RED DEER LARP SOCIETY

Official Policy Book & Governance Guidelines

SECTION 1: MEMBERSHIP

- **Admission:** Membership is open to any individual interested in supporting the objectives of the Society who applies for membership, agrees to abide by the Society's Code of Conduct, and pays the annual membership fee.
- **Fees:** Annual membership fees are determined by the Board and approved by the membership at the Annual General Meeting (AGM).
- **Withdrawal:** Members may withdraw by sending written notice (including email) to the Secretary. Membership ceases upon receipt, and no fee refunds will be issued.
- **Suspension and Expulsion:** The Board may, by a two-thirds (2/3) majority vote of the Board of Directors, suspend or expel any member whose conduct is determined to be detrimental to the Society, its safe space policies or community guidelines, provided the member receives 14 days' written notice and an opportunity to be heard or submit a written statement.

SECTION 2: ADMISSION OF NEW GAMES

- **Integration with Society Objects:** Any new game joining the Society must align with and advance the Society's core objectives: promoting LARP and interactive storytelling, fostering creativity and community, establishing safe play spaces, managing logistics responsibly, and operating strictly on a non-profit basis.
- **Adherence to Standards:** New games must fully adopt and enforce the Society's Code of Conduct, anti-harassment policies, and safety mechanics across all in-person events and digital spaces.
- **Mandatory Board Discussion & Approval:** No new game or game budget may be launched or integrated under the Society without formal discussion and recorded review during a meeting of the Board of Directors and Storyteller or Storytelling team. Full transparency and board consensus are required regarding game logistics, projected budgets and resource allocation before official acceptance.

SECTION 3: SOCIETY SUPPORT FOR NEW GAMES AND MARKETING INFRASTRUCTURE

To help new games successfully integrate and launch under the umbrella of the Society, support is provided in the following areas:

- **Logistics and Resources:** Assistance with acquiring, maintaining, and managing equipment, props, safety gear, and theatrical supplies.
- **Venue and Land Acquisition:** Guidance and organizational backing in securing appropriate venues or land leases necessary for interactive events.
- **Initial Hall/Play Space Financial Coverage:** For up to the first three (3) months of a new game starting, the Society will help cover the cost of the pre-approved hall rental or play space, making up the difference if player/event revenues are insufficient to cover expenses. Further hall rental or play space coverage beyond the initial three-month period may be discussed between the Board and the Storyteller or Storytelling team.

Marketing & Promotional Support

Recognizing that new and expanding games require more than word-of-mouth visibility, the Society provides structural marketing support.

- **Society Budget Integration:** Central promotional needs such as shared graphic assets, centralized social media advertising and promotional fliers shall be integrated directly into the general Society budget to establish reusable marketing infrastructure that benefits all community games.
- **Event-Specific Marketing:** For larger ticketed events and conventions, targeted marketing costs must be factored directly into individual event budgets as part of the formal proposal review.

MAJOR EVENTS, CONVENTIONS, AND SHORT-TERM GAMES

Scope: This section governs temporary, limited-run or large-scale episodic events including multi-day conventions, weekend festivals and short-term story arcs structured as one-shot, two-shot or three-shot games.

Mandatory Proposal & Approval Process

- Organizers or lead Storytellers planning a major event, convention or short-term game series must submit a formal Event Proposal to the Board of Directors well in advance of the intended launch date. The proposal must outline the narrative concept, projected timeline, venue requirements, expected attendance and safety plans.

Mandatory Budget Submission

- A comprehensive event budget must be submitted alongside the proposal for Board review. The budget must detail all projected revenues (ticket/player fees, grants, merchandise) and anticipated expenses (venue/hall rentals, permits, specialized props, insurance, marketing, and safety supplies). Similar to ongoing games, major events must undergo formal board discussion and receive recorded approval before any financial commitments, ticket sales or venue bookings take place.

Remuneration & Operational Expectations

- **Financial Splits:** Unless otherwise specified by a dedicated Board resolution for a major convention, financial splits for short-term games will align with standard game policies: net player fees (after venue/hall costs are fully covered) will be split with 75% returned to the Society and 25% retained by the Storyteller/organizer team (subject to established individual payout caps).
- **Operations:** All short-term games and conventions must strictly enforce the Society's Code of Conduct, anti-harassment policies and safety mechanics (including check-ins and opt-out rights). Organizers are responsible for maintaining clean venues, coordinating volunteer schedules and submitting a final post-event financial report and reconciliation to the Treasurer within 30 days of the event's conclusion.

SECTION 4: GAME REMUNERATION EXPECTATIONS

- **Revenue Splitting & Capped Compensation:** Game revenues derived from player fees shall be distributed after the actual cost of the hall rental or play space has been fully deducted. The remaining net player fee pool shall be split with a 25% return to the Storyteller or Storytelling team and 75% returned to the Society to support shared overhead and community initiatives.
- **Storyteller Compensation Cap:** To ensure fair non-profit proportionality, the storyteller's 25% share is subject to a strict financial cap per event/session (as determined by Board policy) so that individual payouts do not become excessive relative to overall game revenues.

- **Hall Rental & Space Fee Return:** The Society provides a full return/coverage of the hall rental or play space fee to ensure games are not burdened by baseline venue overhead during operations.
- **Director and Officer Remuneration:** In accordance with the Society's bylaws, no Director or Officer shall receive payment or financial reward for their services as a Director, though they may be reimbursed for reasonable, pre-approved out-of-pocket expenses. All funds raised are used strictly for non-profit community objectives.
- **Timing of Remuneration & Payout Procedures:** To ensure financial transparency and prevent direct cash withdrawals from event proceeds on-site, Storyteller remuneration shall be paid out after the event accounting has been reconciled by the Treasurer. If any remuneration or expense disbursement must exceptionally be provided on-site at a game, it must be explicitly signed off and authorized by a Director in writing.

SECTION 5: EMERITUS STATUS

- **Recognition of Service:** Past Presidents, Vice-Presidents and Directors who have completed their terms with distinction may be granted Emeritus status by Board resolution.
- **Advisory Role:** Emeritus members serve in an honorary and advisory capacity, offering institutional memory, historical context, and guidance to current boards and storytellers to support the long-term health and continuity of the Red Deer LARP Society.

SECTION 6: GOVERNANCE & BOARD OPERATIONS

- **Code of Conduct:** All board members, officers and volunteers must uphold the highest standards of ethical behavior, respect and professionalism. They represent the Red Deer LARP Society in public and digital spaces and must lead by example in fostering an inclusive Central Alberta LARP community.
- **Conflict of Interest:** Board members must formally declare any personal, familial or financial conflicts of interest prior to any discussion or vote. This is strictly required when the Society engages in business transactions involving board members, such as hiring local artists who have personal ties to directors, purchasing equipment from members or renting board-member-owned properties, storage spaces or venues. Interested directors must recuse themselves from deliberations and voting.
- **Board Roles & Elections:** Responsibilities align strictly with the Society's bylaws and governance structure (comprising 3 to 7 Directors elected at the AGM):
  President: Supervises Society affairs, presides over meetings and acts as primary spokesperson.
  Vice-President: Assists President and assumes presidential duties when necessary.
  Secretary: Maintains meeting minutes, member register, and corporate records.
  Treasurer: Oversees funds, books of account, authorizes expenses, and presents AGM financials.
- **Removal of Directors:** The Members may, by Special Resolution at an SGM called for that purpose, remove any Director from office before expiration of their term and elect another Member in their stead.
- **Orientation & Succession:** Outgoing board members are responsible for conducting a structured handover with incoming directors, transferring administrative credentials, physical asset records, and reviewing ongoing game operations.
- **Policy Book Amendments:** Any additions, deletions, rescissions or alterations to this Policy Book must be approved by a three-quarters (3/4) majority vote of the Board of Directors in order to take effect.

SECTION 7: FINANCIAL MANAGEMENT

- **Signing Authority:** Financial contracts and legal agreements require Board authorization. Disbursements over thresholds require two signatures (Treasurer and President/Vice-President).
- **Expense Reimbursement:** Pre-approved out-of-pocket expenses must be submitted with itemized receipts to the Treasurer within 30 days.
- **Asset & Inventory Tracking:** The Society maintains an official registry tracking physical property, reviewed and updated annually by the Board or Logistics Officer.
- **Borrowing Powers:** The Society may raise or borrow funds, provided sums exceeding $1,000 are authorized by Special Resolution of the Members.
- **Operational Spending Cap ($300 Limit):** Individual expenditures or unbudgeted commitments by any single member, storyteller, or director shall not exceed $300 without prior authorization and approval from the Board of Directors.
- **Reserve Fund & Budgeting:** The Treasurer and Board shall draft an annual operating budget and maintain a prudent reserve fund.

SECTION 8: COMMUNITY ENGAGEMENT & PUBLIC RELATIONS

- **Media & PR:** Only the President or individuals explicitly designated by Board resolution may speak as official spokespersons to media outlets, public bodies or external organizations.
- **Privacy & Data Security:** The Society strictly complies with the Alberta Personal Information Protection Act (PIPA) regarding member, volunteer, and event-participant data. Data is never shared or sold commercially.
- **Diversity, Equity and Inclusion (DEI):** Committed to equitable programming, accessible venue choices across Central Alberta, barrier-free outreach, and inclusive narrative curation. Harassment, discrimination, or gatekeeping is strictly prohibited.