

COMMUNITY CLUB REGULAR SOCIAL ACTIVITIES PROCEDURE

BACKGROUND

The McLaren Flat Community Club maintains a tradition of hosting regular events and activities to encourage Social Membership.

POLICY

There are six regular social activities held at the Community Club:

- Meat raffle
- Mug of the Week
- Mug of the Year
- Club Supper
- Club Tea Raffle
- Members Draw

These activities are carried out with the spirit of fair play and inclusion and for the purpose of encouraging social membership.

Money raised through raffle draws is to be used to promote and operate subsequent club social activities. Money held in social funds is to be kept within suitable operational levels.

Subject to their consent, prize-winners details may be published on social media and used for promotional purposes.

A copy of this procedure must be available (hardcopy or internet) during the club activities.

RESPONSIBILITIES

SOCIAL MEMBERS

Social Members are encouraged to volunteer and help run these activities.

BAR MANAGER

Carry out the volunteer duties when necessary and subsequently liaise with the Events and Bookings Coordinator to facilitate social activities.

EVENTS AND BOOKINGS COORDINATOR

The Events and Bookings Coordinator facilitates the activities, encourages volunteer participation, and provides a report to the Operations Subcommittee as required. Also manage expenditure on prizes and catering to ensure accumulated social funds are maintained within the required levels.

MEMBERSHIP OFFICER

Liaise with the Events and Bookings Officer to ensure an up-to-date listing of current social members is available for all Mug of the Week, Mug of the Year, and Club Tea Raffle draws.

OPERATIONS SUBCOMMITTEE

Oversee the regular social club activities to ensure the policies and processes are applied.

MUG OF THE WEEK

The Mug of the Week draw is hosted every Thursday evening at about 7PM at the MFRG Community Club room. The draw is of no additional cost to enter and is exclusively for current Social Members. To participate, the members must be present.

The winner receives a choice of either:

- 5 standard drinks from the bar at a Community Club function, OR
- Community Club tea meal.

1. A suitable volunteer (or Bar Manager) is nominated as Master of Ceremony (MC).
2. The MC confirms availability of raffle tickets and a listing of current Social Members
3. Prior to the draw the MC should announce that the “Mug of the Week” draw is commencing and remind patrons the draw is for current Social Members only. Applications are open to new members, ask at the Bar or visit the website for more info.
4. If necessary the MC calls for volunteers to assist with the raffle.
5. After the announcement, a volunteer hands a standard raffle ticket to each current social member who is present (including affiliate club members).
6. Ticket stubs are folded and placed in a bucket.
7. At approximately 7PM the MC announces the draw in the club room. A single ticket is drawn and called out to identify the winner.
8. The winner is asked to nominate their prize selection and arrange collection with the MC.
9. The winner is also asked to assist with the draw of the Meat Raffle.
10. The MC may verify the prize-winner’s membership status and, if not confirmed, declare the draw void and announce a re-draw.
11. The MC records prize-winner’s name in a book held behind the bar and arranges to post the name of the Mug of the Week on display at the bar. (This information is used for the Mug of the Year draw.)

MUG OF THE YEAR

The Mug of the Year is an annual draw of Social Members who attend the draw and were winners of Mug of the Week during the last 12 months. It is drawn on the last Thursday night of the financial year (after the regular Mug of the Week draw).

The winner receives a choice of either a mug or hip flask engraved with their name, “McLaren Flat Mug of the Year”, and the year of winning.

1. The pending draw is announced by the MC with a summary of how the draw is run.
2. Prior to the draw, the winners listed in the Mug of the Week book are cross-checked for accuracy and to count the amount of times a person has won.
3. A raffle ticket is issued to each Mug of the Week for each time they have won the Mug of the Week. There should be a total of no more 12 tickets in the draw.
4. A single ticket is drawn from that bucket to identify the winner.
5. The prize is to be purchased with funds from the Community Club account by an assigned volunteer.

MEAT RAFFLE

The Meat Raffle is held each week at the Community Club after the Mug of the Week draw and is open to all patrons present. Tickets sell for one dollar each or 6 for \$5.

There are 3 prizes each week that are pre-purchased from a sponsor, often at cost price or at some other mutually beneficial rate.

Money raised is used exclusively to fund purchasing of subsequent prizes and for catering Community Club supper and bar snacks.

1. Leading up to the day, the Events and Bookings Coordinator makes sure that a volunteer (or Bar Manager) can arrange timely purchase, delivery and safe storage of the prizes ready for the Thursday evening draw.
2. Before commencing the draw, the MC confirms availability of raffle tickets and the prizes.
3. The MC announces that the "Meat Raffle" is to be held and advises patrons that tickets are now available. The MC should also acknowledge any sponsorship and promote the sponsor(s) accordingly.
4. After the announcement, a volunteer (or Bar Manager) sells raffle tickets to any patrons who wish to purchase them.
5. Sold ticket stubs are folded and placed in a bucket.
6. Following the Mug of the Week draw, MC announces the Meet Raffle.
7. The first ticket is drawn by the Mug of the Week winner if available. Otherwise by someone at the MCs discretion
8. The winner draws the next ticket and then nominates their prize selection.
9. The draw is repeated until all prizes are won.
10. The MC finalises the takings and arranges with the Bar Manager to record and secure the money raised with the social funds.

MEMBERS SUPPER AND SNACKS

A light supper and snacks are provided by the Community Club for its members each Thursday evening. Suppers are easily prepared and may be hot or cold foods served as an informal light meal or snack.

Volunteers are to assist with the preparation of supper and with the plating and serving, as well as the clean up. Should volunteers be unavailable on the night, the Bar Manager may assume this role where applicable.

The supper is funded by the weekly meat raffle draw and is arranged in collaboration between the Bar Manager and Events & Bookings Coordinator. Expenditure of social funds is to be recorded.

CLUB TEA RAFFLE

The Club Tea Raffle is held after the monthly Community Club Dinner Night.

A number of prizes of a total \$150 in value are displayed at the start of the evening for patrons to view.

1. Leading up to the day, the Events and Bookings Coordinator makes sure that a volunteer purchases a selection of suitable prizes of a value of up to \$150. The Bar Manager has access to Petty cash for this purpose. Receipts will be required to reconcile money taken.
2. A volunteer arranges the display of the prizes at the start of the evening.

3. A suitable volunteer (or Bar Manager) is nominated as Master of Ceremony (MC).
4. Before commencing the draw, the MC confirms availability of raffle tickets and the prizes.
5. The MC announces that the Club Tea is to be held and advises patrons that tickets are now available. The MC should encourage patrons to come and look at the display.
6. After the announcement, a volunteer (or Bar Manager) actively sells raffle tickets from table to table to any patrons who wish to purchase them. \$1 each or 6 for \$5.
7. The first winning ticket is drawn by a random volunteer selected from the guests on the night. Each guest can choose their winning prize and also selects the next winning ticket.
8. This continues until all prizes have been taken.
9. The funds from the raffle are counted and with the assistance of the Bar Manager secured with an identifying note.
10. The funds are banked and accounted for by the treasurer as Club Tea Raffle income.

CLUB TEA MEMBERS DRAW

The monthly Club Tea Members Draw is a cash jackpot draw exclusively for Social Members present at monthly club dinners.

Prior to the draw the MC must have access to an up-to-date membership listing sorted by membership number.

A membership number is randomly drawn and the corresponding member can claim the cash prize if they are present and a financial member.

If unclaimed, the prize jackpots by \$25 each club tea.

The cash prize is paid out of petty cash with an explanatory note signed by the MC, Bar Manager and winning Member.

In the event that the cash prize jackpots to \$200, the following month the prize of \$225 MUST be paid out. AS such, the barrel draw will continue until such time as the number received is that of a present, financial member.

ENDORSEMENT

Approved by MFRG Management Committee 7/3/2019