

# Chartered Clubs/Scheduling

Kasey Huhta

Recreation Manager

## RECREATION

**Senior Office Coordinator (FT)**

**Recreation Specialist (PT)**

**Recreation Specialist (PT)**

## SCHEDULING

**Scheduling Lead (FT)**

**Scheduler I (PT)**



**SUN CITY**  
**West**

*We work very close with Facility Operations*

# Charter Clubs Committee

- As a standing committee of the Governing Board who are charged with advising the General Manager and the Governing Board on matters related to Chartered Club operations.

## Chartered Club Committee Meets:

- 1<sup>st</sup> Tuesday of every month  
(Sept – June)
- 1:30pm
- RH Johnson Lecture Hall
- Rec Centers YouTube Channel



# *The Charter Clubs are the fiber of this community!*

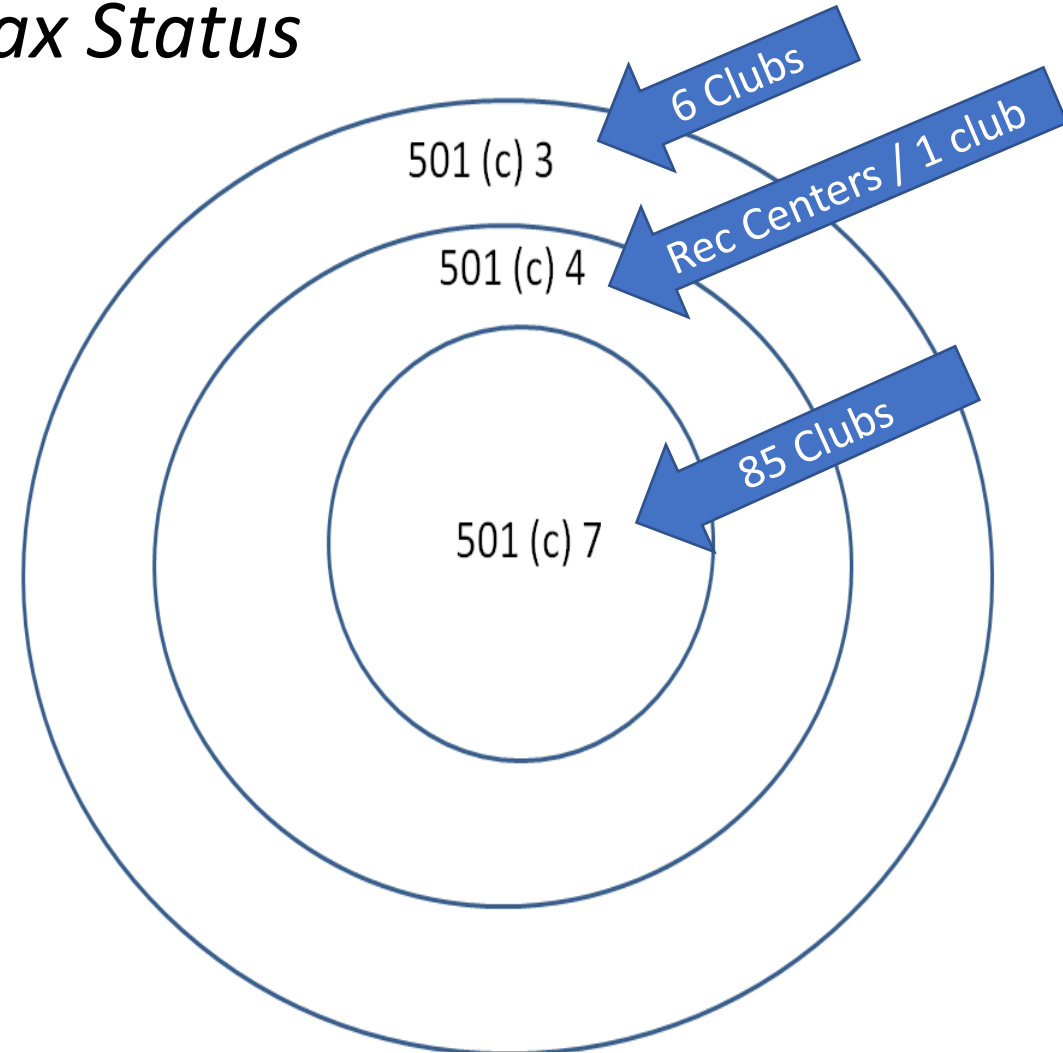
- Card Clubs (8)**
- Craft Clubs (23)**
- Dance/Fitness Clubs (9)**
- Hobby Clubs (9)**
- Golf Clubs (18)**
- Performing Arts Clubs (3)**
- Social Clubs (11)**
- Sporting Clubs (11)**

92

*Clubs*



## *Tax Status*





## SUN CITY WEST CLUBS

### Club Directory

- ✓ List of Chartered Clubs and their bylaws
- ✓ Some clubs have external websites

### Documents

- ✓ Rules, Regulations and Policies (RR&P)
- ✓ CR (*Club Request*) Forms
  - ✓ Appendices

# Communication

**How do we communicate with 92 clubs?**

- **Email / phone**
- **Mailchimp 1 to 2 times per month**
- **Chartered Club Committee Meetings 1x/month**
  - **Treasurers Meeting 1x/year**
  - **Officers Meeting 1x/year**
- **Work closely with Recreation Staff**

**What are some common topics?**

**Bylaws, disciplinary actions, space utilization, financials & CR Forms**

# *Charter Clubs and the Rec Centers*

**SCW Recreation Department works with all other Recreation Department to help make Chartered Clubs Successful**

**SCW Facility Operations Team**

*(Facility Manger, Supervisors and Leads)*

*Club Request Forms*

*Setups for all Club Activities*

**SCW PR Team**

Rec News & Social Media

**SCW IT Staff**

Club Track

Network

**SCW Maintenance Department**

Club Request Forms

Support of all Facilities

**SCW Events Department**

Happy Camp

**SCW Accounting Department**

Club Request Forms & Payments

**SCW Golf Operations**

Golf Chartered Clubs

# *Charter Clubs Community Events/Charity Projects*

- Palo Verde Patchers - Quilt Show Draws over 5000 persons from around the state / Quilts of Valor for local Veterans/Quilts for families at the New Life Women's Shelter.
- Arc - Car Show Every February Draws over 5000 from around the state / Donated time to Dysart High School Auto Classes.
- Pickleball - Tournament Benefits Local Charities every year.
- Softball - Supports the Posse, Benefits Cardiac Kids, and Sun Health.
- Racquetball - Legends of October Tournament which is Men and Women over 80 years old.
- Mac Cro Knit - Bags of Toiletries for the New Life Womens Shelter.
- Women's, Boomers/Softball/Woods hop Clubs - Toys for Kids every December with proceeds going to 4 different places.
- Encore Needle and Craft - Variety of items donated to over 10 local charities.
- Rip n Sew - Comfort Caps/Quilts for a cause (Hospice & Dialysis) Sewing from the Heart (Navajo Children).
- Agriculture – Two plots are cared for by members and all vegetables are sent to the Food Bank.
- SW Art - Donate supplies and teach Nadaburg School 3-4 graders Art.
- Beaders – Go to schools and help children make gifts for Mothers Day and Christmas.
- Clay – Have Benevilla youngadults come to club and have 1 in 1 classes/ Bowls of Hope.
- Desert Garden Club- Harvest plants from Residents/ From sales have given donations to 6 different groups in SCW.

# SCHEDULING

## What do we do???

Responsible for full inventory of all equipment that is rentable or needs to be transported  
*Tables, Chairs, Grills, etc.*

## Who do we book for???

Governing Board / Committees **Sept – June** (*Meetings*)

Sun City West Event Department, Golf Courses, Membership, Library **100+/year**

Sun City West Chartered Clubs **92** (*Meetings, Events & Socials*)

CR 6 Forms are turned in by May 1 for the following year for all Chartered Clubs  
Presidents then get called in to accept dates on Cr6's

Resident and Non-Chartered Clubs are close to 50.

- ✓ Birthdays,
- ✓ Celebration of Life
- ✓ Family reunions
- ✓ Family picnics

On a daily basis clubs and residents come in and make changes.



# SCHEDULING

## What Forms do we require???

**CR-6:** Club Activity Calendar for the following year (Jan 1 – Dec 31) *Due Date: May 1*

Identifies regularly scheduled club activities and meetings.

*The term “regular” is defined to mean the general membership and board meetings that are consistently held on the same day(s) of the calendar*

**CR-11:** Special Event or Tournament Request Prior to event, approval by the Recreation Manager is required.

\*Written request for a special event or tournament with non-recreation card hold guests.

**CR-14:** Facility Reservation Request As Needed Form submitted to scheduling office for each facility space reserved.

# SCHEDULING

## Beardsley Recreation Center

- Rentable Park and Ramadas
- Rentable Rooms / Courtyard
- Dedicated / shared space for SCW Chartered Clubs

## Kuentz Recreation Center

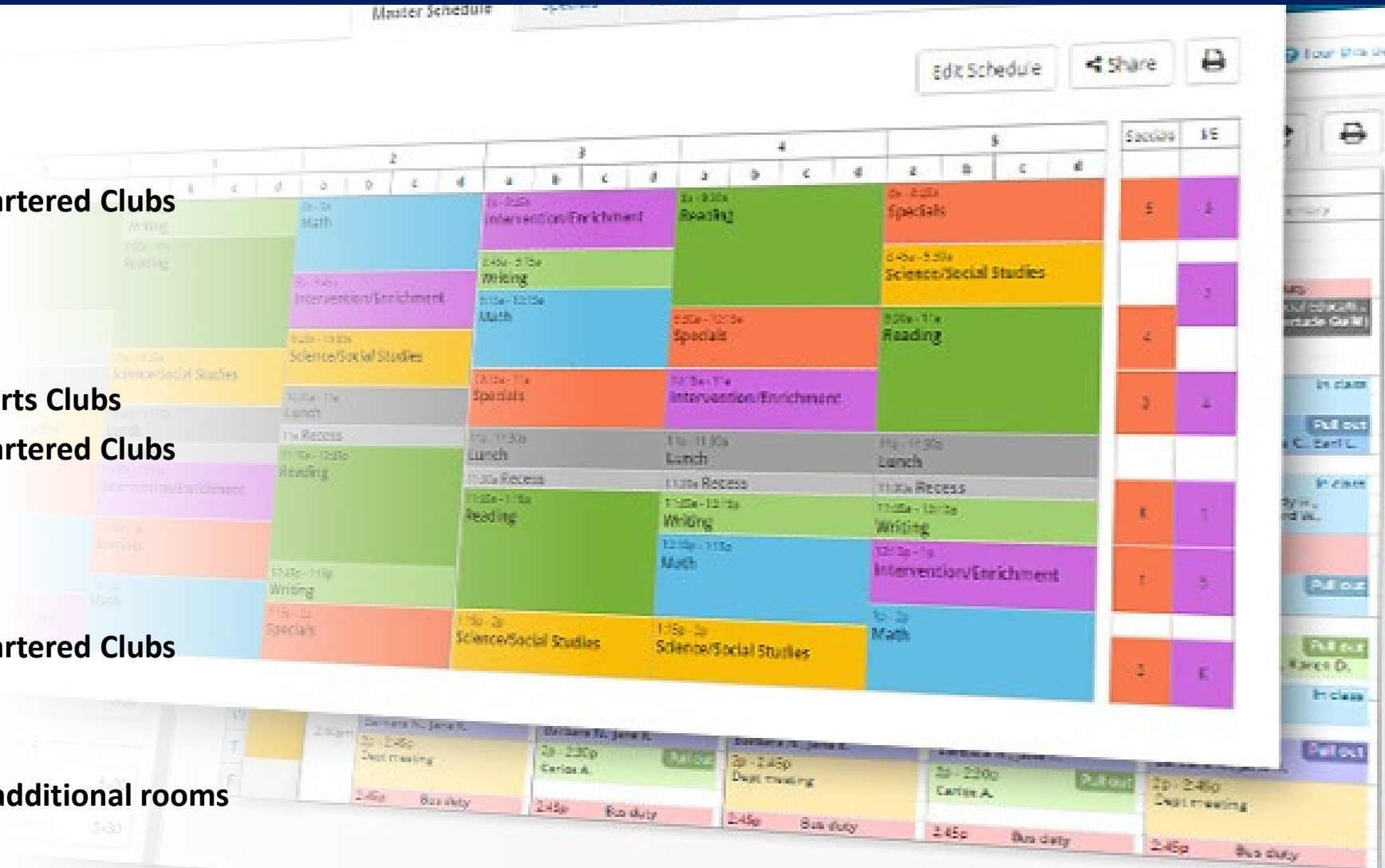
- 2 Rentable courtyards
- Stardust Theatre for our Performing Arts Clubs
- Dedicated / shared space for SCW Chartered Clubs

## Palm Ridge Recreation Center

- Rentable Ballroom
- Dedicated / shared space for SCW Chartered Clubs

## RH Johnson Recreation Center

- Rentable Ballroom, Lecture Hall, and additional rooms
- Rentable Great Lawn Location
- Dedicated / shared space for SCW Chartered Clubs





# Any Questions?

What

How

Where

Why

When

Who



# Health and Wellness

[www.suncitywest.com/health-and-wellness/](http://www.suncitywest.com/health-and-wellness/)



Owner – Katie Davis-Lindquist

### Location to book a massage:

- Kuentz Recreation Center
- RHJ Recreation Center
- Beardsley Recreation Center

### Services:

- ✓ Hot Oil Scalp Massage
- ✓ Hot Stone Massage
- ✓ Cupping
- ✓ CBD Massage
- ✓ Personalized Massage



Owner – Carlos Cano

### Recreation Centers:

- Beardsley Recreation Center
- Kuentz Recreation Center
- Palm Ridge Recreation Center
- RHJ Recreation Center

### Services:

- ✓ Free Consultations
- ✓ One on One Training
- ✓ Couples Training
- ✓ Small Group Training
- ✓ Group Training
- ✓ Group Fitness Classes



Find the schedule at:

[www.suncitywest.com/fitness-on-demand](http://www.suncitywest.com/fitness-on-demand)

Located at RHJ

Classes Offered:

- ✓ Bfit Cardio
- ✓ Barr
- ✓ Zumba