



**POLICIES**

**PROCEDURES**

**TERMS of REFERENCE**

**Incorporated July 14, 1980**

**Deep River Lawn Bowling Club**

**14 Clubhouse Road**

**Deep River, Ontario K0J 1P0**

# **POLICIES, PROCEDURES and TERMS of REFERENCE**

DEEP RIVER LAWN BOWLING CLUB

Ontario Corporation No. 451307

14 Clubhouse Road, Deep River, Ontario K0J 1P0

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## Change Record

Date	Nature of Change	Approval
2016.09.28	Bylaw Enacted	Signed by President and Treasurer
Before 2019	<ul style="list-style-type: none"> <li>Policy §A.6 Cards removed.</li> <li>Coordinator §C.3.10 Bowling Support Equipment removed.</li> <li>Coordinator §C.3.13 Archivist removed.</li> <li>Add that the treasurer should arrange for an independent review of the previous year's financial statement and provide the reviewed statement to the Spring General Meeting.</li> <li>Publicity Standing Committee replaced by Coordinator §C.3.16 Publicity</li> <li>Minor grammatical fixes.</li> </ul>	Reconciliation of various copies of Policies, procedures and TOR
2022.07.20	Coordinator §C.3.8 Special Events updated to include corporate rental charges	BoD meeting 2022.07.20
2022.11.23	Policy §A.3 Insurance, and Coordinator §C.3.8 Special Events updated with information from OLBA (John Fantin)	Email Fantin to T. Arthur
2023.07.23	Coordinator §C.3.15 Clubhouse Maintenance revised to include responsibilities from the Fire Safety Plan	BoD meeting 2023.07.23
2025.05.14	<ul style="list-style-type: none"> <li>Removal of signatures from Policies and Procedures (superseded by this Change Record)</li> <li>Removal of Bylaw to be a stand-alone document</li> <li>Update of Policy §A.3 Insurance to reflect updated (2024) requirements of the OLBA insurance policy</li> <li>Update of Policy §A.7 Membership to reflect the various membership options, the associated fees and the OLBA provision of participant accident insurance</li> <li>Update of Procedures §B.1 Water Shutdown, §B.2 Water Start-up in the Spring, §B.3 Lawn Mowing, §B.5 Irrigation System, §B.6 Lawn Rolling, §B.7 Dethatching, §B.8 De-Dewing, §B.9 Perimeter Lawn Mowing, §B.10 Aeration and Top Dressing, and §B.11 Fire Extinguisher Inspection and Maintenance. Added §B.12 Winter Shut-down (renumbered existing §B.12 to §B.13) and deleted §B.13 Topdressing (now part of §B.10).</li> <li>Update of Coordinator descriptions §C3.2 Bridge, §C3.6 Green Maintenance, §C3.7 Social, §C3.8 Special Events §3.9 Tournament, and §C3.11 Grounds Maintenance.</li> </ul>	BoD meeting 2025.05.13  Spring General Meeting 2025.05.14

	Removal of Coordinators §C3.3 Euchre and §C3.5 Yard Sale. Addition of §C3.17 Clubhouse Kitchen	

## **A - Policies**

### **§A.1 Terms of Reference Requirements**

Prior to initiating a coordinator position or committee, the Board of Directors must approve its terms of reference.

All coordinators and committees are bound by their terms of reference and careful preparation of these can save time, prevent misunderstanding and maintain consistency over time in an organization. The terms of reference include clear statements defining:

1. The status of the committee (standing or *ad hoc*);
2. The overall purpose;
3. Any specific directives defining goals and tasks;
4. The relationship to any other overlapping activities of the corporation;
5. The composition of the committee including statements for appointing the chair;
6. Any special mode of operation;
7. The upper limit of expenses the committee can incur; and
8. The preferred time and method of reporting.

The terms of reference for standing committees should also include statements concerning:

1. The term of office for members and whether successive terms are permitted; and
2. The method for the appointment of new members and for filling casual vacancies.

The terms of reference must be tabled and approved by the Board prior to striking the committee.

No members should be appointed to a standing committee until after its terms of reference have been approved by the Board. Subsequent changes to these terms of reference also require approval of the Board. To prevent arbitrary changes being made without consultation with the committee, proper notice must be given to change the terms of reference, and this cannot be waived, even by a unanimous vote of those present.

## **A - Policies**

### **§A.2 Honorary Membership**

Honorary membership is reserved for persons who may or may not be members and who have provided an extraordinary service to the DRLBC. Honorary members have all the rights of regular members except they are not entitled to vote nor become a director/officer unless they also become a regular member.

Honorary membership is not intended to be bestowed upon agencies, associations, branches, corporations, estates, groups, partnerships or organizations.

The nomination of a person for honorary membership must be done in confidence and be initiated by a written justification submitted to the Board of Directors of the DRLBC. The Board shall decide if bestowing honorary membership is justified. The President shall inform a successful candidate of the award by formal letter. In all cases, the letter of justification shall remain confidential except for portions used as excerpts in the award letter.

## **A. Policies**

### **§A.3 Insurance**

The Board of Directors shall ensure that the Deep River Lawn Bowling Club assets and activities are appropriately insured. In particular:

- The potential loss of or damage to the club's buildings and equipment should be covered by property insurance.
- All activities undertaken on the club property require liability insurance.
- There should be director's liability insurance to protect the members of the Board of Directors from personal losses.

Membership of the Deep River Lawn Bowling Club in the Ontario Lawn Bowling Association typically provides some insurance coverage, including general liability insurance, director's insurance and Participant Activity Insurance. The Board of Directors shall review the OLBA coverage and ensure that there is adequate insurance for any asset or activity that is not covered. They should also ensure that any requirements of the OLBA insurance policy are met – e.g. need for prior approval of certain types of events.



## **A - Policies**

### **§A.4 Travel Expenses**

To qualify for reimbursement, all travel expenses and related fees must be pre-approved by the Board of Directors. Claims must be submitted in writing with supporting receipts attached.

## **A - Policies**

### **§A.5 Spending Approval**

Unless an identified budget item, miscellaneous or extraordinary expenditures exceeding \$25 (twenty-five dollars) shall be pre-approved by vote of the full Board of Directors. If the approval was obtained outside of a regular Board of Directors meeting, documented voting results must be included in the minutes at the next regular Board of Directors meeting.

When someone proposes an expenditure by e-mail, there must be a mover and a seconder who vote in favour of the proposed expenditure.

## **A. Policies**

**§A.6**            *Removed*

## **A - Policies**

### **§A.7 Memberships**

The By-Law (Section 8.01) defines three classes of Membership in the Deep River Lawn Bowling Club (DRLBC): Regular member, Social member and Honorary member.

The Board of Directors reviews and sets fees for membership and other uses of the club (such as once-off usage of the facilities by guests) on an annual basis. The fee schedule is reflected on the Registration Form. Specifically, the Board of Directors may establish a reduced membership fee for first-time bowlers to encourage them to become members. The Board of Directors may also establish a reduced fee that enables limited bowling (e.g. for a fixed number of times). Beyond the defined limit, the individual would need to upgrade to a full membership.

A Regular membership is renewable every year and entitles the member to bowl, to attend social events and to vote at general meetings. A member transferring from another Ontario Lawn Bowls Association (OLBA) club would join as a Regular member.

A Social membership is renewable every year and entitles the member to attend social events only. Social members can bowl under the same terms as a guest (as outlined below).

A Honorary membership is valid for life without fee and entitles the member to bowl and to attend social events.

At the start of the lawn bowling season, the DRLBC Board may decide to offer a learn-to-bowl program for persons with little or no previous lawn bowling experience. A Learn-to-Bowl participant pays a fee to join a learn-to-bowl instruction program. For the duration of the program, the participant is a Regular member and can bowl and attend social events. Following the instruction program the Learn-to-Bowl participant can extend their membership for the rest of the year at a reduced rate with the Learn-to-Bowl fee being part of the reduced first year fee.

Prior to bowling for the year, every class of member needs to sign a DRLBC Registration/Liability Form to acknowledge their liability in using the club's equipment and facilities.

A guest is a non-member who uses DRLBC facilities and needs to be accompanied by a DRLBC member. A guest must pay any established usage fee and can bowl and attend social events but cannot vote. Guests must sign the Club's visitors' book to acknowledge their liability in using the club's equipment and facilities

All members of the DRLBC under the age of 85 are covered by the OLBA Participant Accident Insurance. Guests are covered up to 3 visits to the club. Beyond 3 visits, they would need to join the OLBA to have Participant Accident Insurance.

## B - Procedures

### §B.1 Water Shutdown

Water system shut down occurs at the end of the outdoor playing season and is required to prevent frost damage to the irrigation system components and the clubhouse water supply system. The shutdown should be arranged for no later than the 2<sup>nd</sup> week of October to avoid the potential for frozen sprinkler heads. Ensure you have a supply (2 to 3, 5L bottles) of RV anti-freeze.

The following steps should be followed:

- Schedule **water shutoff and blow out** with Town Works Department;
- Arrive a few minutes before the town workers and uncover the irrigation valve wells (9 locations);
- Have the water supply turned off<sup>1</sup>;
- SWITCH OFF ELECTRICAL BREAKER FOR WATER HEATER (very important);
- Open all 5 faucets (2 in kitchen, 1 in locker room and 2 bathroom sinks);
- Flush both toilets;
- Notify town workers to start blowing air;
- Wait until water stops and only air is coming through the faucets. Turn them off temporarily;
- Open the three outside water taps (one at the gate, one at the storage shed and one at the corner with the golf clubhouse);
- In the irrigation valve wells manually turn all 9 valves on (i.e., 1/4 turn counter-clockwise on the solenoid actuators)<sup>2</sup>;
- Wait until all water from sprinklers ceases;
- Open sprinkler drain well and open valve (1/4 turn to horizontal) (by post nearest Golf Clubhouse);
- Put covers back on all wells;
- Open faucets in clubhouse again (5 units);
- Flush both toilets again to ensure there is no extra water in the tanks<sup>3</sup>;
- Notify the town that you are finished;
- Put RV anti-freeze in both toilets (about 1/2 L each). Put anti-freeze in all five drains (about 1/4 L each); and
- Turn irrigation water controller (in storage shed) to the off position and unplug.

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<sup>1</sup> Water supply shut-off valve and air blowout connection are located at the corner of the Curling club at the top of the entrance road.

<sup>2</sup> Be careful not to completely unscrew the solenoid actuators from the valves.

<sup>3</sup> Hold flush valve open to ensure complete drainage.

## **B - Procedures**

### **§B.2 Water Start-up in Spring**

The following steps should be followed:

- Arrange for water turn on with Town Works Department after frost has left the ground<sup>4</sup> usually early April;

Before water is actually turned on arrive early before the town workers and :

- Locate building shut-off valve behind toilet in smaller bathroom and turn off (1/4 turn to horizontal). This will ensure that dirty water doesn't enter the building water supply;
- Open all irrigation valve wells and manually turn valves off (1/4 turn clockwise of solenoid actuators). This ensures that dirty water doesn't enter sprinkler heads; and
- Open irrigation drain well (by post nearest Golf Clubhouse) and close valve (1/4 turn to vertical).

Water can now be turned on by town crew.

- Wait until water from the outside taps is running clear (no rust colouration);
- Open sprinkler drain well valve (1/4 turn to horizontal) to flush out any dirt that may be sitting in the lines (3 to 4 minutes). Close it again.;
- Open all sprinkler valves (i.e., ¼ turn counter-clockwise on the solenoid actuators and allow water to run for 4 or 5 minutes, then close again;
- Replace covers on all wells;
- Plug in irrigation controller (in storage shed) and set the correct time. Turn to on;
- Turn building water shut-off to on position<sup>5</sup> (i.e., vertical);
- Wait until all air has left faucets (ensure that both hot and cold faucets are air free) and then turn them off;
- Check faucet aerator filters to ensure they are free of sediment; and
- Turn on water heater breaker.

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<sup>4</sup> If frost has not fully left the ground, care must be exercised to keep some water flow from taps and the heater on in the bathroom.

<sup>5</sup> Building water should be restored last to avoid sediment fowling the toilet fill valve.

## **B - Procedures**

### **§B.3 Lawn Mowing**

The club has two precision mowers. These are used alternately as the main and backup mower throughout a season. The main mower is used routinely to cut the grass throughout the season. The backup mower is used at the beginning of the season and at the end to cut the grass when amounts of topdressing sand may be present.

One mower is a Toro Greensmaster 1000, Model 04054, the other is a Toro Greensmaster 1021, Model 04833. The User Guides are kept in the bottom drawer of the Clubhouse filing cabinet. Adjustment of the mowers is the sole responsibility of the Turf Manager, Deep River Golf Club, who has been contracted to provide this service. The Turf Manager will periodically check that the mower height is less than 3/16 of an inch and that the cutter reel blades are making proper contact with the bed knife.

Before anyone operates a mower the Greens Maintenance Coordinator or other trained operator will demonstrate operation of the mower and provide instruction on how to mow the green.

## **B - Procedures**

### **§B.4 Locks**

Keys are available from the President or the Coordinator of Facilities and Special Equipment.

#### **§B.4.1 Front Door**

The front door lock is a Schlage keypad lock, model FE595. The factory settings for the Programming Code is 196183, User Code A is 9585 and User Code B 6838. Note that User codes can be de-activated/re-activated by programming without removing the battery.

##### **§B.4.1.1 Combination**

To add a new user code (up to 19 available), follow these steps:

- This 4 digit code cannot match the first 4 consecutive digits of the programming code;
- Enter 6 digit programming code;
- Wait for Schlage button to turn orange;
- Press the Schlage button followed immediately by the number 1 key;
- Enter the new 4 digit number;
- Pause while Schlage button blinks 3 times and you hear 3 beeps;
- Enter the same 4 digit number again;
- When the Schlage light turns green and you hear a long beep, you have entered a new user code.

To delete a single user code, follow these steps:

- Enter 6 digit programming code;
- Wait for Schlage button to turn orange;
- Press the Schlage button followed immediately by the number 2 key;
- Enter the 4 digit user code you wish to delete;
- Pause and enter the same 4 digits;
- When the Schlage light turns green you have deleted the user code.

##### **§B.4.1.2 Spring Activation**

- Remove the back plate on the inside of the door (2 screws);
- Press Schlage button;
- Insert a 9-volt battery in the terminal clips (located in the lower cavity);
- Use default user codes until new user codes are entered;
- Replace back plate



#### **§B.4.1.3 Winter De-activation**

- Remove the back plate on the inside of the door (2 screws);
- Press Schlage button;
- Remove the 9-volt battery from the terminal clips (located in the lower cavity). This causes a reset to factory settings;
- Replace back plate

#### **§B.4.2 Rear Door**

With the inner thumb lever turned vertical, the door is unlocked. In the horizontal position, the door locks on closing.

#### **§4.3 Shed**

The combination lock on the shed is a WordLock password lock.

The combination can be reset by the following steps:

- Align the dials to the current password;
- Pull shackle up;
- Slide the button on the left side down so the word RESET appears;
- Set dials to the new word combination along the indicator line;
- Record new password;
- Slide the button on the left hand side back to its original position;
- Reinsert shackle into main body;
- Scramble the dials.

## **B - Procedures**

### **§B.5 Irrigation System**

This system is a TORO TMC-212 Residential and Commercial Irrigation System. Maintenance and adjustment of the system is under contract to the Turf Manager, Deep River Golf Club. The User Manual for the controller is kept in the bottom drawer of the Clubhouse filing cabinet.

Care must be exercised during cutting of the perimeter lawn (see §B.9) to avoid damaging the sprinkler heads. If a new head is required order, a Toro T-7 series rotor.

Other than turning on and off during spring activation (§B.2) and winter de-activation (§B.1) respectively, it is essential that this system not be adjusted nor operated by anyone other than the contracted Turf Manager. The Turf Manager will fix and adjust the watering periods and schedule throughout the season. The Turf Manager will also advise on any additional watering required to cover such things as reseeding.

## **B - Procedures**

### **§B.6 Lawn Rolling**

The club has a greens IRON 6200 sit on roller. The user guide is kept in the bottom drawer of the clubhouse filing cabinet.

The lawn requires rolling to ensure a fast and even surface. The Turf Manager will advise as to when rolling is required.

Before anyone operates the roller the Greens Maintenance Coordinator or other trained operator will demonstrate operation of the roller and provide instruction on how to roll the green.

## **B - Procedures**

### **§B.7 Dethatching**

The dethatch machine (or verticutter) is a Bannerman Kleen-Green Thatch Remover, Model BCT-27-H. The User Guide is kept in the bottom drawer of the Clubhouse filing cabinet.

It is important to choose the right time of year to dethatch depending upon the type of grass and climate. Dethatching is tough on a green, so do it when the green will have the best chance to recover. Don't dethatch during a drought or a heat wave. Ideally, there should be about 45 days of good growing conditions after you dethatch so the grass will recover. The Deep River Golf Club Turf Manager shall advise on the scheduling of dethatching.

Before anyone operates the verticutter the Greens Maintenance Coordinator or other trained operator will demonstrate operation of the verticutter and provide instruction on dethatching of the green.

## **B – Procedures**

### **§B.8 De-Dewing**

The management or removal of morning dew is a key piece of a disease management program. De-dewing is also known as “brushing” or “switching”.

Dew is water in the form of droplets that appears on thin, exposed objects in the morning or evening due to condensation. As the exposed surface cools, atmospheric moisture condenses at a rate greater than that at which it can evaporate, resulting in the formation of water droplets.

Morning dew is made up of both water from the atmosphere and guttation fluid, which is fluid secreted by plants. The guttation fluid contains plant sugars, which can, under the right conditions, provide a perfect food source for disease pathogens.

The rug mat should be used daily (or as required) for de-dewing. Dragging should be done in the morning following the green diagonals (to minimize sight lines for bowling). De-dewing of the playing surface:

- Keeps the green clean;
- Removes any dew or surface water;
- Returns moisture and nutrients back to the soil;
- Aids resistance to disease;
- Flattens the grass to improve the speed of the green; and
- Levels worm castings and ant hills.

Although not a major contributor, the last bullet item does contribute to some levelling of the green surface on a daily basis.

## **B - Procedures**

### **§B.9 Perimeter Lawn Mowing**

The perimeter lawn includes the strip of grass about 3 m wide that surrounds the lawn bowling green on three sides, plus the lawn in front of the clubhouse. The mower used to mow the perimeter lawn is a Yard Machines mulching mower that is stored in the equipment shed. It runs on regular gasoline that is stored in red containers in the equipment shed. The User Guide is kept in the bottom drawer of the Clubhouse filing cabinet.

#### **§B.9.1 Prep**

- Wear safety glasses, closed-toe shoes, and (preferably) gloves, long pants and ear protectors;
- Normally leave the mower height set as it already is;
- Check that the mower gas tank is filled to the bottom of the fill pipe;
- Check that dried-out grass from the last mowing has been cleaned off the underside of the mulching housing surrounding the mower blade (otherwise the grass will fall off randomly). To clean off old grass, take the mower to the grass dump in the bushes behind the equipment shed and scrape off the grass with one of the knives kept in the equipment shed;
- To start the mower, push the red primer button on the left of the motor housing three times, hold the safety stop bar up against the crossbar, then pull the starter rope on the right side of the mower frame.

#### **§B.9.2 Cutting**

- Lawn drainage is uneven and the grass tends to grow unevenly. The grass in the low-lying areas of the perimeter on the north side of the green may be at the upper limit of mulching while the perimeter on the north side may not have grown much at all since the last mowing;
- Do not run the mower directly over the obstructions in the perimeter lawn, which include several protruding tops of the sprinkler system (painted red) and stakes supporting the gutter boards;
- Move benches, tables and chairs to mow their locations, then put them back in place;
- The surface of the perimeter lawn is uneven. Avoid “scalping” high spots;
- Ignore the dandelions and other weeds in the lawn, which are too numerous to remove without leaving many holes;
- If the mower slows or chokes, it is likely clogged with mulched grass. Reverse the mower one or two lengths of the mower body then advance over the problem area to spread out the mulched grass. Repeat if necessary to avoid further choking of the mower;

- Use a weed whacker to trim the edges of the lawn that cannot be cut with the mower.

#### **§B.9.3 Cleanup**

- Take the mower to the grass dump in the bushes behind the equipment shed and scrape off the mulched grass stuck to the underside of the mulching housing with one of the knives kept in the equipment shed;
- Store mower in shed.

#### **§B.9.4 Servicing**

- No policy, other than the instructions in the Owner's Manual, have been established.

## **B – Procedures**

### **§B.10           Aeration and Top Dressing**

The aeration and top dressing of greens occurs once or twice a year at most. The primary objective is to get oxygen into the ground to the roots of the turf grasses.

To aerify, a piece of machinery built for the task, cores the ground (punches holes and removes the dirt) in a certain pattern. This is done to loosen the soil that has been compacted by bowlers walking over it, opening up growing room for the roots, and increasing oxygen to the roots. Depending on the weather, it can take several weeks for the holes to fill in and grow over. Hole-filling is expedited by top dressing, dragging with steel/coconut mats, and sweeping with wide push brooms.

Several pieces of equipment from the Deep River Golf Club are used in the process of aeration, top dressing and grooming. The Turf Manager from the Golf Club performs the aeration, top dressing and helps with the grooming under his contract with the DRLBC.

It can take 2-3 cubic yards of top dressing sand to top dress the green. This sand is stored behind our equipment shed. We use approximately 7 cubic yards of top dressing sand per year.

The following steps and considerations should be taken to complete green aeration:

- Arrange a date with the Deep River Golf Club Turf Manager (TM) at least two weeks in advance as he/she will be doing their own greens about that time and will need to properly schedule this activity;
- Ensure sufficient top dressing sand is available;
- A work crew of at least three persons (plus the TM) should be available for this activity;
- Rain delays this activity as the green surface must be dry to properly groom the surface;
- Ensure the gutter-filler board is in place to allow heavy equipment (aerator, top dresser, lawn tractor) to be driven onto the green surface;
- The TM will run the aerator over the surface;
- The surface is then dragged with a steel mat(s) to break up the plugs and initiate hole filling;
- Any remaining organic material is blown into windrows, shoveled into wheelbarrows, and disposed of;
- The TM will then top dress the green;
- The green is then dragged/swept using a lawn tractor for as long as possible to fill the holes as much as possible; and
- Final hole filling may require the use of a wide push brooms and more top dressing sand<sup>6</sup>.

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<sup>6</sup> Unfilled holes will result in an uneven surface in the spring with valleys and hills.



## **B – Procedures**

### **§B.11 Fire Extinguisher Inspection and Maintenance**

The DRLBC Fire Plan requires that the club's two fire extinguishers (Kidde brand dry chemical, #s AX182565 and BK290458) be serviced annually. Both fire extinguishers require a monthly inspection and an annual service.

- The monthly inspection is carried out by the Clubhouse Maintenance Coordinator or designate. The inspection consists of:
  - Confirming that the needle in the gauge is in the green;
  - The white plastic seal is intact; and
  - Checking OK on the tag and initialing it.
- Annual servicing is performed by Layman Fire and Safety in Pembroke (613.687.2896). An on-site service appointment should be made in the spring.

## **B – Procedures**

### **§B.12 Winter Shut down**

The following tasks shall be done after the playing season has finished:

- The following equipment shall be moved into the storage shed:
  - Drag mats
  - Sit on roller
  - Bowl rakes
  - Watering hoses (drained)
- The engines of the perimeter lawn mower, verticutter, lawn roller and precision mower, that was in routine use, shall be winterized.
- Remove the drain tubing from the dehumidifiers and make sure there is no water left in the devices.
- The clubhouse main electrical breaker shall be placed in the off position.

## **B – Procedures**

### **§B.13            Updating This Binder**

There are two copies of this binder:

- Secretary Copy: This copy holds the signed originals and, if required, the seal with markups showing revisions.
- Club House Copy: This copy contains current file copies of the pages included in the Secretary Copy. The names of signatories and dates should be typed in the spaces provided. The seal facsimile below can be added where required.



Changes to Policies and Terms of Reference require the approval of the Board of Directors of the Deep River Lawn Bowling Club.

Changes to the Constitution and By-laws require the approval of the Membership at a General Meeting. Copies of the proposed revisions need to be circulated to the Membership at least two weeks prior to the General Meeting.

## **C – Terms of Reference**

### **§C.1 Definitions**

In these Terms of Reference, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Articles" means any document or instrument that incorporates or modifies its incorporating document or instrument;
3. "Board" means the Board of Directors of the Corporation;
4. "By-Laws" means all By-Laws of the Corporation as amended and which are, from time to time, in force;
5. "Chair" means the Chair of the Board;
6. "Coordinator" means an individual and member appointed by the Board, who brings order and organization to an enterprise;
7. "Corporation" means the Corporation that has passed the By-Laws under the Act or that is deemed to have passed the By-Laws under the Act;
8. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
9. "Member" means a member of the Corporation;
10. "Members" means the collective membership of the Corporation;
11. "Officer" means an Officer and Member of the Corporation, appointed by the Board, with day-to-day responsibility for running the vital duties of the Corporation and having some discretionary authority; and
12. "OLBA" means the Ontario Lawn Bowls Association.

Other than as specified above, all terms contained in these Terms of Reference that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

## **C – Terms of Reference**

### **§C.2 Directors and Officers**

#### **§C.2.1 Director**

Five Directors shall be elected by the Members from the Members. Once elected, the Board shall appoint the Officers (President, Vice-President, Secretary, and Treasurer) from the Board members. To ensure a full slate of Officers, the Director candidates must declare, prior to the election, the officer positions they would be willing to fill if elected to the Board.

The Board of Directors of the Corporation are the final authority on all matters pertaining to the Corporation.

The Chair of the Board and the President shall be the same person.

The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual general meeting or until their successors are elected or appointed. Directors to hold office for a term expiring no later than the close of the fourth annual meeting of the members after the election, as stipulated in the draft Ontario Not-for-profit Corporations Act (ONCA).

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties; and
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act.

Meetings of the Directors may be called by the Chair, President or any two Directors at any time and any place on notice as required by this Term of Reference. The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

Coordinators are appointed at the discretion of the Board to bring order and organization to an enterprise. The Board shall approve the terms of reference for each coordinator. Coordinators are not Board members but report to the Board as required. The Board may rescind the appointment by resolution at any time.

Committees are established at the discretion of the Board to focus expertise where it can best be used and to manage the flow of information. Committees, standing or *ad hoc*, may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated;
2. At the discretion of the Board, the Board may appoint a coordinator to chair the committee;
3. Motions to establish *ad hoc* committees shall contain appropriate terms of reference;
4. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time; and
5. Terms of reference shall be approved by the Board prior to initiating a coordinator position or committee.

A quorum for all committee meetings shall be a majority of the voting members of that committee.

## **C – Terms of Reference**

### **§C.2 Directors and Officers**

#### **§C.2.2 President**

The Constitution and By-laws state that the President shall be an ex-officio member of all committees. That means that the President should be fully informed of, and where required, be involved in all aspects of the club operations.

The President presides at all meetings of the Board of Directors and of the club membership, i.e. the Spring meeting and the Fall AGM.

The President is responsible for the general management and supervision of the affairs and operations of the Corporation.

The President shall sign the minutes of the Board of Director meetings after they have been passed by the Board of Directors.

The President shall sign the minutes of the meetings of the club membership after they have been approved by the Membership.

Meetings with the Board of Directors should be held regularly.

## **C – Terms of Reference**

### **§C.2 Directors and Officers**

#### **§C.2.3 Vice-President**

The Vice-President shall exercise the duties and powers of the President when the President is absent or unable to serve.

It is usually assumed that the Vice-President will succeed the President at the end of the President's term.



## **C – Terms of Reference**

### **§C.2 Directors and Officers**

#### **§C.2.4 Secretary**

The Secretary will attend all meetings of the Board of Directors and record all facts and minutes of the proceedings. These minutes will be circulated to the Board of Directors for omissions and corrections before being adopted at a subsequent meeting of the Board of Directors.

The Secretary will record the facts and minutes of the Spring and Fall general meetings of the club membership and will present such minutes to the subsequent general meeting for approval of the Membership.

The Secretary shall be the custodian of all books, papers, records and contracts belonging to the Corporation. He/she will be the custodian of the seal of the Corporation

The Secretary will conduct correspondence from and to other organizations and persons.

The Secretary or designate shall remit Form1 – Ontario Corporation Initial Return / Notice of Change concerning Directors and Officers within 15 days of the Fall AGM.

Concerning Club Membership, the Secretary or designate will

- Maintain Club email list for circulation of Membership information
- Maintain Club membership list (*for the Board of Directors*) – *see sample on file*
- Maintain Club contact list (*for the Membership*) – *see sample on file*
- Remit Club membership list to OLBA

The Secretary will make or provide tickets if needed for special events, e.g. card parties.

## C – Terms of Reference

### §C.2 Directors and Officers

#### §C.2.5 Treasurer

The Treasurer shall:

2. Financial Duties
  - Maintain an accurate record of all Club incomes and expenses (*Excel*)
  - Reconcile Club bank account statements monthly (*Northern Credit Union, Deep River*)
  - Reconcile Club petty cash account monthly
  - Oversee Club investments (*GICs*)
  - Prepare and issue cheques to pay Club invoices
  - Manage expense claims remitted by Club members
  - Collect and record monies received from Club functions
  - Deposit received monies into Club chequing account
  - Update chequing account signing authority (President, Vice-President & Treasurer)
  - Arrange for independent review of previous year's financial statement.
3. Monitor Club post box (**Box 2158**) for bills and correspondence (*The President has 2nd post box key*)
4. Spring General Meeting
  - Prepare Club Budget for the current year and a reviewed Income-Expense statement from the previous year
  - Prepare recommendations for Club membership fees
5. Fall Annual General Meeting (AGM)
  - Prepare Fall AGM Financial Statement projected to year end
  - Prepare Fall AGM Membership Report
6. Club Membership
  - Remit Club assessment fees to OLBA
  - Remit Club assessment fees to District-16
  - Update OLBA insurance waivers for all Club members (*each year*)
  - Distribute OLBA membership stickers to all renewing members
  - Distribute OLBA membership cards to new members
7. Club Supplies
  - Manage Club locker rentals
  - Manage Club pins, Grippo, Crack a Jack, and Bowls Canada Bowling booklets
  - Manage purchase of new/used equipment for members

8. Canada Revenue Agency (CRA) and Service Ontario
  - Prepare Club Corporate Income tax (*tax records including cheques, bank statements, receipts, etc. must be kept for seven (7) years*)
  - Submit Club Board of Directors and Officers list to Canada Revenue Agency (CRA) (after AGM)
  - Submit Club Board of Directors and Officers list to Service Ontario (as part of Corporate Income tax)
9. Ontario Trillium Foundation and/or other Grants
  - Complete and submit Trillium grant application (*see sample on file*)
  - If grant is approved – complete Trillium reporting procedure
10. Keep HST records in the income and expenses statements
  - Prepare and submit HST in the spring of each year.

## **C – Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.1        Clubhouse Operations**

The Clubhouse Operations Coordinator shall be responsible for the operations in the interior of the club house. They will prepare the clubhouse prior to the beginning of the season and arrange for cleaning service to the clubhouse throughout the playing season.

The Clubhouse Operations Coordinator will:

- purchase necessary cleaning and bathroom supplies, billing the treasurer for them;
- be responsible for the recycling bins and removing garbage;
- be responsible for laundry of towels and cloths used in the clubhouse; and
- work with the Social Coordinator to prepare the clubhouse for bridge evenings, tournaments, special evenings and dinners as needed.

## **C – Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.2        Bridge**

The Bridge Coordinator will:

- arrange with the Publicity Coordinator to advertise in the NRT and sandwich board at the Post Office that bridge will be held time and place
- prepare for and run each bridge session, often with a volunteer, according to a detailed procedure established for bridge evenings; includes preparations for tea, coffee and refreshments
- coordinate with Clubhouse Operations Coordinator and Kitchen Coordinator concerning preparation and cleanup
- arrange with Publicity Coordinator concerning articles for the NRT
- purchase fresh cards annually and scorecards as required

## **C – Terms of Reference**

**§C.3**            **Coordinators**

**§C.3.3**        *Removed*

## **C – Terms of Reference**

### **§C.3                Coordinators**

#### **§C.3.4            Facilities and Special Equipment**

Facilities include the Equipment Shed and grounds (but excludes cutting of the Perimeter Lawn (see §C.3.11 Grounds Maintenance) and maintenance of the Green (see §C.3.6 Green Maintenance).

Special equipment includes the greens gutter system, sweepers, drag mats, wheelbarrows, perimeter lawnmower, spreader, gardening tools, tools, benches, lawn chairs, umbrellas, path lighting, gas cans and the filling of gas cans.

The Coordinator shall arrange for repair/replacement/protection of special equipment as required. Costs must be approved by the Board of Directors before corrective action is taken.

The Facilities and Special Equipment Coordinator reports to the President.

## **C – Terms of Reference**

**§C.3**            **Coordinators**

**§C.3.5**        *Removed*



## **C – Terms of Reference**

### **§C.3 Coordinators**

#### **§C.3.6 Green Maintenance**

The Green Maintenance Coordinator has overall responsibility for all functions described below, with some duties delegated to the positions of Greens Crew Scheduler<sup>7</sup>.

The Green Maintenance Coordinator is responsible for:

- Maintaining the bowling green in the best possible playing condition, within an assigned budget.
- Providing instructions to any outside contractor for work on the bowling green. The Coordinator shall negotiate contract services with the Turf Manager of the Deep River Golf Club to provide turf management for the bowling green. This management to include fertilizing, fungicide application, seeding, top dressing, aeration, irrigation system maintenance and use, and green's mower maintenance. Mowing, de-dewing, sweeping, and de-thatching will be provided by DRLBC personnel (see Greens Crew Scheduler below).
- To compensate for wear and compaction of the bowling green, the Coordinator controls the weekly or biweekly moving of the rink markers by 0, 1/3, 2/3 rink width on all four sides of the green, moving the seven rinks towards rink number 8, which is closed until all the markers are placed in their original position. It is also their responsibility to regularly change the direction of bowling between N-S and E-W.
- Enlisting and maintaining a team of volunteers (Greens Crew<sup>8</sup>) and providing training to these volunteers on the operation of the precision mowers, lawn roller, verticutter and any other specialized equipment that the club may purchase.
- Arranging maintenance of the equipment used for the bowling green.
- Purchasing supplies used for the bowling green
- Specifying irrigation system requirements and operation.
- Determining de-thatching and end-of-season tasks, with work crews organized by the Greens Crew Scheduler. Liaise with the Greens Crew Scheduler regarding work crew requirements.
- At the end of the season arrange with the Turf Manager for the backup mower to be sent out for servicing.
- Ensuring that delegated duties are carried out.

The Green Maintenance Coordinator liaises with:

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<sup>7</sup> This position may be filled by the Green Maintenance Coordinator.

<sup>8</sup> The Greens Crew should be a minimum of 4 people trained in the operation of the specified equipment as well as 2 to 3 people to remove cuttings etc.

- Greens Crew Scheduler;
- Treasurer -- budget, purchases, expenses;
- Grounds Maintenance Coordinator -- the grounds around the bowling green;
- Facilities and Special Equipment Coordinator -- repair and replacement of equipment; and
- Tournament Coordinator -- timing of club tournaments and invitationals, preparation of the green for these events.

The Green Maintenance Coordinator reports to the President.

### **Greens Crew Scheduler**

The Greens Crew Scheduler assists the Green Maintenance Coordinator by carrying out the following delegated duties:

- Organizing work parties for tasks on the bowling green. The Greens Crew Scheduler will organize the work parties of two for de-dewing and to cut the grass on a regular schedule. The two-person ground crew that cuts the grass will also weed the greens gutters. A minimum ground crew of four persons is required. Spares are also required to cover off vacations and emergencies.
- Organizing special work parties for de-thatching (approximately monthly, as advised by the Green Maintenance Coordinator) and for additional tasks at the end of the season.

The Greens Crew Scheduler may or may not participate directly as a member of the work parties.

The Greens Crew Scheduler reports to the Green Maintenance Coordinator.

## **C – Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.7        Social Events**

The Social Events Coordinator shall be responsible for all arrangements for social activities, e.g., trivia nights, board games nights, pot luck suppers, etc.

The Social Coordinator:

- arranges for club members to be notified of social events in advance;
- prepares the clubhouse for each event (e.g., moving tables and chairs, and planning any refreshments) in conjunction with the Clubhouse Operations Coordinator and the Kitchen Coordinator;
- runs and otherwise organizes the social event, as appropriate.

## **C – Terms of Reference**

### **§C.3 Coordinators**

#### **§C.3.8 Special Events**

The Special Events Coordinator shall report to the President and work collaboratively with other Coordinators as required. The duties of the Special Events Coordinator are to promote and coordinate the visits of outside groups to the club for bowling and/or social occasions.

If the event includes bowling, the Coordinator arranges for setting out equipment and recruiting members (one per rink) to provide instruction and a demonstration of the game before bowling starts.

If the event includes social activities, the Coordinator arranges for the provision of refreshments and food as required.

The Board of Directors sets the fees for rentals of the DRLBC facilities and for individuals participating in lawn-bowling activities. The Board of Directors is also responsible for ensuring that any special events meet the requirements of the OLBA insurance coverage, or that the renting organization provides a proof of insurance certificate.

A waiver (attached) shall be signed by the representative of the group requesting the special event. Non-members shall sign the Club's visitors' book to acknowledge their liability in using the club's equipment and facilities.



**Deep River Lawn Bowling Club**  
**14 Club House Road, P.O. Box 2158**  
**Deep River, ON, K0J 1P0**

I/WE the undersigned hereby agree to waive and to hold harmless the Deep River Lawn Bowling Club (the "Club"), its officers, employees, volunteers and members from any claim whatsoever arising from personal injury and/or property damage as a result of use of the Club equipment and the premises.

I/WE further agree to be responsible for any damages incurred to the Club equipment and premises during our use and will be responsible for paying to repair any such damages. It is also understood and agreed that the Deep River Lawn Bowling Club, its officers, employees, volunteers and members will not be held responsible for property, personal or otherwise, left on the premises.

I/WE agree that any alcoholic drinks brought to the Club may only be consumed in the enclosed premises of the Clubhouse, as per Alcohol & Gaming (AGCO) Regulation. It is furthermore understood and agreed to waive and to hold harmless the Deep River Lawn Bowling Club, its officers, employees, volunteers and members from any claim whatsoever arising from personal injury and/or property damage either on or off the property of the Club as a result of consumption of said alcohol.

I/WE consent to having photographs taken whilst on the premises of the Club that may be used for publicity purposes.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I/WE do not consent to having photographs taken whilst on the premises of the Club that may be used for publicity purposes. I/WE hereby denote disagreement by marking the box ☐

## **C – Terms of Reference**

### **§C.3 Coordinators**

#### **§C.3.9 Tournament**

The Tournament Coordinator shall organize and manage club tournaments both invitational and in-house, league and jitneys. They may appoint people to help in this work.

The Tournament Coordinator consults with the Green Maintenance Coordinator concerning rink requirements for tournaments. For invitational tournaments and some club tournaments, a north-south direction is preferred, giving more space for competitors and enabling benches and umbrellas to be used.

The Tournament Coordinator is responsible for drafting and presenting the rules and regulations regarding conduct of play and trophies to the Board of Directors, and where appropriate, posting them in the clubhouse. Playing schedules will be kept up to date.

The Tournament Coordinator will be responsible for prizes to be awarded at the end of invitational tournaments.

Play for league and jitneys will conform with work on the green and be posted for all to note and follow.

The Tournament Coordinator will keep the membership informed of the tournament schedule including in-house, Invitational and District 16 lawn bowling events.

#### **Invitationals:**

The Tournament Coordinator will communicate with the District 16 representative who will be responsible for scheduling invitational events for the various District 16 clubs, and will seek to secure preferred dates for DRLBC invitational events. The coordinator is responsible for contacting sponsors well in advance of each Invitational for sponsorship money, acknowledging this sponsorship in publicity (in collaboration with the Publicity Coordinator, see §C.3.16), and arranging for the sponsor to present the trophy on the day if possible.

The Tournament Coordinator will advertise the DRLBC Invitationals to other District 16 clubs by sending posters to the Spring meeting of the District and having them distributed , also by emailing the posters to appropriate representatives of other District 16 clubs.

The Tournament Coordinator is responsible for accepting entries from out-of-town teams, and encouraging their entry by emailing clubs directly when short of teams near an Invitational date.

Then the Tournament Coordinator must balance entries by having enough Deep River teams to make a good tournament.

The Tournament Coordinator is responsible for arranging with the Green Maintenance Coordinator (see §C.3.6) to have the green mowed in both diagonal directions on the day before the Invitational.

On the day of the tournament, the Tournament Coordinator will announce the rules for the day before play begins, e.g. number of ends to be played, rules for jack out of bounds, etc.

The Tournament Coordinator is responsible for having trophies and other prizes ready to be awarded at the end of the day's play, with appropriate photographs taken for record and publicity purposes.

#### In-House Tournaments

The Tournament Coordinator is responsible for advertising all in-house tournaments 10-14 days in advance, and for attempting to increase the number of participants to an appropriate number for a good tournament (e.g., for triples events).

The Coordinator is responsible for running the event on the day, announcing winners and posting results.

#### Trophies

The Tournament Coordinator is responsible for having trophies engraved with results, and presenting them to winners at the annual Awards banquet (if held) at the end of the season.

The trophies need periodic checking for loose figurines and/or missing plaques. Two nut-drivers should be available for the Tournament Coordinator; a 3/8" for the old trophies and 7/16" for the current trophies.

#### Renfrew County Senior Games

The Deep River Lawn Bowling club is the only facility in Renfrew County for this sport to be played as part of the annual provincial Renfrew County Senior Games. The Tournament Coordinator will work with the RCSG Committee to hold this sport in Deep River, usually one day in May.

## **C – Terms of Reference**

**§C.3**            **Coordinators**

**§C.3.10**        *Removed*



## **C – Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.11       Grounds Maintenance**

The grounds include the lawns between the property fence and the outer surface of the gutters around the green plus the lawn in front of the clubhouse.

The Coordinator shall arrange to cut the grass on a regular basis and fertilize as required. Procedure §B.9, Perimeter Lawn Mowing, details the requirements for this task.

## **C – Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.12       Gardens**

Facing the front entrance to the clubhouse, the “gardens” include the garden in the right-front corner of the property, the garden along the back fence, the flower box left of the door, the garden on the right-hand face of the building, and the large flower pots just inside the front gate.

These gardens need to be weeded, watered and fertilized on a regular basis. The cost of plants and materials are payable by the DRLBC based on receipts. If the costs are to exceed \$25.00, then Board of Director approval is required as per policy A.5, Spending Approval.

## **C – Terms of Reference**

**§C.1**            **Coordinators**

**§C.1.13**       *Removed*

## **C – Terms of Reference**

### **§C.3 Coordinators**

#### **§C.3.14 Policies, Procedures, Terms of Reference and, Constitution and Bylaws**

- The overall purpose of this Coordinator position is to populate the Policies, Procedures, Terms of Reference and, Constitution and By-law manual to the extent deemed necessary;
- The manual shall be in agreement with the By-laws but is not a replacement for the By-laws;
- The Terms of Reference for each Coordinator needs to be approved by the Coordinator and the Board of Directors;
- An electronic copy of the manual shall be maintained by the Secretary;
- Where a signed and sealed copy of a policy exists, it will be considered as the control version;
- A hard-copy of the manual shall be kept in a location readily accessible to the Members;
- There is no budget allocated to this coordinator position;
- Progress reports shall be provided at regular meetings of the Board;
- Suggested future revisions shall be forwarded to the Secretary for consideration by the Board of Directors; and
- Draft By-laws consistent with the Ontario Not-for-profit Corporations Act (ONCA) shall be developed in preparation for Member approval at a spring or fall general meeting

## **C -- Terms of Reference**

### **§C.3 Coordinators**

#### **§C.3.15 Clubhouse Maintenance**

The Clubhouse Maintenance Coordinator shall arrange for repairs/replacement and modifications to the Clubhouse equipment and structure, and repairs and replacement of Clubhouse furnishings, as required.

The coordinator is also the keeper of the keys to the clubhouse. They are responsible for activating and deactivating the front door combination lock and for replacing and removing the back door key (kept in the equipment shed) at the beginning and end of the season, respectively.

The coordinator is responsible for maintaining the Fire Safety Plan and advising the Board of Directors on ensuing compliance with Fire Code requirements. This includes:

- Carrying out monthly testing and arranging for annual maintenance of fire protection equipment (extinguishers, smoke alarms and emergency lighting).
- Reviewing and controlling fire hazards in the lawn bowling club building.
- Posting the Emergency Procedure on exit doors to the lawn bowling club building and posting the Fire Safety Plan on the bulletin board next to the kitchen.
- Ensuring the Emergency Procedure in the Fire Safety Plan is reviewed in the annual table top exercise with the executive for the lawn bowling club and documented in the minutes of meeting.
- Updating the Fire Safety Plan on an annual basis and securing the approval of the Deep River Fire Department.

Clubhouse equipment includes, for example but not limited to, the fire extinguishers (see §B.11), smoke detectors, water & sewer systems, and garbage cans.

Costs must be approved by the Board of Directors before corrective action is taken.

The Clubhouse Maintenance Coordinator reports to the President.

## **C - Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.16        Publicity**

The Publicity Coordinator shall be responsible for appropriate and regular publicity of the activities of the Club. This will include Club activities reported in the North Renfrew Times, advance publicity in area newspapers and TV when needed, posters in town and out relating to special events including on the sandwich board near the post office.

The Publicity Coordinator shall also take (or arrange to be taken) photographs of Club events for the record as well as publicity in the North Renfrew Times.

## **C – Terms of Reference**

### **§C.3            Coordinators**

#### **§C.3.17       Clubhouse Kitchen**

The Clubhouse Kitchen Coordinator shall be responsible for purchasing and managing supplies of food and beverages for club tournaments, Invitational tournaments and jitneys.

The Clubhouse Kitchen Coordinator will:

- purchase necessary refreshments and kitchen supplies, billing the Treasurer for them;
- prepare tea, coffee, water containers and other suitable refreshments for tournaments, in consultation with the Tournaments Coordinator;
- ensure tea, milk and cookies are available for social gatherings after jitneys, and prepare them if taking part in the jitney;
- inform members of the three-sink procedure for washing and sterilizing mugs, etc., after use.