



WAHHI Policies and Procedures for Events and Activities

Effective: 10/21/2022

Updated: 5/27/2023

Every member who holds a leadership role in the organization, and especially those members who coordinate events and activities, in connection with the WAHHI brand, is expected to be aware of, and to regularly review, these guidelines regarding events and activities in their entirety. Most WAHHI events are simple, regularly occurring activities. However, these are important guidelines to follow for each and every event. These Policies and Procedures may be altered or amended from time to time, at the discretion of the Board, and they are not to be considered an exclusive list of all of the policies endorsed by WAHHI. WAHHI reserves the right to communicate other policies and procedures for the organization on its website, at member meetings, or in any other fashion that it considers appropriate based on the circumstances.

Vendor-Sponsored Events

Some events and activities that WAHHI may hold are fundraisers and events in which WAHHI coordinates with outside vendors, enters into separate contracts, and processes payments directly to a vendor. These events may also require that the vendor have its own insurance coverage. Vendor-sponsored events can be more complex, so please contact our VP Events (for special events open to all WAHHI members with or without guest) or contact the President-Elect (for Interest Group events and activities) to work with you in your planning process of vendor sponsored events.

As a rule, all contracts that you are asked to sign must be reviewed by our Treasurer or VP Events as appropriate. You should not book a vendor or rent space on behalf of WAHHI without this review.

Alcohol

Our policy on alcohol at WAHHI sponsored events is as follows, and WAHHI does not sponsor any events that deviate from the following requirements:

- (1) Alcohol served at WAHHI events must be provided by vendors with a South Carolina liquor license and liquor liability. Alcohol can be purchased by members at the event only through direct payment to the vendor. It is the responsibility of the member coordinating the event to ensure that the vendor is in compliance with current South Carolina licensing requirements and liquor liability laws when booking a vendor.
- (2) Alcohol will never be advertised in our event setup and event correspondence as part of the ticket price, although advertisement for a particular vendor as described in Part 1 above is allowed.
- (3) WAHHI will never advertise Bring Your Own Beverage or "BYOB" in event setups and event correspondence.
- (4) When alcohol is served at a WAHHI event held at a member's home, hostesses are on notice that they are personally responsible for their guests and any alcohol served on the premises. WAHHI will not provide, pay for, or endorse alcohol for any events held at a member's home.
- (5) WAHHI will never sign hold harmless agreements with vendors.

Athletic Activities

- (1) Weekly play for our golf, pickleball and tennis activities are allowed for WAHHI members, but members must pay the venue directly for services. Any and all cancellations, or other communications regarding weekly play for these activities must be handled through the vendor.
- (2) Activities like tournaments and clinics may have additional requirements with the venue. When considering these activities, please communicate with the VP Events prior to scheduling any of these activities.
- (3) Your event setup should include a link to the vendor for members to review additional requirements that the vendor may have for participation in the event.

Water Activities

- (1) WAHHI can engage with licensed vendors for water sports provided these procedures are followed.
- (2) WAHHI does not endorse extreme water sports and we will be selective. When considering an activity on the water, event organizers should consult with the President-Elect (for Interest Groups) or the VP Events for water activities that will be open to all members, prior to engaging with the vendor.
- (3) Vendors must provide proof of their Certificate of Insurance and must provide safety procedures, dockside instructions, waivers, etc. It is common to ask to see this information and understand the safety protocols when planning an event on behalf of an organization. It is the responsibility of the member coordinating the event to ensure that the vendor is in compliance with these requirements.
- (4) WAHHI members will register and pay the vendor directly for the event. Cancellations must be handled through the vendor.
- (5) Event setups and event correspondence for the activity should include a link to the vendor website. These sites often contain safety measures, instructions on what to bring, cancellation policies, and waiver information that is required by the vendor.

Event Approvals

All WAHHI events are subject to the approval of the President-Elect (for Interest Group member events) or the VP Events for events open to all WAHHI members. All WAHHI event coordinators who setup these events, regardless of their level of leadership in the organization, are required to receive technical approval of their online event setups. This technical approval indicates that the event has been reviewed by the WAHHI Events Coordinator and is in compliance with the policies and procedures set forth in this document. Once technical approval has been granted, the online setup, as well as the event itself, must not be modified without the knowledge and approval of the WAHHI Events Coordinator or the appropriate Board member.

The WAHHI Board and Council reserve the right to deny approval to proceed with any event which fails to comply with the Policies and Procedures set forth in this document.

Wild Apricot

Wild Apricot by Personify is an online association management platform that emphasizes automation of membership management. The Wild Apricot software is the only approved instrument for communication between WAHHI and its members regarding WAHHI events. WAHHI's event organizers are required to use Wild Apricot's Events Module or Wild Apricot's Email Module to communicate with WAHHI members regarding events, including all-member events and Interest Group gatherings. Personal email accounts should not be used to communicate with WAHHI members regarding events.

Wild Apricot delivers a consistent and professional looking appearance to WAHHI's messages. Use of the Events Module is particularly important for coordinating events where (for example) collection of payments and tracking attendance are required. In addition, the Wild Apricot Events Module offers the additional benefit of requiring the WAHHI Events Coordinator to review the event's details and grant technical approval of the event's online setup before the event "goes live" on WAHHI's Events Calendar.