



# Victoria Region Men's and Newcomers Club

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## NEW VRMNC ACTIVITY – BEST PRACTICES

**THANK YOU FOR CONSIDERING CREATING A NEW ACTIVITY**  
Members who volunteer in this way ensure our continued longevity and make our Club even more enjoyable for members.

What follows are Best Practices and constitutes items you may wish to consider prior to launching your activity. Phase 1 or “kick off” will involve a membership survey of interest followed by phase 2 build out.

### Phase 1 Survey of Interest

Determining the interest in a new activity, although not easy, may prove invaluable. To get started, after you have collected your thoughts on your proposed activity contact VRMNC Activity Coordinator via [activitycoordinator@vrmnc.ca](mailto:activitycoordinator@vrmnc.ca) to discover some early tricks and traps, then your proposed activity can be posted in the Club wide Newsletter via [webmaster@vrmnc.ca](mailto:webmaster@vrmnc.ca) to determine interest from the membership at large. One-on-one chats with VRMNCers you know, to assess their interest in your proposed club may also be helpful.

When you reach this point with confirmation of interest from the survey of interest you may have some questions or concerns. What do I do

next? For further guidance or suggestions please contact the VRMNC Activity Coordinator ([activitycoordinator@vrmnc.ca](mailto:activitycoordinator@vrmnc.ca)). Executive Committee members are there ready to help you make your Activity a reality.

## **Phase 2 – Build Out**

### **▶ Activity Name**

Shorter is better but must describe the activity.

### **▶ Activity Meeting Location**

Some activities have a specific venue, such as a tennis court or person's home for bridge. Others roam, such as hiking or photography. A specific location is quite valuable, if applicable.

If no public venue is available, consider meeting at your home, or member homes on a rotation basis. Zoom also may be appropriate.

### **▶ Meeting Date and Time**

With VRMNC's broad activity offering, a review of conflicting dates and meeting is imperative, please see the website calendar of events.

Mornings, such as golf days, hiking days and so on or major days such as Pub lunches and the UVic lunches will bring serious conflicts. Afternoons, after 2:30 p.m., are of less concern, as are evenings.

### **▶ Meeting Frequency**

VRMNC activities for the most part are scheduled weekly or monthly, although the odd club meets bi-weekly. An activity requiring little pre-preparation is better suited to a weekly schedule. Bridge and hiking are two such examples. Meanwhile, more intensive activities such as book clubs or wine making may prefer a monthly schedule.

### **▶ Cost**

Activities should be self-supporting. Infrequently, VRMNC does

support an activity, but this is not construed as the support of ongoing expense.

### ▶ **Computer Use**

Some are quite at home with the internet and with various programs on their computer. Will your new activity require a reasonable use of either? If so, give thought to finding a potential member willing to undertake this task for the group.

### ▶ **Database**

The new activity will require a membership list or database. If you choose electronic, most databases contain basic information: Last name, First name, Spousal name (if co-ed), email address, landline and cell phone number and perhaps with additional fields to record information specific to your activity.

### ▶ **Breadth of Club Activity**

Although a club's name may seem self-explanatory, it isn't. For example, contract bridge and duplicate bridge differ. Most clubs denote one choice or the other. Hiking may be less strenuous or very strenuous, book clubs may review fiction or non-fiction or focus on history books alone. As coordinator, you may wish to determine your club's focus, or alternately, decide with members at your first meeting.

### ▶ **Co Ed**

Should the new activity be co-ed? Is it sufficiently important to raise this fundamental question at your inaugural meeting?

Your new activity may lend itself to co-ed and make your activity flourish. Regardless, do consider your activity's makeup.

### ▶ **Activity Description**

Your activity description should begin with a well written paragraph explaining its purpose and briefly, how members meet their own objectives. The description may include suggested meeting dates, times, location(s) and frequency. As the activity leader, you may wish to pre-choose your club's focus, or alternately, do so at your first

meeting. Once set up, please email details to [webmaster@vrmnc.ca](mailto:webmaster@vrmnc.ca) so they can be added to our website's calendar and a new website Activity Homepage created.

▶ **Attracting Non-VRMNC Participants**

Activity membership is exclusive to VRMNC members. Non-VRMNC members could be invited to your club's inaugural meeting. Rubbing shoulders with like-minded fellows is addictive.

▶ **Pre-Collect Activity Expenses**

Ensure that any expenses incurred by your activity, at least initially, are collected in advance. Advance payment both increases the likelihood of participation and ensures that your revenue will cover your expense.

▶ **Activity Sign Up**

There is no singular answer to the question of needing to know who is attending a meeting. The activity leader must know who is attending to avoid over attendance, as well as to know who to place on a waiting list. Conversely, many activities email members with only a response needed from those confirming attendance. Non participants need not do so.

▶ **Activity Assistant Coordinator(s)**

You may wish to consider at least one assistant to step in during your vacation or unavailability. Being all things to all people may eventually be taxing and not in your club's best interest