

Division: Recreation Department

Effective Date: April 2026

This policy supersedes all previous Sanctioned Club policies

Sanctioned Club & Activity Group Policy

1.0 Policy

WHEREAS, Article VI, Section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage, and control the affairs and business of the Association;

WHEREAS, Article II, Section 2 of the Bylaws states the Association shall do whatever is necessary, conducive, incidental, or advisable to accomplish and promote its objective and purposes;

NOW, THEREFORE, BE IT RESOLVED THAT the following general guidelines and procedures for Canyon Lake POA Sanctioned Clubs and Activity Groups be adopted:

2.0 Introduction

The Canyon Lake Property Owners Association (Canyon Lake POA) recognizes resident-led organizations' valuable role in fostering a thriving community. This policy outlines a streamlined process for securing recognition as a Canyon Lake POA Sanctioned Club or Activity Group. It details the associated benefits and corresponding responsibilities for each designation.

3.0 Guidelines for Sanctioned Clubs & Activity Groups

- 3.1** All Sanctioned Clubs and Activity Groups are expected to follow Canyon Lake POA Rules & Regulations and policies related to facility use, conduct, and responsible behavior to help maintain a safe and welcoming environment for all residents.
- 3.2** Any outstanding balances owed to the Canyon Lake POA must be resolved prior to using the facilities.
- 3.3** All groups must reapply annually to retain their designation, demonstrating ongoing participation and adherence to Canyon Lake POA requirements. Failure to reapply within the annual reapplication period may result in a lapse of designation and a longer re-sanctioning process, as determined by the Canyon Lake POA.
- 3.4** If a Sanctioned Club or Activity Group voluntarily dissolves, becomes inactive, or ceases operations, all remaining funds and assets held in the name of, or on behalf of, the club and acquired through member dues, fundraising activities, or donations shall be returned to the Canyon Lake community by being donated to

another Canyon Lake POA Sanctioned Club or Activity Group, a community amenity improvement, or a community event, program or activity, as selected by the Sanctioned Club or Activity Group at the time of dissolution. Remaining funds and assets may not be distributed to individual members or officers.

4.0 Sanctioned Club & Activity Group Classifications

- 4.1 Sanctioned Clubs:** Established groups receiving full recognition from the Canyon Lake POA. Sanctioned Clubs enjoy a wider range of benefits, including preferential event scheduling, discounted facility use, and comprehensive advertising opportunities. They serve as cornerstones of community engagement.
- 4.2 Activity Groups:** Emerging groups of 25 people or fewer gaining initial recognition from the Canyon Lake POA with access to select benefits. These groups often represent specific interests and provide a platform for residents to connect around shared hobbies or activities.

5.0 Sanctioned Club Designation

To qualify for Sanctioned Club status, organizations must demonstrate their commitment to the community through the following:

- 5.1 Sanctioned Club Application:** Submit a detailed application outlining the club's purpose, leadership structure, governing bylaws, and current membership roster.
- 5.2 Membership Requirements:** Sanctioned Clubs must have at least 10 active members and must maintain a minimum 70% resident membership percentage. This ensures the club serves the interests of Canyon Lake residents.
- 5.3 Community Service Commitment:** Sanctioned Clubs are required to give back to the Canyon Lake POA community each year through a minimum of two measurable contributions, selected from the following:
- **Financial Contribution:** A donation of \$500 or more toward a Canyon Lake POA-approved enhancement project, amenity improvement, or event sponsorship. Donations must be accompanied by proof of payment and written confirmation from the Canyon Lake POA department or the event benefiting from the funds.
 - **Volunteer Service:** At least 15 volunteer hours per year provided by club members in support of Canyon Lake POA-hosted events, programs, or recreational initiatives. Volunteer hours must be pre-approved and tracked by the Canyon Lake POA.
 - **Event or Program Execution:** Organize and execute a standalone community-facing event or program (approved and open to all residents) planned, funded, and staffed by the club, without requiring Canyon Lake POA staffing or financial resources. Must be pre-approved by the Canyon Lake POA Recreation Department and/or the Canyon Lake POA Board.

5.4 Benefits of Sanctioned Clubs

- **Priority Event Scheduling:** Secure earlier booking windows for the following year's club functions and events, allowing for optimal planning and promotion.
- **Discounted Facility Access:** Canyon Lake POA offers discounted rates on facilities and common areas for clubs, as outlined in the Annual Budget, to help clubs reduce their event costs and increase accessibility for residents.
- **Banquet Benefits:** Sanctioned Clubs may be offered customized menus and pricing options for banquets held at the Lodge or Country Club, as detailed in their annual banquet packages.
- **Conditional Equipment Access:** Use of certain Canyon Lake POA-owned equipment and utility access may be granted upon approval and payment of applicable fees.
- **Event Sponsorships:** Sanctioned Clubs may sponsor events on behalf of nonprofit or community organizations that would not otherwise qualify for club-related benefits or facility discounts.
- **Major Event Participation:** Priority access to booths or space at large community events hosted by the Canyon Lake POA, such as Fiesta Day, Tree Lighting Ceremony, Taco Tuesday etc.
- **Comprehensive Promotion:** Sanctioned Club events may be promoted through Canyon Lake POA media platforms, such as the website, email newsletter, and social media, when submitted in accordance with the guidelines outlined in the Club Marketing Event form.
- **Featured Website Listing:** Sanctioned Clubs receive a dedicated listing on the Canyon Lake POA website, including contact information and club details, to enhance visibility and support member outreach.

6.0 Activity Group Designation

To qualify for Activity Group status, organizations or groups of 25 people or fewer must demonstrate their commitment to the community through the following:

6.1 Activity Group Application Process: Submit an application stating the organization's or group's purpose and current membership roster.

6.2 Membership Requirements: Activity Groups must have no more than 25 members and maintain a 60% resident membership.

6.3 Benefits of Activity Group Status

- **Event Scheduling:** Activity Groups receive booking windows after Sanctioned Clubs but before the general public, allowing for earlier scheduling of the following year's functions and events to support planning and promotion.

- **Limited Facility Discounts:** Activity Groups may receive discounted rates for select facilities, including parks, pavilions, Gault Field, and the Senior Center. Discounts do not apply to the Lodge or Country Club. All use is subject to current rental guidelines and availability.
- **Event Promotion (Limited):** Activity Group functions and events may be listed on the Canyon Lake POA website event schedule if the event is submitted following the guidelines outlined in the Club Marketing Event form.

7.0 Sanctioned Clubs vs Activity Groups Comparison Table

<u>Category</u>	<u>Sanctioned Club</u>	<u>Activity Group</u>
Purpose	Ongoing, structured engagement with formal community involvement	Casual or seasonal resident engagement centered around a shared interest
Structure	Required: leadership team, bylaws, and formal organization	Optional: may have informal leadership, no bylaws required
Membership	70% majority must be Canyon Lake POA residents	Limited to 25 members; 60% majority must be Canyon Lake POA residents
Application Process	Application with details on operations, structure, contributions, and member roster	Application focused on group's purpose and member roster
Community Contribution	Required: at least two measurable contributions per year (donations, volunteerism, etc.)	Not required
Renewal	Annual	Annual

8.0 Sanctioned Clubs vs Activity Groups Benefits Table

<u>Benefit</u>	<u>Sanctioned Club</u>	<u>Activity Group</u>
Priority scheduling for events the following year.	X	
Facility use discounts at the Lodge and Country Club facilities.	X	
Customized menus and pricing at the Lodge and Country Club facilities.	X	

May host club-sponsored community events.	X	
Priority participation opportunities at community events.	X	
Promotion and advertising on Canyon Lake POA media platforms.	X	
Events and functions are listed on Canyon Lake POA's event schedule.	X	X
Facility use discounts at parks, pavilions, and the Eastport Activities Room	X	X