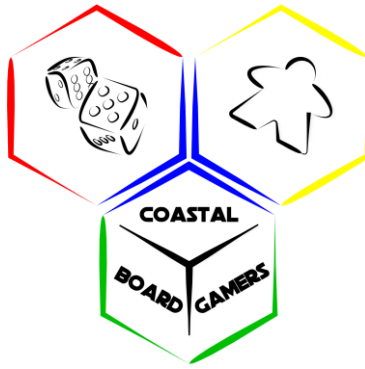


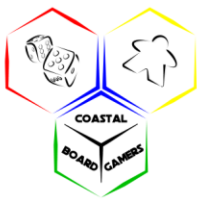


STANDING ORDERS

Coastal Board Gamers Inc.

Last revised 28/08/2025

Includes minutes up to 22/06/2025



COASTAL BOARD GAMERS

Standing Orders

These are instructions or prescribed procedures in force permanently or until changed or repealed. The date in square brackets is the date of the committee meeting at which the decision was made, or document ratified.

1. Committee

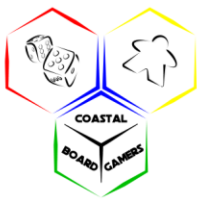
1. Committee members WwVP Card details to be kept on file [29/02/2020]
2. CBG to supply name badges for committee members to wear at events. [30/01/2021]
3. Agenda for committee meetings should include times so meetings stay on track. [11/09/2021]
4. All committee and/or subcommittee members expected to abide by:
 - a. 'Committee/Subcommittee Guidelines.' [26/11/2022]
 - b. 'CBG Committee Discord Etiquette' [23/09/2023]
 - c. 'Committee Member Expectations' [22/07/2025]
5. Safety Officer to maintain Spill Kit for emergency response to spills on games. [25/02/2023]
6. President and Vice President work together to keep the Standing Orders updated. [25/02/2023]
7. Once cars are unloaded, committee members should park at a distance from the venue (when possible) so the best closest parks are available for members. [25/02/2023]
8. First year committee members are ineligible for an executive role. [10/02/2024]
9. Postal address for CBG is P.O. Box 430, Ulverstone. Box key will be held by Secretary, second key held by Vice-president. [24/11/2024]

2. Memberships

1. Event charge will be \$5 individual, \$10 family. This should not be a financial barrier to those who may not be able to afford it. [14/03/2020]
2. Memberships are 12 months, July – June, or pro rata. [10/02/2024]
\\CBG\Admin\Members\Membership Fee Structure\CBG_Membership_Fee_Structure-V1.0.pdf

3. Sponsors

1. Matt from Mind Games is happy to give 10% discount on items, excluding items already on sale. CBG will give free standard membership to Matt as a thank you. [06/06/2020]
2. Apex is considered a sponsor for providing our regular venue so their logo should be displayed when relevant [24/06/2023]
3. Leading Edge Electrical will provide a 10% Discount on all gaming related products. Membership card presentation required [15/7/2023]



COASTAL BOARD GAMERS

4. Canteen

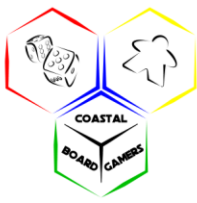
1. Contents of the canteen need to be 'board game friendly snacks.' [06/06/2020]
2. Canteen Vouchers *[CBG Cash]* in denominations of \$1, \$2 and \$3 to be produced and used for canteen purchases and other CBG purchases. [24/07/2021]
3. Canteen Officer may spend up to \$100 of the association's funds without consent of the committee for the purpose of restocking the canteen. [26/11/2022]
4. Out of date canteen stock will not be sold to members. It will be disposed of as the Canteen Officer chooses. [24/06/2023]
5. When host is processing sales in the Square app, use specific buttons for canteen items so qty of each item can be tracked. When entering custom amounts use the comments field to specify what the transaction includes. [16/02/2025]

5. Social Media and Website

1. Social media accounts to have a minimum of two moderators/administrators. [29/05/2021]
2. CBG website to be hosted at Crazy Domains. [25/06/2022]
3. CBG Website to contain relevant documents such as membership forms and constitution [23/09/2023]

6. Events

1. Trivia Night and Awards Dinner will both be annual special events. [27/11/2021]
2. Regular events start at 2pm (with 1:30 setup), finish at 10pm. [25/06/2022]
3. Any games with 'content' of 12+ or higher are not to be played at our family friendly regular events. [24/06/2023]
4. Prizes at events, can committee win?
 - a) When a competition is held at an event, to win any prize, person needs to be present when it is drawn.
 - b) Play to Win – Whoever is hosting the game cannot enter. Play to Win events should always have one host minimum.
 - c) 10 x 10 – Person hosting it cannot win.
 - d) Random prizes with a blind drawing (i.e. Door prizes) all but hosts/hosting committee can win.
 - e) Prizes where prior knowledge may be an advantage (material has been distributed prior to drawing) no committee/sub-committee member are eligible. [24/06/2023]
5. No Open Mugs/glasses on tables where games are being played to prevent spillage. Cans/Travel mugs are fine. [24/06/2023]



COASTAL BOARD GAMERS

6. Members can request a special announcement via CBGAnnouncementRequest.docx. This is to be submitted to and stored by the Secretary. Members may not collect fundraising at CBG events. Announcements are only to be informative in nature. [22/11/2023]
 - a. Extended to include print media [31/5/2024]
7. Hosts stay till pack up and locking of building is completed. Two people, at least one committee member, and volunteer (not under 18) should stay till lockup, in case something unexpected happens. [22/06/2025]
8. Aftergame app will be used for scheduling games at regular events. [22/06/2025]

7. Finance

1. If a need arises for someone to access the Pay it forward funds and it is under \$50 and the funds are in the Pay it forward fund, 2 committee members may agree to access it without full committee discussion. If the same member is wanting to access this fund on more than 2 occasions, or over \$50 then committee discussion is needed. [25/02/2023]
2. A portion of the CBG budget each year will be dedicated to the provision of prizes for special events. This value will be determined by the Treasurer and the Donations Pool subcommittee. The expenditure of these funds will be at the discretion of the Donations Pool subcommittee in support of their donation collection. [10/2/2024]
3. Treasurer to include Square fees in finance reports. [24/11/2024]