



# 2026 Clubs Overview

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JANUARY 2, 2026

# GVR Mission Statement

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To provide excellent facilities and services  
that create opportunities  
for recreation, social activities and leisure education  
to enhance the quality of our members' lives.



# GVR Staff

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Scott Somers, Chief Executive Officer

Natalie Whitman, Chief Operations Officer

Jody Crawford, Reservations Coordinator

Kathy Edwards, Club Liaison

Barb Giles, Communications Manager

Steve Kindred, Recreation Program Director

Nick McLain & Jamie Capone, Events & Entertainment

Howey Murray, Finance Manager

Steve Signore, Leisure Education

Kris Zubicki, Membership



# Topics

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- GVR Support for Clubs
- Promoting Your Club
- GVR Website / Club Documents
- Annual Club Paperwork
- Reservations
- Leisure Education
- Insurance / Travel Waivers
- Financials
- Maintenance / Field Support



# GVR Club Members

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- Connect with like-minded people
- Develop talents and explore new skills
- Share knowledge and expertise
- Celebrate achievements
- Build new friendships



# 56 GVR Clubs

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## Six categories

➤ Arts & Crafts	11
➤ Cards & Games	13
➤ Dance	3
➤ Social Clubs	9
➤ Special Interest	5
➤ Sports	15

# 10 Dedicated Space Clubs

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## **GVR Artisans' Shop**

West Center

## **Ceramics Club of GVR**

Desert Hills



## **GVR Clay Studio**

Santa Rita Springs

## **GVR Computer Club**

Santa Rita Springs

## **GVR Glass Artists Club**

Santa Rita Springs



## **GVR Photography Club**

Santa Rita Springs

## **GVR Lapidary Club**

Desert Hills, East, West

## **GVR Metal Working Crafts Club**

West Center

## **Santa Rita Art League of GVR**

Santa Rita Springs

## **Woodworkers of GVR**

West Center



# GVR Support for Clubs

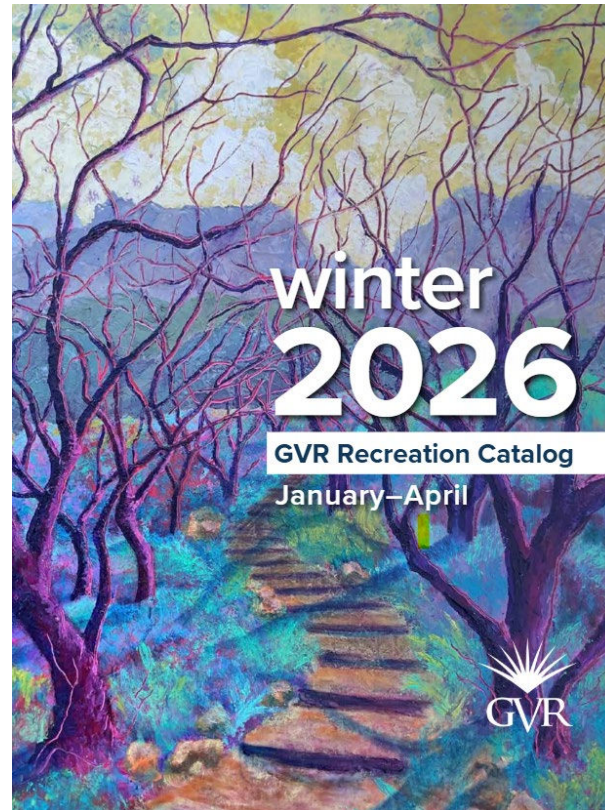
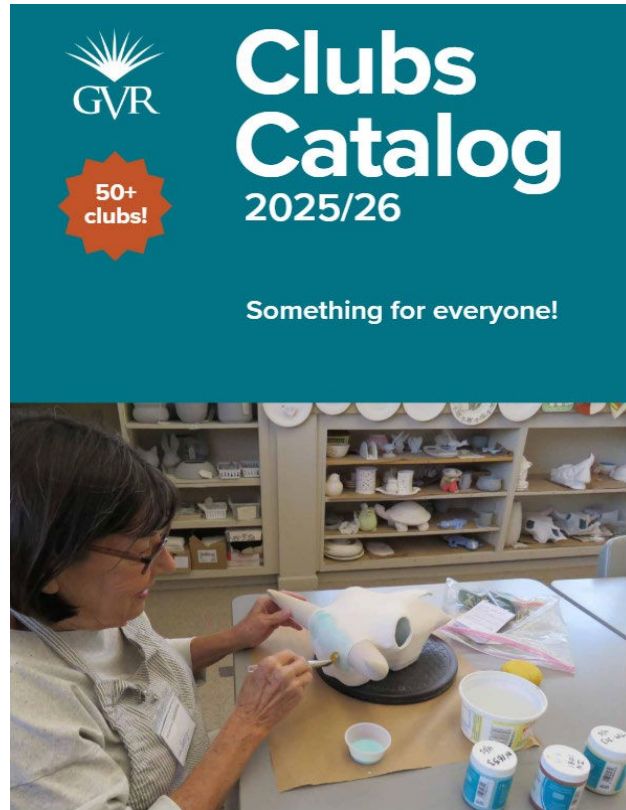
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- Club President <–> Club Liaison primary contacts
- Meeting space
- Education opportunities
- Free advertising in GVR promotions





# GVR Publications



## GVR NOW!

JANUARY 2026

GVREC.ORG

### Member Feedback Drives GVR Guest Pass Policy Changes

This summer, GVR invited members to share their thoughts on the guest pass policy, and the response was remarkable. A total of 2,069 validated members participated, offering clear, candid feedback on what works well, what needs improvement, and what would make guest access easier and fairer for everyone. That input became the foundation of the most significant update to GVR's guest policies in more than a decade.

Throughout the survey, members consistently emphasized the desire for options that better match how guests actually use GVR facilities. They also expressed a strong preference for transparency, flexibility, and—where possible—pricing that feels reasonable in today's economic climate. The Board of Directors took that guidance seriously, and the approved 2026 guest pass updates reflect exactly that: you shared your priorities, and we listened.

One of the most common requests was for a pass option that fit somewhere between a single-day visit and a full-year card. In direct response, GVR is introducing a brand-new **weekly guest pass**, valid for seven consecutive days from the date of purchase. This fills a long-standing gap for members hosting family or friends who are visiting for only a few days. In the past, members often had to stack multiple daily guest passes or purchase an annual guest card that went largely unused. The weekly pass offers a more practical, cost-effective (\$30 for 2026) choice.

By popular demand, **annual guest cards** will no longer be tied to calendar years, but will no longer provide unlimited use. Annual cards will be valid for twelve full months from the date of purchase, but will be limited to 30 total days of use in those twelve months. Per the Corporate Policy Manual (CPM), complimentary guest IDs are treated as annual guest cards, so they will also be subject to the 30-day annual usage limit.

The most substantial policy change is the shift to **one guest card per adult guest**. In the past, one guest card allowed up to four adults to access facilities, which created ongoing challenges with card sharing, tracking accuracy, and equitable use. Moving to individual guest cards brings GVR in line with industry standards and provides a clearer system for everyone. Members may still host multiple guests—each adult guest will simply need their own daily, weekly, or annual guest card. What hasn't changed is that each household may hold only one annual guest card, regardless of the number of GVR properties they own, and annual guest cards cannot be issued on tenant-occupied properties. Children (aged seventeen and under) are still welcome without a pass as long as they are accompanied by a card-carrying adult.

Alongside this shift, GVR is introducing a **\$5 card issuance fee**, applied the first time a member purchases either an annual guest pass or a guest pass card. Cards are reusable and designed to reduce the need for replacement. Lost or damaged cards can be replaced for \$5—a significant decrease from the previous \$20 fee.

The guest pass card is flexible and may be used for any combination of daily or weekly guest passes. If you already have your guest pass card, additional days or weeks can be added over the phone without requiring an in-person visit.

The annual guest pass card is issued separately and is only valid for annual guest passes. Cards cannot be converted between categories; an annual guest pass card cannot be used for daily or weekly passes, and a guest pass card cannot be used for annual passes.



# Promote Your Club Activities

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- ✓ GVR Clubs Catalog
- ✓ GVRNow! Monthly Newsletter
- ✓ Weekly eBlast
- ✓ Bulletin Boards & Reader Boards at GVR Centers
- ✓ Website Club Listings
- ✓ Club Newsletters
- ✓ Open Houses hosted by Clubs
- ✓ Green Valley News - Events Calendar



# Guidelines for Promotions

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- Club Documents - Promotional Guidelines
- Deadlines and formatting guidelines
- List club events as “GVR Members Only”  
*(except: Dance & Social Club Program, per GVR Board policy)*
- Activity must be open to all GVR members to be promoted on GVR channels



# GVR Website

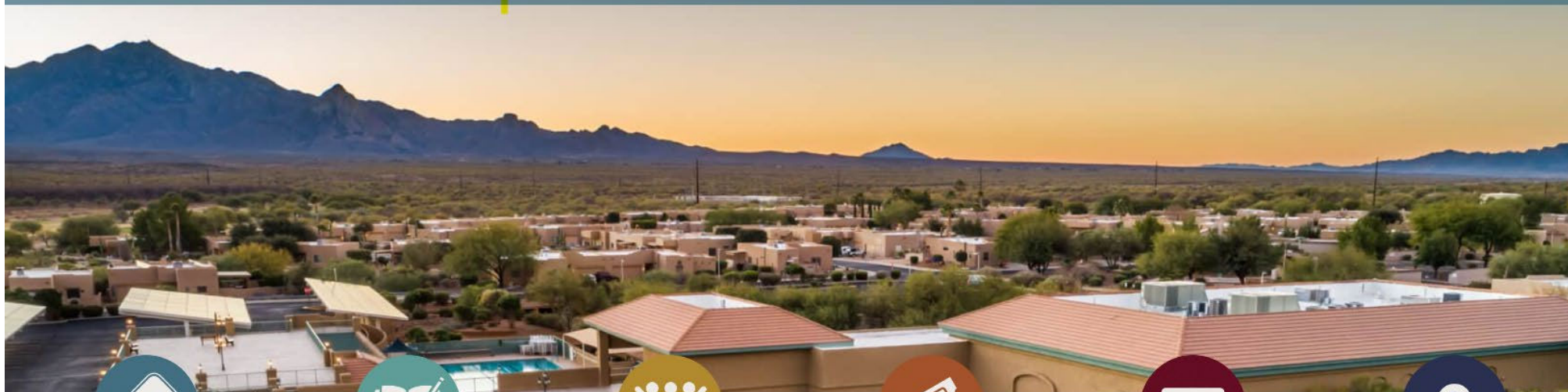


[Home](#) [About GVR](#) [Governance](#) [Info Hub/Pool Availability](#)

Search...



*Welcome* to Green Valley Recreation



Fitness, Aquatics &  
Racquet Sports



Leisure Education



Clubs



Events, Movies, and  
Trips & Tours



Members, Tenants, &  
Guests



Centers &  
Reservations





# GVR Corporate Policy Manual (CPM)

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## **PART 6: GVR PROGRAMS AND CLUBS**

- Acceptance of Grant Funding
- General Public
- Membership requirements
- Membership/Guests/Monitoring
- Insurance
- Financial, Tax, IRS Requirements
- Facilities, Reservations
- Clubs and Class offerings
- Records Management
- Club Bylaws
- Member Code of Conduct
- Hobby Shops & Studio Clubs
- Merchandise/Product Sales
- Liquor Policy

CPM posted on GVR Website



# GVR Tenants & Guests

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## Tenants with GVR Tenant Card

- Eligible to join GVR clubs for the dates their card is valid.
- Verify eligibility and track expiration dates by emailing [membership@gvrec.org](mailto:membership@gvrec.org)

## Guests

As defined in club bylaws, clubs may grant guest participation to those with GVR guest pass



# Club Bylaws

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- Sample in Club Documents
- Review when officers change
- Update at least every 5 years

# Guide for Conflict Resolution

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- ✓ 3-Strike Rule (CPM)
- ✓ Grievance Policy posted in Club Documents
  - Consistent approach
  - Share with all club members
  - Managed by Club Board, copy to Club Liaison





# Annual Club Paperwork

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Due December 15, 2025

Club Membership Roster as of December 15

Due February 1, 2026 – Submit Complete Package

1. Annual GVR Club Agreement to Retain Club Status
2. GVR Club Officers List
3. GVR Club Inventory
4. GVR Club Financial Report – Y/E December 31




# Changes to Club Officers

If Club Officers change during the year

- Submit updated Club Officers List to Club Liaison
- Read “Passing the Torch” as guideline for training new officers
- Review Club Bylaws

Office use only  
— Reservations  
— Website  
— Master

  
**2026 GVR CLUB OFFICERS' INFORMATION**  
This fillable form must be submitted to GVR Club Liaison by February 1<sup>st</sup>  
If a change of Officers occurs during the year, immediately submit an updated form to GVR Club Liaison, kathy@gvrec.org, 520.495.5843

GVR CLUB NAME: \_\_\_\_\_ # OF ACTIVE CLUB MEMBERS \_\_\_\_\_  
As of December 15, 2025

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

IRS Code for IRC 501c4 nonprofit status requires at least 3 club officers

Officer	GVR #	Name	Email Address	Phone Number
President				
Vice President				
Secretary				
Treasurer				
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts  
Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Alternate Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Annual Member Dues \$ \_\_\_\_\_

3. Date of Club Bylaws \_\_\_\_\_

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**Posted on GVR website – Club Documents**

# Reservations

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- Name two club members to make reservations
- Reservations Coordinator sends confirmation Permit
- Schedule room setup and AV test 1 week in advance with GVR staff
- Honor arrival/departure times in permit – staff needs setup/teardown time
- GVR-approved caterers or licensed by Pima County – see policy on website
- **New reservation? Setup changes? 2 business days' notice**

Jody Crawford, Reservations Coordinator  
[Reservations@gvrec.org](mailto:Reservations@gvrec.org)



# Interested in Teaching?

## **GVR is interested in new course offerings**

- Make \$\$ for your club, increase membership
- All classes with fees must be offered through GVR's Instructional Class program
- For information, visit **GVR Instructor Corner** on website
- Email [classes@gvrec.org](mailto:classes@gvrec.org)



## **Club Member Workshops – No Charge**

- Clubs may offer free workshops to Club members  
- *only material fees may be assessed*
- Check with GVR coordinator before arranging workshops



# Insurance & Liability Waivers

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## Types of Insurance

- |   |   |
|---|---|
| 1. Club Directors & Officers<br>(D&O Insurance) | Copy to Club Liaison  |
| 2. Vendor Insurance                             | See Annual Club Agreement<br>Club Documents on website  |
| 3. Member Waivers for<br>Club Excursions        | Members <u>who participate in club excursions<br/>that leave GVR property</u> . Retained in<br>permanent club records |

Questions? Contact Club Liaison



# Club Financial Responsibilities

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- Financially self-sustaining
- 1099s must be mailed to recipients by IRS deadline
- Forms 1099 & 1096 must be mailed to IRS by IRS deadline
- Sales of items in gift shops or direct sales subject to Arizona Transaction Privilege Tax and related tax filing



# IRS Form 990-N (e-Postcard)

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## **IRS Deadline May 15th**

- Club must submit IRS Form 990-N e-Postcard to IRS for Y/E December 31 previous year  
  
(or IRS Form 990 or 990-EZ as required)
- ePostcards must be filed using IRS online system
- Status shows: "Pending" + refresh in 10 minutes = "Accepted"



# IRS Filing Confirmation

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- Send IRS Confirmation **"Accepted"** to Club Liaison by April 15

e-Postcard Filing Confirmation 1/17/25, 1:27 PM

 IRS

Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: GREEN VALLEY RECREATION INCORPORATED
- EIN: 
- Tax Year: 2024
- Tax Year Start Date: 01-01-2024
- Tax Year End Date: 12-31-2024
- Submission ID: 
- Filing Status Date: 01-17-2025
- Filing Status: Accepted

MANAGE FORM 990-N SUBMISSIONS





# Club Records Retention

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- Determined by IRS, Arizona Nonprofit Act
- Documentation for Auditors or IRS
  - Financial / Administrative
  - A/P, Receivables, Bank Records, Tax, Insurance
  - Organizational Records
- Records Retention Schedule – see Club Documents



# Protect Member Information

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- Keep member contact information confidential
- Use bcc: when sending emails
- Do not share membership roster



# Maintenance Needs

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## **Dedicated Space & Sport Court Clubs**

Designated Contact < - > Facilities Help Desk

## **All other clubs**

Club President < - > Club Liaison



# Field Support Staff

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## ➤ **Recreation Service Assistant "RSA"**

- Major centers - onsite  
East, West, Las Campanas, Desert Hills,  
Canoa Hills, Santa Rita Springs
- Satellites – Call COA for support

## ➤ **Center Operations Assistant "COA"**

- On-call during business hours
- Facility questions, resolving issues

**NEED ASSISTANCE?**  
**(520) 343-2440**

- Ask Questions
- Report injuries
- Resolve Conflicts
- Report needed repairs

**Center Operations Assistants  
(COAs) are on the job**

**5:30am-9pm**  
seven days a week



# GVR Events & Entertainment

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**Dancing with the Stars–GVR Edition**  
Wednesday, February 5, 7pm



**The Music of the Carpenters**  
Tuesday, February 11, 7pm



**I Love Lucy**  
Friday, February 21, 7pm



# Thank you!

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For sharing your time, skills and leadership.

Your contributions make an impact  
On so many lives!

