

GUIDELINES FOR AGM COORDINATOR

In accordance with Section K.1(h) of the League's Operating Rules and Policies, the AGM Coordinator shall:

- i) work with the President and the Vice President to coordinate and host the annual general meeting;
- ii) obtain a liquor license and arrange for qualified server, i.e. League volunteer who has a 'Serve it Right' Certification; and
- iii) purchase and serve food and refreshments and ensure room is clean and tidy following the meeting.

Note that the League sets a budget for this event each year. Please ensure that you have the budget information prior to commencing your planning.

The following guidelines have been developed in order to assist teams fulfilling this position. The guidelines are divided into four sections: Team Duties, Bar Notes, Liquor Ticket Sales, and Expenses.

TEAM DUTIES

Begin by assigning jobs:

- AGM Coordinator (oversees all jobs)
- Liquor License/"Serving it Right" Certification
- Liquor Servers (3 people)
- Liquor Ticket Sales (including signage for liquor sales)
- Coolers and Ice Suppliers (3 people) (responsible for bringing cooler, ice, and stocking cooler with liquor)
- Team Sign-in Supervisor (prepare sign-in sheets and supervise sign-in) (see attached sample)
- Liquor pick up, deliver to AGM
- Pick-up food from Costco, deliver to AGM (**Note: Requires Costco Membership**)
 - meat, cheese and veggie platters (must be ordered 48 hours in advance)
 - fruit platter (alternatively, making your own is fresher and nicer)
 - crackers, cheese, pita and hummus and hot appies (usually frozen)

- Pick-up supplies from Superstore, deliver to AGM (plastic beer and wine cups (40 each), paper plates, napkins, garbage bags, case of pop and water)
- Organize miscellaneous supplies, deliver to AGM (scissors, cork screws, openers, bowls, cutlery and knives, cutting board, pens and paper, tape, trays, platters, cookie sheets (for hot appetizers) tablecloths (2), Ipod and music, flowers from someone's garden)
- Liquor Return (return unopened beverages and empties to Liquor Store)
- Volunteer Bakers (to provide some home baking to round out Costco menu: cookies, brownies, squares, or any other yummy small bites)

Sample Recruitment Letter:

Hi Team,

Well, the time has come to fulfill our annual team commitment, which for those of you who may have forgotten, is to host the league AGM on April XX, 20XX.

Please note that this obligation is just once a year, so it would be great if both Winter and Summer players could pitch in. Also, there are more jobs than players, so please take more than one.

Fear not if you are "busy" that night, we have a few jobs that can be done before or after the actual event, and everyone will have a chance to help out!!

Below is the list of job opportunities which will be filled in order of request:

DUTIES LISTED HERE....

Jobs will be filled in order of request, and failing a rush of volunteers, will be assigned randomly. Thank you!!

(signed by the AGM Coordinator)

BAR NOTES

In order to serve alcohol at the AGM, you must have:

1. A "Special Occasion" liquor license; and
2. One qualified server (a person who has a valid "Serving it Right" certificate).

BAR NOTES (cont'd.)

Special Occasion Liquor License:

To obtain a Special Occasion Liquor License, pick up an application form at the Liquor Store's Customer Service Counter. Complete the application and attach a) a copy of the Rec Centre Rental Agreement (obtain copy from League President) and b) Serving it Right certificate and deliver to the RCMP. You must fill in the approximate amount of liquor that you are going to buy.

The RCMP will call when the application has been approved. Bring the approved application to the Liquor Store, pay the \$25 fee and the Liquor Store will issue the license.

Note: It is important to start the above-noted process a month prior to the AGM. The RCMP can take up to two weeks to approve the application and the Rec Centre requires a copy of the license two weeks prior to the event.

The liquor license is not required in order to purchase the liquor – you can do that at any time.

Serving it Right Certification:

This is an easy online course, approximately one hour in duration (see servingitright.com). The cost is \$35.

Liquor Order:

A small order is all that is needed. The following quantities were based on the 2010 AGM:

- 12 Honey Brown Lager
- 12 Granville Island Pale Ale
- 6 "Light" beer
- 12 regular beer (Kokanee, Canadian etc.)
- 12 ciders
- 12 Smirnoff Ice
- 7 bottles of red (under \$20)
- 5 bottles of white (under \$20)

Charge enough to cover the cost (i.e. one bottle of wine yields approximately five 150-ml glasses at \$4 each = \$20). The unopened leftovers can be returned, or better yet purchased at cost by someone who needs to stock their bar!

LIQUOR TICKET SALES

Set up a table near the entrance to sell tickets. Make signs to display ticket prices at the table (bring tape to hang signs).

- Suggested price of \$1 for non-alcoholic beverages and \$4 for alcoholic beverages is much easier than three-tier pricing and there were no complaints that beer was not cheaper than other alcoholic beverages.
- Allocate one colour of ticket to non-alcoholic beverages and a different colour to alcoholic beverages and communicate this information to the bar.
- A float of \$30 was sufficient (5 loonies, 3 fives, and 1 ten).
- Reconcile tickets sold to cash collected.
- Return unsold tickets, cash and reconciliation to AGM Coordinator.

AGM EXPENSES

The League reviews last year's budget and sets a budget for the upcoming AGM each year.

Keep all receipts, itemize (see example below) and submit to League Treasurer for reimbursement. (Note: It is easiest if the AGM Coordinator reimburses each player for their individual job expenses after the meeting and recovers the total when the final cheque is issued.)

Sample (based on 2011 AGM):

AGM receipts totaling \$297.17, are detailed as follows:

Costco:	\$ 138.49	(cheese, crackers, fruit and cheese, hot appies, etc)
Costco:	66.06	(deli meat and veggie trays)
Produce:	26.89	(produce: guacamole ingredients, fruit for platter)
Safeway:	11.96	(ice x 4)
Superstore:	28.77	(pop, paper products)
Liquor License:	<u>25.00</u>	
Total Expenses	<u>\$ 297.17</u>	

Note: "Serving it Right" (\$35) was not required this year as one of the players on the hosting team was already certified.

Example of Sign-in Sheet (one sheet per team)

Team 1 - Waves

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____