



**The Royal Canadian Legion  
Barrhaven Branch No. 641  
(Founded in 2005 “The Year of the Veteran”)**



## Clubhouse Rules

*Any person not complying with these Clubhouse Rules will be subject to disciplinary action. For this document, “person” is defined as a member, guest of a member, volunteer staff, hall renters, member of the public, and any other person using the clubhouse facilities. “Member” is defined as a Branch member in good standing.*

### **1. DAILY HOURS OF OPERATION**

#### **REGULAR HOURS AETER COVID 19**

- a. The Clubhouse hours of operation will be as follows, unless the duty bartender determines that the situation warrants the application of a provision as noted in subsection (c) (d) or (e):

**Monday to Saturday 12:00 p.m. to close  
Sunday 12:00 p.m. to 5:00 p.m.**

Note: The Branch is open Sunday hours on all **holidays** except when there is a function scheduled then we will stay open as required. The Branch is **closed** on December 25<sup>th</sup>. **Christmas day**

- b. The service of alcoholic beverages will cease one half hour prior to the applicable closing time and the premises will be vacated at the expiry of this time.
- c. The duty bartender at his/her discretion may close the facility at any time but not prior to the following standard times: Mondays, Tuesdays, Wednesday, Thursdays, and Saturday not before **8 p.m.** Fridays not before **9 pm.** Sunday not before **5 p.m.**
- d. If there are paying persons in the premises at the scheduled closing time as noted above (remove patrons in the premises on those days when the closing time is later as noted above,) **the** duty bartender may extend the closing time until all such persons have vacated the premises. The application of this subsection will not

exceed the facility closing time as specified in the Alcohol and Gaming Commission of Ontario regulations.

- e. The bar on the same floor where a General or Special Meeting is being held will close during the hours of the meeting and no alcoholic beverages will be allowed in the meeting area.

## **2. ADMISSION TO THE CLUBHOUSE – DURING COVID 19**

- a. On entering the club house, you must wear a face mask until you are seated at your table and every time you leave the table
- b. You must use the sanitizer on your hands inside the front door
- c. All members and guests must sign the log sheet when they enter and leave.
- d. Seating only, you and your spouse/partner or your personal bubble (remember 10 maximum) can sit together
- e. Always follow the footsteps (arrows) to the bar, to your seat, and any other area where they are indicated
- f. Only one (1) person in the washroom at a time
- g. Put your used paper hand towels in the garbage receptacle and not on the counter or floor
- h. Return your used glass(s) and empty bottle(s) to the bar (there will be cases by the serving area to place your empties)
- i. Remember to “Physical distance at all times”.

**NOTE:** Once you order your beverage, go to your sitting area, and remove your mask. You must use your mask when ordering your beverage, using the washrooms, or leaving the branch. If you reorder another beverage, please ensure you put your face mask on and take your used glasses and empty beer bottles to the bar. Once you have your beverage and return to your seat, you can remove your mask. We also ask that you do not share food with other members unless they enter with you.

- h. Only members **in good standing** may enjoy Clubhouse privileges within the above-noted hours of operation.
- i. Members will show proof of current membership when requested by the duty bartender.
- j. Members of other Legions, of the Royal Canadian Mounted Police, of any city, municipal or provincial police service, Correctional Services Canada, Firefighters or of the Canadian Armed Forces will be admitted upon proof of identity and affiliation to one of the aforementioned groups being produced to the duty bartender.
- k. No other persons will be admitted to the Clubhouse unless signed in by a member.  
**Note:** there is no exceptions to this rule.

- l. The above provision (k) will not apply on those occasions when an “Open House” has been declared as or a person is onsite solely for the purpose of conducting business.
  - m. No person under the age of 19 years will be sold or served alcoholic beverages or Nevada tickets.
  - n. **Pets or other animals except for service animals (Seeing Eye Dogs, (OSI ) Operational Service Injury, or (PTSD) Post Traumatic Stress Disorder) will not be permitted in the Branch without dispensation from the Executive.**
  - o. For sanitary reasons, headdress (hats), purses, and personal clothing are not permitted on top of the bar or tables at any time.
3. **BARTENDERS RESPONSIBILITIES DURING COVID – 19**
- a. Bartenders will always have face masks on.
  - b. One bartender will take your order, make your change, and put used glasses in the bar glass washer.
  - c. The second bartender will provide you with your beverage and take clean glasses out of the glass washer.
  - d. Both bartenders will be sanitizing the bar area and tables once they are vacated (once cleaned and sanitized another person can use these areas.)
  - e. There will be no food provided other than bar chips and peanuts.

**At this time the pool table, dartboards and Friday night dinners, entertainment, and dances are closed until further notice.**

**Rip open tickets and Chase the Ace will be available.**

#### **4 DRESS**

- a. All persons seeking admission to the lounge will be clean and neatly dressed. In the case of a dispute, the final decision as to the applicability of dress shall be made by the duty bartender.
- b. Clean work clothes and boots will be allowed. Greasy or dirty dress will not be allowed in any area, unless specific work is being carried out for, and as requested by, the Executive.
- c. Torn or ripped jeans, short shorts or bare midriffs will not be allowed in any area.
- d. Proper footwear will always be worn
- e. Members will be responsible for their guest’s dress and deportment.

- f. Headdress will be permitted in the clubroom area of the Branch during normal operating hours but may be restricted during special Legion functions as determined by the Executive. Headdress will not be permitted in the dining area during legion suppers except on theme nights.
- g. For sanitary reasons, headdress (hats), purses, and personal clothing are not permitted on top of the bar or tables at any time.
- h. Members of any religious community shall be permitted to wear their full Ceremonial dress.
- i. The bartender on duty has been given the authority to refuse entrance and/or service to anyone he/she considers improperly dressed in accordance with these Clubhouse Rules.

## **5 DEPARTMENT**

- a. The use of profane, offensive, or abusive language will not be permitted or tolerated at any time.
- b. Any person who, in the opinion of the duty bartender, is intoxicated, unruly or is using profane, offensive, or abusive language will not receive any further service at the bar and shall be asked to leave the premises.
- c. No person will knowingly obtain an alcoholic beverage for any other person who has been refused service by the bartender or who is currently under suspension or deprivation of privileges by the application of the General By-Laws or the Royal Canadian Legion.
- d. All persons are prohibited from consuming or possessing any alcoholic beverage which was not purchased on site. Bottles of Alcohol brought into the legion for gifts/prizes shall be given to the duty bartender to keep behind the bar until the person is ready to leave the premises.
- e. The sale and consumption of alcoholic beverages will only be permitted in those areas identified on the Permit issued under the authority of the Liquor License Act of Ontario
- f. All persons consuming beverages shall return their empty glasses and bottles to the bar area. The Clubhouse is an extension of your home.
- g. Physical altercations including fighting, shoving or other actions, including verbal altercations, that constitute an assault (as defined under the Criminal Code of Canada) will not be permitted or tolerated at any time and will result in immediate

- ejection from the premises. If required, the duty bartender will close the bar and contact the police immediately to have the offending patron removed.
- h. No person will smoke or possess any illegal substance (as defined under the Revised Statutes of Canada) while in the building.
  - i. Smoking, including e-cigarettes, is strictly prohibited within the Clubhouse.

## **6 HUMAN RIGHTS**

This Branch fully supports the provision of a non-harassment and fully inclusive environment. No person (including any employee of The Royal Canadian Legion, Ontario Command) shall be discriminated against based on the following grounds: Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offenses (in employment), marital status, family status (being in a parent child relationship), receipt of public assistance (housing) and mental or physical handicap.

Ontario Command of The Royal Canadian Legion will not tolerate any violation of the Human Rights Code of the Province of Ontario. All complaints and violations will be investigated thoroughly, and any necessary disciplinary action will be taken when warranted. The duty bartender is responsible for entering any infractions of this nature into the incident book when they notice an offence, or when a person using the facilities brings an offence to their attention.

## **7 SIGNING IN OF GUESTS TO THE CLUBHOUSE**

- a. All persons who do not belong to the Branch, or Branch members who are not in good standing must be signed in by a Branch member in good standing. These persons must sign the Member and Guest Register and present correct identification to the duty bartender as required under Section 2 (d). Legion members of other Branches, members of the Royal Canadian Mounted Police, of any city, municipal or provincial police service, members of Correctional Services Canada, Firefighters and members of the Canadian Armed Forces are exempted from this rule.
- b. A member who signs in guests, shall accept responsibility for the conduct of such guests while on the premises and must ensure their guests leave the premises when they leave.
- c. A member may sign in a maximum of six (6) guests during any one visit. An exclusion to this subsection may be made by the Duty Bartender on those occasions when a member attends with members of his or her immediate family, the total of which exceeds the prescribed maximum number six (6). For the purposes of this section, an immediate family member means wife, husband, common-law spouse, child, father, mother, brother, sister, person standing in lieu of parents, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law. Children shall always be under their Guardian's direct supervision and will not be allowed in the bar area after 10:00 p.m.

- d. No one shall interfere with persons or organizations renting or using, for their own purposes, an area assigned for their usage through a contractual hall rental agreement.
- e. Unless specifically invited, no one shall enter or attend, any function occurring in an area within the Branch that has been rented or assigned for the exclusive usage of persons or organizations through a contractual hall rental agreement.

Note: in sub-para d and e above the offending person(s) will be asked to leave the premises immediately by the duty bartender, who will enter the information in the Incident Book.

## **8 GAMES AND GAMBLING**

- a. No game whatsoever will be commenced if it cannot be terminated in time to vacate the premises by the appointed hour of closing.
- b. All games will cease at the time applicable under Section 1(a) as noted above in respect of vacating the premises.
- c. Gambling, unless legally operated, is strictly prohibited.
- d. When the hall is rented the duty bartender(s) will be responsible to ensure that if any lottery or 50/50 draw is taking place that the renter of the hall has a lottery license. If no license exists, then all draws shall cease immediately.

## **9 CASHING OF CHEQUES**

- a. Personal cheques will only be accepted as payment for membership dues or the purchase of tickets to Legion functions.
- b. Any person who has issued a cheque under a circumstance detailed above shall be held responsible for the cheque, if returned NSF, and will reimburse the original cheque amount including the assessed bank fee within fourteen (14) days of being notified of the situation.
- c. Any person failing to make the necessary payment, as required above, may be dealt with under provisions of The General By-Laws of the Royal Canadian Legion.

## **10 ENFORCEMENT OF CLUBHOUSE RULES**

- a. The duty bartender shall be responsible for the enforcement of Clubhouse Rules. Any person breaking the Clubhouse Rules may be requested by the duty bartender to vacate the premises immediately.

- b. Any person observing an infraction of the Clubhouse Rules is requested to report the infraction to the duty bartender for action.
- c. Any reported infraction of the above Clubhouse Rules shall be recorded in the *Incident Report* book by the duty bartender. The Sergeant-at-Arms will review the Incident Report book daily to establish that the necessary facts and evidence are clearly and concisely stated. If corrective action is required, he/she will inform the President. Official complaints will be handled as directed in the Official By-Laws of Dominion Command, as they apply to branches.

9. **SUSPENSION OR DEPRIVATION OF PRIVILEGES**

The President reserves the right to impose on any person a suspension or deprivation of privileges in accordance with the General By-Laws of the Royal Canadian Legion.

Note: In any conflict between these Clubhouse Rules and Provincial or Dominion By-Laws, the superior By-Law shall take precedence.

11 **CLUBHOUSE RULES APPROVAL AUTHORITY**

In accordance with Ontario Command Clubhouse Rules must be approved by the general membership. It takes a notice of motion and then a motion for approval. Any additions must be approved by the general membership. Minor changes to existing items can be made by a motion passed by the executive.

**These Clubhouse Rules** were approved by the Executive at the September 19, 2006

original signed by Stephane Guy

original signed by Dave Cole

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Comrade Stephane Guy  
President

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Comrade Dave Cole  
Constitution and Laws Officer

