

Resident Groups

Definition: A Resident Group is an organized gathering of eligible Residents and their invited guests who desire to join together in the pursuit of common interests; that regularly meets at the Lodge (e.g. wine group) or offsite (e.g. hiking group); and, has been approved by the Executive Director.

1. Resident Group Overview

- 1.1. A complete list of current groups and their meeting times is available on the community website (www.Sierracanyonreno.com) under the “Groups full list” tab
- 1.2. Resident Groups must maintain an open membership allowing any Resident to either join or resign from the Group at any time
- 1.3. Joining a Group: To join an established Group, a Resident logs in to the community website goes to the “Groups” box on the navigation bar, and then follows the directions on how to join a group.
- 1.4. Establishing a Group: To establish a Resident Group, a Member submits an “Application to Establish a Sierra Canyon Resident Group” form to the Executive Director
 - 1.4.1. The application is available on the community website under the “Groups” tab
 - 1.4.2. There must be a minimum of 12 interested Members to start a group. To determine interest a sign-up list is posted in the Lodge Hallway by the Member applicant. The community is notified of the potential group by the hallway list, a mention on the website and as part of the bimonthly email on Group activities
 - 1.4.3. The Application must clearly state the Group’s focus and purpose
 - 1.4.4. The Group must have a Group Administrator and an Alternate Administrator.
 - 1.4.5. The Group will be responsible to provide their own equipment and materials with the exceptions listed below. Groups requesting equipment supporting a new activity may submit a Sierra Canyon Special Purchase Request to the Budget and Finance Committee for consideration
 - 1.4.5.1. Billiards Table, Support and Maintenance Equipment
 - 1.4.5.2. Pool Volleyball Net, Balls and Support Equipment
 - 1.4.5.3. Bingo Cards and Projector
 - 1.4.5.4. Table Tennis Tables, Nets, Balls and Paddles
 - 1.4.5.5. Pickle Balls, Paddles, Net and Court
 - 1.4.5.6. Tennis Nets, Court, Tennis Ball Machine with Balls
 - 1.4.5.7. Poker Tables
 - 1.4.5.8. Mahjong Tiles and Accessories
 - 1.4.5.9. Wii Gaming System Hand Controllers & All Sport Game Disc
 - 1.4.5.10. Horseshoe Shoes & Pits
 - 1.4.5.11. Shuffle Board Support and Maintenance Equipment
- 1.5. Group Meetings: For groups meeting twice per week, the maximum time allowed for space will be not more than two (2) hours.
 - 1.5.1. For groups meeting only once per week, the maximum time allowed for space will be not more than four (4) hours.

- 1.5.2. Any group that plays the same “game” on different days for different skill levels will each be considered one (1) group provided they meet the following criteria:
 - 1.5.2.1. More than 60 percent of group consists of participants at the published skill level.
 - 1.5.2.2. Each group MUST have a different administrator.
 - 1.5.2.3. Group sign-in sheets will be audited to ensure guidelines are met.
- 1.5.3. Groups using meeting space for different “versions” of the same game, may not use meeting space more than once or twice per week as prescribed by **paragraphs 1.4 and 1.4.1.**
 - 1.5.3.1. Ex: Duplicate Bridge played once per week for four (4) hours and Contract Bridge played once per week for four (4) hours may not be played in the same week. All Bridge games would be considered one (1) group with the exception of beginner and advanced bridge groups.
- 1.5.4. All groups are subject to board approval and the Board of Directors may make exceptions at its discretion.

1.6. Association Approval: The Executive Director must approve all Groups which use the Association name, the community website, any community facility or open area for whatever reason and time frame.

- 1.6.1. Upon approval: the Group Administrator must meet with one of the website Webmasters to receive Group Administrator training
- 1.6.2. Also, the Group Administrator will confer with the Administrative Coordinator to determine a regularly occurring space, day(s), time, and meeting location. Factors taken into account in scheduling include the group size, the room and equipment requested, frequency of meetings, and the Association’s demand for other planned events (see Sierra Canyon Room Booking Policy for more details in chapter 4)
- 1.6.3. If a group requests additional meeting space outside its regularly scheduled space and time, the first time is free, but subsequent requests will require a room rental fee.

2. Group Operations

- 2.1. The Group Administrator and the Alternate Group Administrator are responsible for the entire operation of the Resident Group, including but not limited to:
 - 2.1.1. Working with the Webmaster to maintain accurate and updated Group information on the community web-site, specifically: the Group home page, the Community events calendar, and the Resident Group distribution list
 - 2.1.2. Submitting facility use requests to the Aspen Lodge Front Desk and working closely with Association staff to determine a regularly occurring space, date, time, and meeting location
 - 2.1.3. Notifying Association staff before any of the following occurs: Changes to meeting space needs, meeting cancellations, or, planning of a special Group event

- 2.1.4. Contacting the Webmaster if any help is needed with adding, deleting, or organizing group information on the community website
- 2.1.5. Attending a mandatory annual meeting with staff. Staff will update Group Administrators to new policies, any necessary changes to their meeting schedule, address any concerns, issues, etc. Group Administrators will update current contact information and verify that the group is still active.

2.2. Facility Use:

- 2.2.1. The group administrator is responsible for making sure the members have signed in as required
 - 2.2.2. The Group Administrator is also responsible for making sure items being used by the group are stored away in the proper places and that the facilities are left clean and orderly, and assist the Monitor on duty in storing chairs and tables
- 2.3. No Group may keep cash on hand or hold title to any bank or other account in the name of the Sierra Canyon Association or a Resident Group. The Association has no liability for any funds collected or held by a Resident Group or any of its Members.

3. Exclusions

3.1. The Executive Director will not approve a Group Application if

- 3.1.1. The application conveys in any way that the membership or attendance at group activities may be restricted by race, gender, ethnicity, sexual orientation, national origin, or disability
- 3.1.2. The Group is similar to an existing Group or the Group description and focus duplicates any existing Group
- 3.1.3. For any other reason the Executive Director believes is not compatible with the Association.

3.2. Disapproved Groups

- 3.2.1. May appeal the Executive Director's decision which will be reviewed and ultimately approved or denied by the Board of Directors
- 3.2.2. Are prohibited from utilizing and being listed or advertised in the community website.

3.3. Revocation: Resident Group status may be revoked by the Executive Director at any time with reason.

- 3.3.1. Such reasons may include, but are not limited to, membership decline; irreconcilable conflict among its membership which creates a condition that projects the Group and/or the Association into an undesirable or embarrassing position; engaging in any activity outside the scope of the original purpose for which the Group was approved; violation of Federal, State or local government statutes or ordinances, or for any other reason that the Executive Director believes relevant
- 3.3.2. Revocation of a Group's status may be appealed by providing written justification to the Board of Directors within thirty (30) days of the revocation notice. The Board of Directors shall provide a written notice of their final decision when agreed upon at a

Board of Directors meeting. During the appeal process, all Group activities shall be suspended.

- 3.4. Member Suspension: Members who are abusive or who project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissention among Group members, may have their participation in that Group temporarily suspended by the Executive Director. The Suspension may be appealed to the Board of Directors.
4. There is nothing to prevent a group of residents from establishing a private organization that meets in individual homes, but they will not: be listed in the monthly calendar, use Aspen Lodge facilities, appear on the Association's website, receive financial support from the Association, or portray themselves as a Sierra Canyon Association's Resident Group.