



Guidelines for All Coordinators

INTRODUCTION

We like to thank all coordinators', members of MSBCA and non-members for participating in various activities organized by MSBCA.

Today, we like to take the opportunity to say that we are happy to note the strength of MSBCA is from the countless effort and time put in by all the coordinators, members of MSBCA and non-members in the activities of MSBCA.

MSBCA as all of you are aware is a not-for-profit organization and relies heavily on the members and non-members contribution both financially and via activities.

In order to maintain MSBCA clubhouse and due to increase rising cost (for general upkeep of the facility, purchase of equipment, items for club activities and events and for miscellaneous items) and our ability to keep the clubhouse running for everyone's benefit. We require your support.

The purpose of the guidelines is not to restrict but safeguard the proper use of the clubhouse, its equipment and to ensure success in all we do through consistent, collaborative, and responsive coordination. These guidelines apply to new and current coordinators, all programs, and activities. Guidelines are subject to change at the sole discretion of the MSBCA board of directors. Every effort will be made to notify coordinators of the change as soon as possible.

PROGRAM GOALS

1. The activities within the community including but not limited to fine art and crafts, visual, media, literary and performing arts.).
2. Activities that build relationships with other communities, particularly between arts and non-art-based organization.
3. Among other activities, promote display, explore, and celebrate the community's identity which is Malaysian, Singapore and Brunei.

COORDINATORS TO CONSIDER

1. How the activities can **Benefit** MSBCA objectives.
2. **Promote** MSBCA by arranging outings and programs.
3. Introducing **Learning Opportunities** involving other communities.

COORDINATORS ROLE

Activities

1. To submit a proposal for the type of activities members and non-members will be participating for the Boards' approval.
2. Obtain approval of the Board for activities in collaboration with a charity organization.
3. Once the activities are approved, the Coordinators are responsible for submitting the schedules to the events coordinator to schedule the activities in the Calendar.
4. Notify event coordinator and newsletter editor of your next event or activity. Submit photos, write-up, or articles before the 25th of each month to editor@msbca.ca
5. Every coordinator should have an assistant to assist in the coordination of the activities.
6. Inform the event coordinator and the executive committee the appointment of assistant or someone to assume your role whether temporary or permanent.
7. The coordinator shall make sure that all participants of the activities leave the premise before locking up. No members can remain alone at the clubhouse without the coordinator.

ANIMALS, TOBACCO, CANNABIS, DRUGS & ALCOHOL

Ensure the use of tobacco and cannabis are prohibited. Prohibited tobacco products include, but are not limited to cigarettes, cigars, cigarillos, electronic cigarettes (e-cigs), pipes, hookahs, and all smokeless tobacco. Alcoholic beverages and animals also not allowed in the clubhouse.

AUDIO/VISUAL & OTHER EQUIPMENT

1. Restricted to board members and designated coordinators.
2. All equipment and accessories are the property of MSBCA unless otherwise indicated.
3. All equipment and accessories stored on the premises of MSBCA must be approved by the Board applicable to the activity or program. They must be accounted for by the respective coordinator, kept in a designated place, approved by the Board.
4. Always unplug the subwoofer power cord.

5. Nothing should be brought in, installed, or modified into our existing audio and video system without prior approval from our IT coordinator or the Board.
6. Should there be an issue with any of the MSBCA equipment, please do not attempt to fix the equipment yourself, engage help from a participant of your group or a friend.
7. Please do not label cabinets, drawers, soundboard, laptop, or any equipment by yourselves. Tape especially masking tape and duct tape leaves a sticky residue that can damage surfaces.
8. Cords need to be neatly wrapped after use using the velcro strip attached.
9. No food or beverages should be placed on the cabinet or near the sound system.
10. System board and equipment should be turned off after use.

BUDGET

1. Preliminary budget will be required to be submitted to the Board for required activities. This budget should be provided three to six months before the events.
2. The cost for the cultural activity to be subsidized by AGLC funds subject to approval.
3. There is no collection of fees by Coordinators. All fees to be made payable to MSBCA via electronic transfer by Members and Non-members for all activities.

CANCELLATION

1. Cancellation of any classes has to be provided 5 days before the next class, so as to free the spot for the next activities Failure to inform the events coordinator of the cancellation of scheduled dates more than three (3) times will result in losing the scheduled booking.
2. If there is no class or activity, no hogging of schedules.

CHECK-IN & CHECK OUT

1. All Coordinators need to take temperature of all participants and carry out contact tracing (record name, contact number and travel particulars if any) on the attendance sheet of the members and non-members before the beginning of any activities. Sanitize the place after each activity. This is done during the Pandemic under government legislation.
2. All Coordinators need to sign in at the registration table the attendance sheet of the members and non-members before the beginning of any activities. Always sanitize the place after each activity.
3. Go through the checkout checklist at the registration table. Check off each item completed.

4. Go through kitchen checkout checklist, if applicable. Check off each item completed.
5. All coordinators and participants are required to put everything back into its proper place before departing. Space should be free and clear of all trash and debris.
6. Groups should remember to take all the decorations and materials with them upon departure.

CLEANING & FACILITY MAINTENANCE SUPPLIES

1. The premise must be kept clean.
2. Items such as paper towels, napkins, Ziploc bags, aluminum foil, gloves, cleaning products will be provided by MSBCA. If you know that certain items are down to the last 2, please take a photo of the item(s) and send it to kitchen@msbca.ca

CODE OF CONDUCT

1. Respect members, guests, coordinators' rules, and MSBCA posted rules and regulations on the bulletin board by the main entrance.
2. The assistance who is assisting the coordinator must be briefed with the clubhouse rules.
3. Any dispute that cannot be resolved between parties will be escalated to the Board which will act as the third-party mediator.
4. No bullying, physical, verbal, or cultural abuse, general harassment, sexual harassment, neglect, or any other type of abuse.
5. No discrimination against a member or non-member based on race, national or ethnic origin, citizenship, color, religion, sex, age, mental or physical disability, political beliefs, socio-economic status, health related status, sexual orientation, or marital status.

COSTUMES, ACCESSORIES & PROPS

1. As we can no longer accommodate self-checkout of costumes or accessories, prior arrangement with a minimum one week's notice needs to be made with one of our costume coordinators. One of them will get your items ready in a large Ziploc bag, hung on the rolling clothing rack in the office with your name attached. They will assist you in completing the sign in and sign out log binder before you leave with the items.
2. All items need to be returned promptly and in its original packaging. Coordinate with one of our costume coordinators to arrange for a suitable time to return the loaned items.

3. More details can be found in the costumes and accessories guidelines.

DAMAGE, MAINTENANCE OR REPAIR

1. Any property damage to the clubhouse should be reported to the event coordinator and an incident report form to be completed and send a photo of the completed form to the event coordinator. This form can be found in the binder located at the coffee bar wall.
2. For maintenance or repair request, complete the form and send a photo of the completed form to the event coordinator. This form can be found in the binder located at the coffee bar wall.

DECORATIONS

1. Candles, open flames, lanterns, fireworks, and sparklers are not allowed.
2. Rice, rice bags, birdseed, glitter, confetti, or any substance may not be thrown or distributed.
3. All decorations must be removed by the end of your event.

DEPOSIT FORM

Forms are in the coffee bar cabinet. The forms will be deposited in the respective folder in the Office.

EXPENSE CLAIM FORM

1. For reimbursement of **Board approved expenses** incurred by board members and coordinators.
2. All original receipts must be attached to the form as proof of the expense and will be deposited in the respective folder at the Office.
3. Reimbursement cheque will be issued to the respective individuals.
4. Forms are in the coffee bar cabinet. Forms and receipts will be deposited in the respective folder at the Office.

FIRST AID

1. The large white box is in the kitchen.
2. The small red box is located on the bottom shelf of the coffee bar.

FOOD SUPPLIES

Any ingredients left from the cooking class or food-related event must be stored properly if it is intended for future use. Please date all spices, condiments, and sauces using the labels provided on the table by the pantry door. Anything without a date will be discarded.

FORMS

(Available at the coffee bar)

1. Incident report.
2. Maintenance/repair request.
3. Deposit.
4. Expense claim.

FUND COLLECTION

1. All payments to be made online or by cheque made payable to MSBCA as no cash payment to be accepted. Coordinators will need to assign an assistant to collect the cheques and write down the names of all the participants and submit to the Treasurer.
2. MSBCA welcomes monetary donations at any time via online or cheque. All cheques to be submitted to the Treasurer. MSBCA does not accept cash donations.
3. For activities (Cultural/Social) organized by MSBCA, payment by members and non-members will be received online. The members and non-members will be notified of the activity fee prior to signing up.
4. Optional fundraising events.

HANGING ITEMS ON WALLS/STRUCTURES

Groups or individuals shall not drive nails, hooks, tacks, screws or use tape or sticky adhesive, etc. on any walls, floors, or structure.

LOST AND FOUND

Any item found before, during, or after an event should be placed in the lost and found basket under the registration table. Individuals can contact events@msbca.ca to reclaim lost items. MSBCA cannot be responsible for any damage, loss or theft to unclaimed belongings or items that are not the property of MSBCA.

KITCHEN

1. May only be used when **reserved** in advance and approved by the kitchen committee at kitchen@msbca.ca
2. MSBCA kitchen is for the use and enjoyment of members within our organization. Your help is needed and expected to keep and maintain this facility in an excellent condition to provide safe food service to all who use it. Further details will be in the kitchen policies and procedures guide.
3. As with all kitchens, there are appliances and work equipment that can be extremely dangerous if not handled with care. Orientation/training on the proper use of the kitchen equipment, safety and cleanup procedures are available prior to request the use of the kitchen, when appropriate.
4. Complete the checkout checklist binder, located on the counter by the microwave, indicating that all cleanup checkout procedures have been completed.
5. The kitchen doors **MUST** be closed after use.

OFFICE

1. Restricted to board members and designated coordinators.
2. Paperwork or notes for president, secretary, treasurer, and membership can be placed in its designated folders on the desk.
3. Please have the keypad lock code ready as you will be locked out after 3 wrong attempts. Security code to the office and cabinets cannot be given to anyone. If someone needs to stand in for you, please seek prior approval from the event coordinator, president, or secretary. Once approved, for recording purposes, we will ask for his or her name, cell phone number and email address.
4. Keep office door locked after use by pressing the Schlage button. Then, test to make sure it is securely locked

ORGANIZATIONAL CHART

The diagram shows the [structure](#) of MSBCA, its function illustrating relations between people and groups within MSBCA. Such relations include board of directors and coordinators to various programs and activities, and so forth. It also shows the email addresses of all individuals involved. This chart can be found on the inside of the pantry door and the wall beside the office door.

RESIGNATION

1. To ensure smooth transition and handover, we ask that all coordinators and assistants provide 2 weeks' notice (unless of an emergency) before resigning from their coordinator's role.
2. Any Coordinator or assistant or anyone found to misappropriate funds belonging to MSBCA or misuse the premise or authority will be asked to leave the clubhouse and any title or membership will be removed.

SAFETY/SECURITY

1. The Board should be notified in the event of an emergency or if 9-1-1 is dispatched.
2. The maximum capacity in the clubhouse is 80.
3. Any malfunction or safety hazard must be reported immediately. All groups should become familiar with emergency exits and safety policies when planning an event.
4. Please do not remove or replace any fixtures from the clubhouse. If any fixtures to be removed or replaced to inform the Board.
5. Security codes to the clubhouse, office, and all cabinets cannot be given to anyone. If someone needs to stand in for you, please seek prior approval from the Board. Once approved, for recording purposes, we will ask for his or her name, cell phone number and email address.
6. Codes to the lockboxes and cabinets must be scrambled after usage. Lockboxes cover needs to be closed after keys are retrieved and returned to the lockboxes.
7. For security reasons and quick retrieval in an emergency situation, locks and codes may not be installed or modified without the knowledge of the Board. All codes are changed every two months and you will be notified of such change.
8. Please remember to firmly close the main door downstairs. If it is not closed hard enough, the door will "bounce" back and will not be locked properly.
9. All persons using the clubhouse are to act responsibly and respect our condominium residents and the surrounding business establishments. Individuals or groups who display disruptive, dangerous, or inappropriate behavior will be asked to leave and will potentially have their scheduling privileges revoked. All removals should be documented in the incident report form with as much of the following information that is available: date, event, name, people involved in the removal, reason for the removal, and time of the incident.

SHARED / RENTAL SPACE

Not-for-profit or any organization who needs a space to run their activities, programs, and services may apply to use our clubhouse. Depending on the type of organization and nature of the activity, a rental fee will be applied for renting the space. The rental fee includes damage deposit, and cleaning fee. Approval of the facility rental shall be at the discretion of the Board, and dependent upon space availability, applicant's organizational structure, the reason for the rental, number of attendees, the frequency of the usage, and supporting documents.

SPACE REQUEST

Space request must go through the event coordinator at events@msbca.ca and are accepted on a first come first serve basis. It is advisable to request space for your event or activity as early as possible and before planning or promoting the event.

Information Needed for Space Request are as follows:

1. Name of event/activity
2. Type of event
3. Name of coordinator and/or assistant and contact information
4. Event date(s)
5. Start and end times
6. Set-up and tear-down times
7. Anticipated attendance
8. Audio visual requirements
9. Use of office or office equipment
10. Use of kitchen or kitchen equipment
11. Use of costumes, accessories, and props