

COMMUNITY CENTRE POLICY MANUAL - SAMPLE INDEX

Introduction

Table of Contents

- Administration
 - Executive/Board Member (meetings/procedures)
 - Staff
- Fair Play Policy
- Fee Schedule Policy (activity/participation/volunteer)
- Financial Controls (authorization/methods of payment/budgets/purchase orders)
- Fundraising Policy
- Helmet Policy
- Hall Rental Procedures/Fees
- Ice Rental Policy
- Loans (sport equipment/tables/chairs)
- Program Registration Fees (how are they set/method of payment/late fees/cancellations/refunds)
- Registration Fee Subsidy Policy
- Respectful Environment Policy
- Smoking Policy
- Volunteers (recruitment/application/contracts/screening (Child Abuse Registry Check/Criminal Record Check)/training/orientation/recognition/appreciation/evaluation/dismissal)