



GREENTREE VILLAGE
COMMUNITY CENTRE

GTVCCA'S RULES AND REGULATIONS

Revised: October 2022

INTRODUCTION:

The following are the rules and regulations adopted to govern the management, operation and use of the Greentree Village Community Centre and the persons using it, with the intent of maximizing the use and enjoyment of the Centre while minimizing its cost of operation.

All rules and regulations shall remain in force until modified, amended or changed by the Board of Directors.

The cooperation of all members is requested in abiding by these rules and seeing that others do likewise.

These rules and regulations are based upon the bylaws of GTVCCA and in the event of a conflict, the bylaws shall prevail.

DEFINITIONS:

Centre:

the Greentree Village Community Centre (GTVCC) located at 4295 Garden Grove Drive, Burnaby, B.C.

GTVCCA:

The Greentree Village Community Centre Association is a non-profit society with a volunteer board of five directors. It was established in 1975 to oversee the management of the Centre.

Members:

individuals with memberships in the Greentree Community Centre Association. (See GTVCCA Bylaws)

Property Manager:

a person assigned by the property management company hired by GTVCCA to manage the Centre.

Definitions continued:

Staff/Employee:

a person who regularly works for GTVCCA on a wage or salary basis. "Employees" include temporary, regular full-time, regular part-time employees, and other employees who are subject to the control and supervision of GTVCCA in the performance of their duties.

Individuals:

GTVCCA members, their children and/or their guests using the facilities at the Centre.

Guests:

guests include individuals who are signed in with a member, present as a guest of a member who is renting the facility, non-member renters and their clients and those on-site to maintain the Centre.

Child/Youth:

an Individual under 19 years of age.

Adult:

a person nineteen (19) years of age or older

Disruptive Behaviour:

is behaviour that chronically threatens and intimidates others or violates social norms. **1** It can range from major to minor incidents which can be physical, verbal, social, written or cyber in nature. **Please see GTVCCA Disruptive Behaviour Policy.** Examples of major incidents of disruptive behaviour are bullying, harassment, sexual harassment, discrimination, retaliation and micro-aggression. Examples of minor incidents of disruptive behaviour are unnecessary noise, littering or breaking ordinary rules of etiquette. Other examples of disruptive behaviour may also include, but are not limited to, the following:

- refusal to cooperate with and/or take direction from staff
- refusal to abide by GTVCCA's Code of Conduct, Safety Rules, Rules and Regulations, Policies and Procedures
- refusal to abide by rental agreement conditions
- engaging in dangerous horseplay including running on the pool deck, diving into the shallow end of the pool and using weight-room equipment unsafely
- use of profanity and/or obscene language
- verbal and physical threats or attempts to intimidate others
- verbal and physical attempts to goad or incite violence in others
- deliberate throwing of objects in an aggressive or disruptive manner
- attempted or actual physical striking and/or assault of another individual
- theft, damage or vandalism of any kind
- illegal consumption of alcohol, drugs or other illicit substances on the property

- any inappropriate use of cell phones or recording devices to record photos, audio or videos in the change rooms and public washrooms
- any display of lewd, illegal or offensive material that includes violent acts, indecency, hate, explicit or malicious intent
- possession of any illegal substances, weapons or contraband

RESPONSIBILITIES

Management/Staff:

- The Property Manager and Staff have the responsibility for general control and supervision of the Centre under the direction of the Board of Directors.
- The Property Manager and Staff will have an understanding of all safety procedures, rules and regulations and policies, role model expected behaviours and have the authority to enforce them.
- Parents/Guardians will be notified of infractions of the rules by children under 19 and/or the enforcement measures taken by the Property Manager, Staff or a Member of the Board of Directors.
- Appeals about actions taken by the Property Manager, Staff or a Member of the Board of Directors concerning disciplinary action shall be made in writing to the Board of Directors. (please see GTVCCA's Grievance Policy and Procedures)

Members:

- Members will have an understanding of the GTVCCA Code of Conduct, safety procedures, the GTVCCA Rules and Regulations, as well as the GTVCCA Disruptive Behaviour Policy. They must observe the rules, procedures and policies of the Centre and role model expected behaviours.
- Members must accept responsibility for making their guests aware of the rules, procedures and policies.
- Members are encouraged to report major incidents of disruptive behaviour to the staff or management. (Please see GTVCCA's Reporting Disruptive Behaviour Procedures)
- Adult members will be held responsible for any damage to the Centre or harm to others done by themselves, their family, or their guests.
- Members and their guests use the facilities and equipment at their own risk.
- Members must stay with their guests at the Centre.

Guests:

- Members must accompany and register guests.
- Members are permitted to bring four (4) guests at any given time unless otherwise authorized by the staff.
- Guest privileges may be suspended at the discretion of the staff for infractions of GTVCCA's rules, procedures or policies.

THE CENTRE IS NOT RESPONSIBLE FOR

- Loss of personal property.
- Injury or death resulting from the use of the facility or equipment.

HOURS

Hours of operation of the Centre or any part thereof will be determined by the Board of Directors and posted by the Property Manager and will be amended by the Board of Directors as circumstances warrant.

ACTIVITIES

All programs and activities must receive the prior approval of the Property Manager; said approval is subject to the concurrence of the Board of Directors.

CONFIDENTIALITY OF INFORMATION:

Information or particulars regarding residents or their activities shall not be given out for any purpose unless authorized by the resident.

GENERAL RULES:

- All persons using the Centre are to be treated in a safe, fair and respectful manner. Any incident of disruptive behaviour will be handled as per GTVCCA's progressive discipline process.
- All adult (19+) members and guests participating in programs and/or using facilities must sign and return a valid waiver form before they will be allowed to participate.
- The main and small lounges are for members only except for occasions approved by the Board of Directors.
- The lounges are a shared space available on a first come first serve basis for members' use if not reserved.
- The Centre is a smoke and vaping-free facility. Outside you must be 3 metres away from the doorway when smoking or vaping.
- Members must deposit all refuse in the receptacles provided.
- Personal hygiene must be observed at all times.
- No bicycles will be brought into the Centre.
- No food or drinks shall be brought into or consumed at the Centre unless authorized.
- Dogs and other pets shall not be allowed in the Centre or patio areas.
- No notice, subscription, petition, announcement or matter of any kind shall be posted anywhere in the Centre unless authorized by the Property Manager or the staff
- The office and phone are out of bounds to members except with the approval of the staff
- Members and guests must make themselves aware of emergency exits and procedures.
- Fire doors are not to be opened except in an emergency or by staff

PING PONG ROOM RULES

- The ping pong table is to be used for 30 minutes only if others are waiting.
- The window blinds shall be pulled up while playing to avoid breakage.

GYM RULES

- Members' use of equipment is at their own risk.
- Management assumes no responsibility for any injury that may occur.
- Please only use equipment if you are in the proper health to do so.
- All equipment shall be used in the manner for which it is designed.
- Weights are not to be dropped to the floor.
- Weights must be removed from the bar and returned to the storage area at the end of the member's session. (re racked)
- Please wipe down and turn off equipment after each use.
- 20 minute limit per station when others are waiting.
- Appropriate fitness attire must be worn.
- Persons 14 to 15 years of age must be accompanied by an adult member (19 +) when using the gym equipment.
- No children under the age of 14 years of age are allowed in the gym area.
- No eating or glass containers in the gym area.
- No alcoholic beverages allowed.
- No wet bathing suits or bare feet are allowed.
- Please be watchful of your belongings. We are not responsible for lost or stolen items.
- Please report faulty or damaged equipment to a staff member immediately.
- The equipment is to be used for 20 minutes if others are waiting.
- Phone 911 in an emergency. Emergency phone located in lobby.
- Members using the gym must follow all other posted rules, procedures and policies.

○

CHANGE ROOM RULES

- Tidiness is the responsibility of each member.
- Please conserve water usage in shower.
- No eating or drinking, other than water, in the sauna or change room
- No glass in the sauna or change room.
- Legally, locker rooms, changing rooms, saunas and washrooms are locations where there is an expectation of privacy. Videos and photographs are illegal without written consent of the subject.

- Members using the sauna and change room must follow all other posted rules, procedures and policies.

SAUNA RULES

- Children under 14 must be accompanied by an adult in the sauna.
- Saunas are for the use of GTVCCA members only.
- The saunas are dry saunas. Under no circumstances is liquid to be put on the rocks.
- Tidiness is the responsibility of each member.
- Lock the sauna and return the key after use.
- No eating or drinking, other than water, in the sauna or change room
- Legally, locker rooms, changing rooms, saunas and washrooms are locations where there is an expectation of privacy. Videos and photographs are illegal without written consent of the subject.

SWIMMING POOL RULES*

NO LIFEGUARD ON DUTY.

CHILDREN MUST BE SUPERVISED BY AN ADULT

PERSONS USING THE POOL DO SO AT THEIR OWN RISK.

- Swimmers must have a cleansing shower before entering the pool.
- Never swim alone.
- Clean and appropriate bathing suits must be worn. Infants and toddlers must wear swim diapers and/or elastic swim pants
- Long hair, male and female, should be covered by an appropriate bathing cap and medium hair should be tied back.
- Persons with infections, contagious diseases, or open sores (blisters, cuts, etc.) are not to use the pool. Persons with symptoms such as diarrhea, vomiting, head colds, discharging ears or nose should not enter the pool until 48 hours after cessation of symptoms.
- No contaminating or fouling the pool. (ie. peeing and pooping)
- Children under twelve (12) years of age must be accompanied by a responsible person who is sixteen (16) years of age or older.
- Children under seven (7) years of age and non-swimmers, are to be closely supervised (within arms reach at all times) by a responsible person who is sixteen (16) years of age or older.
- One responsible person who is sixteen (16) years of age or older supervises a maximum of three (3) children who are less than seven (7) years of age.
- Older children twelve (12) to sixteen (16) years of age should swim using the “buddy system” and have someone nearby.
- No running, fighting or engaging in conduct likely to cause injury in the pool area.

- No diving.
- No animals with the exception of a certified guide dog.
- Portable radios, tape recorders and other sound instruments are not permitted in the pool enclosure except during authorized programs.
- No eating in the pool area.
- No glass in the pool area.
- No outside shoes on the pool deck.
- Report any injury suffered while in the pool area to a Staff Member or the Property Manager. Contact information located in the lobby.
- Report any contamination or fouling of the pool to a Staff Member or the Property Manager. Contact information located in the lobby.
- Know the location of emergency exits.
- Lifesaving equipment is to be used only in case of emergency.
- Members using the pool must follow all other posted rules, procedures and policies.

PHONE 911 IN CASE OF EMERGENCY

*Based on Fraser Health and B.C. Provincial Guidelines

MEMBER RENTALS:

The lounges and their related facilities are available for private functions subject to the following conditions:

- The room has not been previously reserved
- A rental contract has been signed between the renter and the GTVCCA
- The function is sponsored by a member and is for use of the member and their guests.
- Member renters and their guests must observe all GTVCCA policies, safety procedures, rules and regulations.
- The member accepts responsibility for any damage above and beyond normal and tear wear.
- A rental charge and security deposit are paid in advance at rates established by the Board of Directors.
- Reservations in writing are made two weeks in advance of the function.
- All areas except those rented are OUT OF BOUNDS for the function.
- Members renting the lounge for family gatherings, weddings, showers, etc. are not required to have an SOL (Special Occasion License) for liquor. However, they are not to sell liquor or charge admission.

NON MEMBER RENTALS

The lounges and pool along with their related facilities are available for non-member rentals subject to the following conditions:

- The Board must give approval to all non member rentals
- Non members cannot rent the facilities for their private functions.
- Non members can only rent the facilities to provide a program or service available to Greentree Members.
- The facility has not been previously reserved
- Non-member renters and their clients must observe all GTVCCA policies, safety procedures, rules and regulations.
- The non-member renter must sign a contract with GTVCCA outlining conditions of the rental.

ANNUAL REVIEW

These Rules and Regulations will be reviewed annually. All Staff and Members will have access to a copy.

Date created	Annual review date
--------------	--------------------

REFERENCES

1 APA Dictionary of Psychology

<https://www.dictionary.apa.org>

