



# GVR Clubs Annual Workshop

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JANUARY 22, 2025  
WEST CENTER

# GVR Mission Statement

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To provide excellent facilities and services  
that create opportunities  
for recreation, social activities and leisure education  
to enhance the quality of our members' lives.



# GVR Staff

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Scott Somers, Chief Executive Officer  
Natalie Whitman, Chief Operations Officer  
Jody Crawford, Reservations Coordinator  
Kathy Edwards, Club Liaison  
Barb Giles, Communications Manager  
Steve Kindred, Recreation Program Director  
Nick McLain & Jamie Capone, Events & Entertainment  
Howey Murray, Finance Manager  
Steve Signore, Leisure Education  
Kris Zubicki, Membership



# Workshop Topics

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- GVR Support for Clubs
- Promoting Your Club
- GVR Website / Club Documents
- Annual Club Paperwork
- Reservations
- Leisure Education
- Insurance / Travel Waivers
- Financials
- Maintenance / Field Support
- Breakout Sessions



# GVR Club Members

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- Connect with like-minded people
- Develop talents and explore new skills
- Share knowledge and expertise
- Celebrate achievements
- Build new friendships



# 59 GVR Clubs

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## Six categories

- Arts & Crafts 12
- Cards & Games 13
- Dance 3
- Social Clubs 9
- Special Interest 7
- Sports 15



# 10 Dedicated Space Clubs

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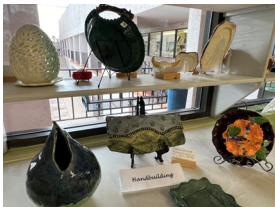


## **GVR Artisans' Shop**

West Center

## **Ceramics Club of GVR**

Desert Hills



## **GVR Clay Studio**

Santa Rita Springs

## **GVR Computer Club**

Santa Rita Springs

## **GVR Glass Artists Club**

Santa Rita Springs



## **GVR Photography Club**

Santa Rita Springs

## **GVR Lapidary Club**

Desert Hills, East, West

## **GVR Metal Working Crafts Club**

West Center

## **Santa Rita Art League of GVR**

Santa Rita Springs

## **Woodworkers of GVR**

West Center



# GVR Support for Clubs

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- Club President <-> Club Liaison primary contacts
- Meeting space
- Education opportunities
- Free advertising in GVR promotions





# GVR Communications

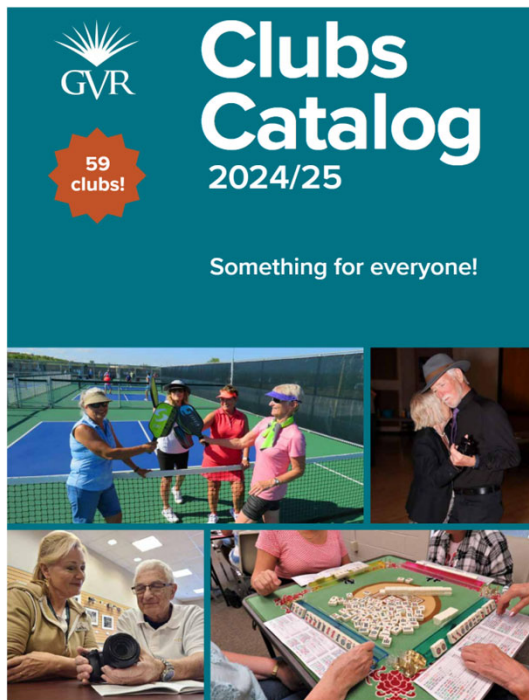
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Barb Giles

Communications Manager



# GVR Publications



**GVR**

## Clubs Catalog

2024/25

59 clubs!

Something for everyone!

The cover features a collage of four photos: a tennis court with several people playing, a man playing a guitar, a woman and a man looking at a camera, and a group of people playing a board game.



**GVR NOW!**

DECEMBER 2024 [GVREC.ORG](http://GVREC.ORG)

### Find Your Fun this Winter at GVR

This winter, GVR introduces a refreshed lineup of events, classes, and activities for members. Look for new offerings in live entertainment, classes, fitness programs, complimentary options, and drop-in activities. The season presents a variety of creative and expanded opportunities designed to suit a wide range of member interests.

The winter 2025 recreation catalog, featuring 80 pages of activities from January through April, is available in centers starting Monday, December 2, giving you plenty of time to plan. Registration opens Monday, December 9, and here's a look at what's coming up:



**THE JOHN DENVER STORY**

Comedy lovers won't want to miss the Dinner and a Show comedy nights or Todd Oliver and his talking dog Irving, featured on America's Got Talent. Dancing with the Stars: GVR Edition will showcase talent from GVR members and the local community. The live stage production of I Love Lucy will provide a nostalgic trip down memory lane. Sports enthusiasts can take a VIP road trip to watch the Roadrunners hockey team in style, while those seeking a cultural experience may join the Tucson brewery tour for craft beer sampling and local insights.

**Catch New and Returning Entertainment & Events**

Belt out your favorites with friends at Sing & Sip Karaoke, or challenge your knowledge during Monday Trivia Nights at the Del Sol Clubhouse. If you enjoy music and dancing, be sure to check out the live concert series with tributes to John Denver, Pat Benatar, CCR, and The Eagles, along with dances with popular local bands Open Road and Sonorous.

**Learn, Create, and Explore with Leisure Education**

Art, cooking, dance, music, health, fitness, sports, language and literature, nature and gardening, special interest, spiritual development—there's something for everyone seeking inspiration, engagement, or skill building.



New this year are regenerative landscape maintenance, expanded cooking options, art and poetry, Cricut basics, Intro to Woodworking, weight training for women, aqua tai chi, navigating auto repair, awareness and self-defense, and the wisdom of the Enneagram.

*Continued on page 6*



winter 2025

GVR Recreation Catalog

January–April

**GVR**

The cover features a large, colorful mosaic of a bird, likely a cardinal, with the text 'winter 2025 GVR Recreation Catalog January-April' overlaid.



# Promote Your Club Activities

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- ✓ GVR Clubs Catalog
- ✓ GVRNow! Monthly Newsletter
- ✓ Weekly eBlast
- ✓ Bulletin Boards & Reader Boards at GVR Centers
- ✓ Website Club Listings
- ✓ Club Newsletters
- ✓ Open Houses hosted by Clubs
- ✓ Green Valley News - Events Calendar



# Guidelines for Promotions

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- Club Documents - Promotional Guidelines
- Deadlines and formatting guidelines
- List club events as “GVR Members Only”  
*(except: Dance & Social Club Program, per GVR Board policy)*
- Activity must be open to all GVR members to be promoted on GVR channels



# GVR Website - Club Documents

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Kathy Edwards

Club Liaison



# GVR Website Demo



[Home](#) [About GVR](#) [Governance](#) [Info Hub/Pool Availability](#)

Search...



*Welcome* to Green Valley Recreation



Fitness, Aquatics & Racquet Sports



Leisure Education



Clubs



Events, Movies, and Trips & Tours



Members, Tenants, & Guests



Centers & Reservations



# GVR Corporate Policy Manual (CPM)

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

- Acceptance of Grant Funding
- General Public
- Membership requirements
- Membership/Guests/Monitoring
- Insurance
- Financial, Tax, IRS Requirements
- Facilities, Reservations
- Clubs and Class offerings
- Records Management
- Club Bylaws
- Member Code of Conduct
- Hobby Shops & Studio Clubs
- Merchandise/Product Sales
- Liquor Policy

CPM posted on GVR Website



# GVR Tenants & Guests

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## Tenants with GVR Tenant Card

- Eligible to join GVR clubs for the dates their card is valid.
- Verify eligibility and track expiration dates by emailing [membership@gvrec.org](mailto:membership@gvrec.org)

## Guests

As defined in club bylaws, clubs may grant guest participation to those with GVR guest pass





# Club Bylaws

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- Sample in Club Documents
- Review when officers change
- Update at least every 5 years



# Guide for Conflict Resolution

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- ✓ 3-Strike Rule (CPM)
- ✓ Grievance Policy posted in Club Documents
  - Consistent approach
  - Share with all club members
  - Managed by Club Board, copy to Club Liaison



# Annual Club Paperwork

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Due February 1, 2025 – Submit Complete Package

1. Annual GVR Club Agreement to Retain Club Status
2. GVR Club Officers List
3. GVR Club Membership Roster
4. GVR Club Inventory
5. GVR Club Financial Report – Y/E December 31

**Posted on GVR website – Club Documents**



# Changes to Club Officers

If Club Officers change during the year

- Submit updated Club Officers List to Club Liaison
- Read “Passing the Torch” as guideline for training new officers
- Review Club Bylaws

Office use only  
— Reservations  
— Website  
— Master

  
**2025 GVR CLUB OFFICERS' INFORMATION**  
This fillable form must be submitted to GVR Club Liaison by February 1st  
If a change of Officers occurs during the year, immediately submit an updated form  
to GVR Club Liaison, kathy@gvrec.org, 520.495.5843

GVR CLUB NAME: \_\_\_\_\_ # OF ACTIVE CLUB MEMBERS \_\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Officer	GVR #	Name	Email Address	Phone Number
President				
Vice President				
Secretary				
Treasurer				
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts  
Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Alternate Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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



**Posted on GVR website – Club Documents**

# Reservations

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- Name two club members to make reservations
- Reservations Coordinator sends confirmation Permit
- Schedule room setup and AV test 1 week in advance with GVR staff
- Honor arrival/departure times in permit – staff needs setup/teardown time
- GVR-approved caterers or licensed by Pima County – see policy on website
- **New reservation? Setup changes? 2 business days' notice**

Jody Crawford, Reservations Coordinator  
[Reservations@gvrec.org](mailto:Reservations@gvrec.org)



# Leisure Education

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Steve Signore

GVR Leisure Education Coordinator



# Interested in Teaching?

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## **GVR is interested in new course offerings**

- Make \$\$ for your club, increase membership
- All classes with fees must be offered through GVR's Instructional Class program
- For information, visit **GVR Instructor Corner** on website
- Email [classes@gvrec.org](mailto:classes@gvrec.org)



## **Club Member Workshops – No Charge**

- Clubs may offer free workshops to Club members  
- *only material fees may be assessed*
- Check with GVR coordinator before arranging workshops



# Financial – Maintenance – Field Support

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Kathy Edwards

Club Liaison





# Insurance & Liability Waivers

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## Types of Insurance

- |  |   |
|--|---|
| 1. Club Directors & Officers (D&O Insurance) | Copy to Club Liaison  |
| 2. Vendor Insurance                          | See Annual Club Agreement<br>Club Documents on website  |
| 3. Member Waivers for Club Excursions        | Members <u>who participate in club excursions that leave GVR property.</u> Retained in permanent club records |

Questions? Contact Club Liaison



# Club Financial Responsibilities

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- Financially self-sustaining
- 1099s must be mailed to recipients by IRS deadline
- Forms 1099 & 1096 must be mailed to IRS by IRS deadline
- Sales of items in gift shops or direct sales subject to Arizona Transaction Privilege Tax and related tax filing



# IRS Form 990-N (e-Postcard)

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## **IRS Deadline May 15th**

- Club must submit IRS Form 990-N e-Postcard to IRS for Y/E December 31 previous year  
  
(or IRS Form 990 or 990-EZ as required)
- ePostcards must be filed using IRS online system
- Status shows: "Pending" + refresh in 10 minutes = "Accepted"



# IRS Filing Confirmation

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- Send IRS Confirmation "Accepted" to Club Liaison by April 15



 IRS

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** GREEN VALLEY RECREATION INCORPORATED
- **EIN:** 860750783
- **Tax Year:** 2023
- **Tax Year Start Date:** 01-01-2023
- **Tax Year End Date:** 12-31-2023
- **Submission ID:** 10065520240277339086
- **Filing Status Date:** 01-27-2024
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



# Club Records Retention

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- Determined by IRS, Arizona Nonprofit Act
- Documentation for Auditors or IRS
  - Financial / Administrative
  - A/P, Receivables, Bank Records, Tax, Insurance
  - Organizational Records
- Records Retention Schedule – see Club Documents



# Protect Member Information

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- Keep member contact information confidential
- Use bcc: when sending emails
- Do not share membership roster



# Maintenance Needs

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## **Dedicated Space & Sport Court Clubs**

Designated Contact < - > Facilities Help Desk

## **All other clubs**

Club President < - > Club Liaison



# Field Support Staff

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## ➤ **Recreation Service Assistant "RSA"**

- Major centers - onsite  
East, West, Las Campanas, Desert Hills,  
Canoa Hills, Santa Rita Springs
- Satellites – Call COA for support

## ➤ **Center Operations Assistant "COA"**

- On-call during business hours
- Facility questions, resolving issues

**NEED ASSISTANCE?**  
**(520) 343-2440**

- Ask Questions
- Resolve Conflicts
- Report injuries
- Report needed repairs

**Center Operations Assistants  
(COAs) are on the job**  
**5:30am-9pm**  
seven days a week





# Upcoming GVR Events

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- **GVR Showcase Event, Las Campanas  
Friday, January 31  
1-5pm**
  
- **GVR Elections – GVR Board of Directors**
  - Voting begins February 19
  - N&E Committee requests Club Presidents urge club members to vote
  - Committee Volunteers needed, apply by April 16



# Events & Entertainment

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Nick McLain

GVR Events & Entertainment Manager



# GVR Events & Entertainment

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**Dancing with the Stars–GVR Edition**  
Wednesday, February 5, 7pm



**The Music of the Carpenters**  
Tuesday, February 11, 7pm



**I Love Lucy**  
Friday, February 21, 7pm



# Recreation/Health & Fitness Day

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Steve Kindred

GVR Recreation Director



# Health & Fitness

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**32nd Annual National Senior Health & Fitness Day<sup>®</sup>**

32nd Annual Event: Wednesday, May 28, 2025

*The Nation's Largest Older Adult Health Promotion Event*



# Breakout Sessions #1

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➤ **Dedicated Space & Sport Courts**  
Natalie Whitman – Room 2

Artisans	Bocce
Ceramics	Pickleball
Clay Studio	Shuffleboard
Computer	Tennis
Glass Artists	Volleyball
Lapidary	
Metalworking	
Photography	
Santa Rita Art League	
Woodworkers	



# Breakout Sessions #2

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- **New Club Leader Orientation, Annual Paperwork**  
Kathy Edwards – Auditorium
- **Leisure Education**  
Steve Signore – Room 1
- **Mentors, Volunteer Incentives**  
Nick McLain, Jamie Capone - Lobby
- **Club Topics of Choice**  
Club leaders – Auditorium



# Thank you!

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For sharing your time, skills and leadership.

Your contributions make an impact  
On so many lives!

