.C.C. socials will be allowed in addition to any public socials with the same restriction on months available.
- e. The Hall Rental Agreement contract is to be reviewed at least once a year.

25.2 Fees

- a. Social Hall Rental – In accordance with Board approved rates, fees will be reviewed and revised on an annual basis

25.3 Equipment Rental/Use

- a. All requests for tables and chairs must be approved by the VP Operations.
- b. V.V.C.C. does not rent out tables and chairs.
- c. V.V.C.C. will lend tables and chairs to V.V.C.C. residents and non-profit organizations.
- d. Bingo machine is to remain on the premises of V.V.C.C.
- e. Any damage to chairs or tables during socials will be charged to renter at the current cost to replace each chair or table dependent on the wear and tear incurred.
- f. V.V.C.C. "Seal" shall remain at Varsity View.

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26.0 HOCKEY BUILDING at 315 Laxdal Road

- a. Hockey Building hours, weather permitting, are to be:
 - i. Monday to Friday 4:00 pm - 9:00 pm
 - ii. Saturdays 8:00 am - 6:00 pm
 - iii. Sundays 8:00 am - 6:00 pm
- b. The entire inside of the Hockey Building will be designated as a smoke-free area, effective December 1, 1990.

27.0 SPORTSPLEX at 4230 Ridgewood

- 27.1 Maximum number of advertising signs in the Sportsplex is 16 wall signs, 6 board signs and 4 in-ice signs (excluding the WVCC Falcon logo). Signs shall be rented at a board approved rate.

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- 27.2 The entire inside of the Sportsplex will be designated as a smoke-free area, effective December 1, 1990.
- 27.3 Sportsplex Ice Rental will be determined by the board using the City rates as a guideline
- 27.4 The ice at the Sportsplex will be installed and removed as directed by the WVCC Board. There will be a period of 5 months where there is no ice installed at the Sportsplex.

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27.6 Ice Allocation Policy

- a. Ice allocation meeting will be held by June 1 of each calendar year and attended by any members of the Board of Directors.
- b. WVCC will present an itemized list of all ice allocated to APHA and WRL and will remain responsible for these times until they are confirmed by these groups. If additional hours are required after the master schedule is prepared, only the WVCC ice convener will be allowed to make arrangements with the arena manager and these additions must be in writing and signed by both parties.
- c. The ice schedule at the Sportsplex will be considered the master schedule at all times. In the event of a double booking, the team indicated on the master schedule will be the team that will be allowed to use the ice.
- d. The Ice convener will work with the club administrator to re-sell any ice that has been scheduled but will not be used.
- e. Any ice booked by individual teams from arena staff must be paid for at the time of use. All coaches and managers are to be made aware of this policy by the WVCC.
- f. Ice will be allocated to different programs based on the number of kids registered.

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28.0 OPERATIONS

- a. The inventory list must be kept updated. This list must be presented to the City of Winnipeg for insurance purposes on an annual basis. *Community Services* shall be notified of all new equipment purchases as soon as possible in order to have insurance coverage.
- b. All inventory is to be marked by *Property of V.V.C.C.* and a copy given to the Police.
- c. All tables and chairs are to be identified as *Property of V.V.C.C.* Supervisor is to ensure this is done.

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- d. VP Operations is responsible for control of all keys and will maintain a list of all key holders.
- e. Invoices of companies associated to the Board of Directors have to be approved by at least two other Board Members before payment.
- f. Due to the fact of having two boarded outdoor rinks, one rink will be used for VVCC practices while the other will be left free for shinny. The ice convener will schedule the rinks accordingly.
- g. Sportsplex staff will be advised that they have the responsibility and authority to deal with inappropriate behavior at the Sportsplex. Examples of such behavior might include:
 - running, fighting, ball hockey, etc.
 - excessive use of profane language
 - child presence in the ice level public address box with adult supervision
 - smoking
 - pets

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29.0 PUBLICITY

V.V.C.C. information entering any schools must have prior approval of the Principal.

30.0 PROGRAMS

- a. V.V.C.C. area children are authorized to be part of the Charleswood Youth Soccer Association. V.V.C.C. will not sponsor a soccer program.
- b. All programs must come before the Board for approval.
- c. A Standard Rental Agreement Contract is to be signed with all programs. Programs operating under Varsity View paid instructors shall have standard employment contracts signed prior to commencement of their programs.
- d. Nursery School fees will be set yearly.
- e. All Nursery School expenditures over and above \$200.00 must be approved by the VP Programs.
- f. The Nursery School program will charge a fee of \$5.00 for every 15 minutes after class that parents are late to pick up their children.
- g. V.V.C.C. reserves the right to cancel the dance or any other programs up to three times per fiscal year.

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- h. The V.V.C.C. Nursery School program has the first booking option for their Christmas Craft Sale each year, effective October 1998.

31.0 ICE SPORTS

- a. The Ice Sports programs are governed by the rules of the Manitoba Amateur Hockey Association (MAHA), Winnipeg Minor Hockey Association (WMHA), Assiniboine Park Hockey Association (APHA), Manitoba Ringette Association (MRA), Winnipeg Ringette League (WRL), and Assiniboine Park/Fort Garry Ringette Association (APFGRA) will be adhered to by all participating players, coaches, referees and parents.
- b. Any supplementary rules and regulations necessary for the fair and efficient function of the Varsity View Hockey-Ringette program will be added according to the VVCC rules.
- c. A program for all calibre of players, with equal opportunity to play, equal participation and equal access to facilities and equipment will be provided for all participants.
- d. A full overview of the V V C C Ice Sports programs are contained in a supplement to this [Constitution](#) and By-Laws

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32.0 SUNDAY & TUESDAY NIGHT BINGOS

- a. Signing authorities shall be the normal signing authorities and the Bingo Manager.
- b. Bingo Manager shall prepare a detailed financial report of wages, advertising, printing costs, etc., on a monthly basis for presentation by the VP Programs at the Board of Directors Meeting.
- c. House Rules:
 - i. Winning Nevada tickets must be cashed in the night of purchase.
 - ii. No one under the age of 14 admitted.
 - iii. No individual or group will be allowed to sell tickets, etc., during Bingo without prior consent from the Board of Directors.
 - iv. V.V.C.C. reserves the right to cancel in bad weather.
- d. The Bingos will no longer accept any cheques.

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32.1 Bingo Manager

Reporting to the Varsity View Community Centre Executive, the Bingo Manager is responsible for the [delivering](#) excellent customer service that is conducive to generating revenue for the Community Centre. The Bingo Manager will be required to answer customer questions/concerns, conduct bingo product sales, Nevada ticket sells, concession sells, verify and payout various types of bingos, balance the card inventory and cash at the end of the event according to the LGA Manitoba standard operating procedures. Additional duties as outlined in the event procedures document.

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Qualifications/Skills:

- a) Fluent in English, both oral and written
- b) Knowledge of cash handling
- c) Strong mathematical skills
- d) Exceptional customer service skills
- e) Good communication skills to deal effectively with public
- f) Ability to work with minimal supervision
- g) Ability to speak in front of large groups
- h) Good knowledge of Microsoft Excel
- i) Knowledge of LGA Manitoba "Standard Rules of Play"
- j) Knowledge of LGA Manitoba "Bingo and Breakopen terms and conditions"
- k) Knowledge of Bingo
- l) Must be 18 years of age or older
- m) Access to transportation
- n) Ability to lift minimum 20lbs
- o) Must be able to obtain a MB Gaming license (i.e. pass a criminal record check)

Duties:

- i. Accurate record keeping
- ii. Be accountable for all monies on site
- iii. Issue cheque payout to customer on winning of over \$300
- iv. Verify month end inventory with worksheets
- v. Order inventory, pick up from warehouse and restock cupboards
- vi. Quarterly complete and submit to VVCC Finance Officer the LGA Manitoba Quarterly Report

Event procedure is located in Presidents Binder.

32.2 Bingo Caller

Under the supervision of the Bingo Manager, the incumbent is responsible for performing a variety of duties related to the operation of the Varsity View Community Centre's Bingo, including calling Bingo games on a stage and making announcements to players with an emphasis on serving customers and maintaining a high standard of customer service. Additional duties are also outlined in the event procedures document.

Qualifications/Skills:

- a) Fluent in English, both oral and written
- b) Knowledge of cash handling
- c) Strong mathematical skills
- d) Exceptional customer service skills
- e) Good communication skills to deal effectively with public

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- f) Ability to work with minimal supervision
- g) Ability to speak in front of large groups
- h) Basic computer knowledge
- i) Knowledge of Bingo rules
- j) Must be 18 years of age or older
- k) Must be able to obtain a MB Gaming license (i.e. pass a criminal record check)

Duties:

- i. Plug in and turn on computer
- ii. Speak clearly into microphone, adjust controls as required
- iii. Verify all Bingo games
- iv. Knowledge of the Master Control manuals
- v. Keep Bingo machine and balls clean

Event procedure for this job is in the President's binder.

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32.3 Break Open Manager

Under the supervision of the Bingo Manager, the incumbent is responsible for performing a variety of duties related to the operation of the Varsity View Community Centre Bingo with an emphasis on serving customers and maintaining a high standard of customer service. The Nevada Supervisor's duties include cash handling, Breakopen ticket sales, bingo special card sales and verification of winning cards. Additional duties as outlined in the event procedures document.

Qualifications/Skills:

- a) Fluent in English, both oral and written
- b) Knowledge of cash handling
- c) Strong mathematical skills
- d) Exceptional customer service skills
- e) Good communication skills to deal effectively with public
- f) Ability to work with minimal supervision
- g) Ability to speak in front of large groups
- h) Basic computer knowledge
- i) Knowledge of LGA Manitoba "Standard Rules of Play"
- j) Knowledge of LGA Manitoba "Bingo and Breakopen terms and conditions"
- k) Knowledge of Bingo
- l) Must be 18 years of age or older
- m) Access to transportation
- n) Must be able to obtain a MB Gaming license (i.e. pass a criminal record check)

Duties:

- i. Accurate record keeping
- ii. Be accountable for all monies on site
- iii. Verify month end inventory with worksheets

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- iv. Provide monthly Breakopen ticket order to Bingo Manager and assist with restocking cupboards
- v. Quarterly complete and submit to the Bingo Manager the Nevada worksheets for inclusion into the LGA Manitoba Quarterly Report

Event Procedure is located in President's Binder

32.4 Bingo Canteen

Under the supervision of the Bingo Manager, the incumbent is responsible for performing a variety of duties based on serving customers and maintaining a clean work area. Additional duties are outlined in the event procedures document.

Qualifications/Skills:

- a) Fluent in English, both oral and written
- b) Knowledge of cash handling
- c) Good mathematical skills
- d) Good customer service skills
- e) Good communication skills to deal effectively with public
- f) Ability to work with minimal supervision
- g) Must be 14 years of age or older
- h) Must be dependable

Duties:

- i. Maintaining a sanitary and safe work space
- ii. Abide by Food Safety guidelines
- iii. Keep inventory stocked
- iv. Speak clearly to customers

Event Procedure is in president's Binder

33.0 AMENDMENTS TO BY-LAWS

- a. All amendments shall be referenced and attached to the By-Laws after each Board of Directors Meeting. Complete revisions shall be done prior to each Annual General Meeting.
- b. The Past President shall be responsible for updating of By-Laws and distribution of updated Constitution and By-Laws to the new incoming Board of Directors at the Annual General Meeting.
- c. These procedures can be amended only by means of the following procedure:
 - i. A written motion to amend these practices must be presented by any member of the Club Executive at any monthly meeting, or special meeting, of the Club. The motion may then be discussed at that meeting.

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- ii. In order to provide time to reflect upon the motion, and to receive input from other Club members, the motion may not be voted on by the Club Executive until the next regularly scheduled Executive meeting.
- iii. The proposed amendment must be approved by a 2/3 majority vote of the Club Executive members present at the meeting, provided there is a quorum.

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STATEMENT OF APPROVAL

This Constitution and By-Laws Document approved at the meeting of Varsity View Community Centre Inc. dated April 12, 2018 supersedes the previous by-laws dated April 20, 2017.

SIGNED _____

PRESIDENT

SECRETARY

