

United States Submarine Veterans, Inc.
Groton Base

Dominic “Joe” Negri Clubhouse Operations
Policy & Procedure Manual



OUR CREED:

“To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country, that their dedication, deeds, and supreme sacrifice be a constant source of motivation towards greater accomplishment; and to Pledge loyalty and patriotism to the United States of America and its Constitution”

**UNITED STATES SUBMARINE VETERANS' INC
GROTON BASE**

Dominic "Joe" Negri Clubhouse Operations
/ Policy and Procedures Manual

October 23, 2022



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|------------------------------------|
| Approved by Executive Board |
| |
| 23 October 2022 |
| Signature Base Commander |
| <i>Steven A. Ricard</i> |

CLUBHOUSE OPERATIONS POLICY AND PROCEDURES MANUAL

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ARTICLE I - INTRODUCTION

SECTION 1 - The purpose of this Policy and Procedure Manual is to provide guidelines for the Joe Negri Clubhouse. The U.S. Submarine Veterans Inc. National Organization has established that the USSVI Groton Base Executive Board shall maintain and manage the Joe Negri Clubhouse at 40 School Street Groton CT on behalf of the membership of U.S. Submarine Veterans Inc.

SECTION 2 - USSVI Groton Base shall conduct all business within the Policies and Procedures outlined in this document. This Policy and Procedure Manual will be maintained as an Appendix to the official U.S. Submarine Veterans Inc. Groton Base By-laws

SECTION 3 - If there is a conflict between the Policy and Procedure Manual and the current approved By-laws for the organizations, the bylaws shall take precedence.

SECTION 4 - A copy of this Policy and Procedure Manual will be made available to all Groton Base members in good standing.

SECTION 5 – This PPM supersedes all previous PPM that deals with the Clubhouse Operations.

ARTICLE II - ABBREVIATIONS/ACRONYMS

SECTION 1 - For purposes of brevity in the remainder of this document the following common abbreviations/acronyms shall be used:

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- **ATM:** Automated Teller Machine
- **BAR:** Bar
- **CLUB:** Groton Base Clubhouse at 40 School Street
- **GALLEY:** Kitchen
- **CM:** Club Manager
- **EBOARD:** Executive Board
- **GROTON BASE:** U.S. SUBMARINE VETERANS INC. Groton Base
- **GROTON BASE COMMANDER:** Commander
- **LEAD BARTENDER:** LB
- **LEAD COOK:** LC
- **JVCDR:** Jr. Vice Commander
- **NATIONAL:** U.S. SUBMARINE VETERANS INC.
- **CLUB HOUSE:** includes bar, dining, hall, galley, and building inclusive.
- **PERMITTEE:** Permittee
- **PPM:** Policy and Procedure Manual

ARTICLE III - GENERAL POLICY

SECTION 1 - USSVI-SUBMARINE VETERANS INC, National organization has entrusted the leadership and the members of the Groton Base with the Day-to-Day operations of the Joe Negri Clubhouse. The EBOARD shall manage all aspects of the club. The EBOARD will provide over site and report the findings and recommendations to the general membership of Groton Base.

SECTION 2 - The Groton Base has established as per their By-Laws a standing committee hereby known as the Club Operations Committee.

SECTION 3 - The Club Operations Committee shall serve as an advisory board to the Executive board on matters pertaining to the day-to-day operations of the Joe Negri Clubhouse. All final decision regarding the day-to-day operations of the clubhouse shall be approved by the Base Commander.

SECTION 4 - The terms “Bar” “Galley” or “Kitchen” will be synonymous with the term “The Club”. The terms are interchangeable.

SECTION 5 - All members of USSVI-National in good standing in accordance with the National Bylaws will also be considered members in good standing of the club.

SECTION 6 – The Groton Base will establish a Building Manager/JVCDR who is responsible for the maintenance and upkeep of the clubhouse.

ARTICLE IV CLUB OPERATIONS

A. Club Operations Committee Duties and Responsibilities:

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1. Club Operations Committee (COC) shall consist of a committee made up of the Club Manager,-Lead Bartender, Lead Cook, Permittee and JVCDR. When a Club Manager is employed or assigned then they will be considered a member of the Club-Operations. The JVCDR shall serve as the liaison between the club operations committee and the EBOARD.
2. The COC shall recommend the policy and procedure for operation of all Club facilities including Bar and Galley, not to conflict with or violate any Local Health Regulations and any CT State Liquor Laws and Regulations. Any policy set forth by the Club Operations Committee shall be approved via the Groton Base Commander and EBOARD
3. The COC shall recommend the salaries of all paid employees of the Club in accordance with CT State and Federal laws with the approval of the EBOARD.
4. The COC shall review current prices charged by Bar and Galley and adjust any found by the EBOARD to be excessive or inadequate. based on the recommendations of the CM.
5. The COC shall, based on the recommendation of the Club Manager-shall inform the EBOARD, in accordance with Article IV Section A, Subsection 1 above, of all hiring's, resignations, and terminations. The Executive Board shall serve as the Appeal Board for all firings if the employee chooses to appeal said termination.
6. The COC shall recommend-the normal hours of operations, that are not in conflict with the CT State Liquor Laws the Club facilities will be open to the Membership of this Base and their guests.
7. The COC shall make recommendations to the EBOARD regarding purchase or lease of any Bar or Galley equipment necessary or required for operation of the Club facilities.
8. The COC shall develop and implement a set of House Rules to be followed by all Customers and employees. The House Rules will be clearly posted in a conspicuous location in the Club and will be contained in Appendix A. These House Rules will be reviewed and approved by the EBOARD and updated as necessary in conjunction with the election of each Base Commander

B- Complaint filing procedure

1. Any suggestions, complaints, or recommendations with regards to Club Operations will be submitted in writing and if a complaint will include witnessed statement to the CM/LB.
2. Any complaints regarding the Permittee will be submitted in a written and witnessed statement to the Base Commander.
3. In cases of complaints, the person making the complaint may be required to appear at the next scheduled, or special meeting before the EBOARD.
4. If feasible, the EBOARD will then review the complaint in the presence of all persons involved.
5. Once a decision on the incident has been reached all persons involved will be notified of the decision reached by the EBOARD in writing.
6. Members, guests, or employees who have committed violations of House Rules or who have committed serious infractions not in keeping with good business practices, or infringing on the rights and privileges of other members, patrons, or

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employees of the Club will be reported to the CM/LB. The JVCDR shall act on any violation and/or infraction and a determination shall be made by the JVCDR of appropriate actions for the responsible individuals; (there may be different actions taken based on membership, employment or being a guest) The responsible individuals will be informed of the decision(s) made by the JVCDR in writing within 7 days of the determination, with concurrence of the EBOARD prior to issuance. Should the JVCDR be unavailable to conduct any complaints then the Base Commander will assume that responsibility.

ARTICLE V EMPLOYEES

SECTION 1 PERMITTEE

- A. The Permittee shall be selected by the EBOARD, unless otherwise directed by the Groton Base Bylaws.
- B. The Permittee shall be under the direct supervision of the EBOARD and will answer only to the EBOARD.
- C. The position of Permittee is a volunteer, unpaid position. He/ She shall work with the CM/Lead Bartender and JVCDR.
- D. The Permittee shall not be serving in a similar or related position for any other organization, including executive board positions.
- E. The permittee sole responsible is ensuring the sale and handling of alcohol is in compliance with State of CT Liquor Laws & Regulation.

SECTION 2 - CLUB MANAGER, Lead Bartender or Club Operations Committee

- A. The CM/LB based on the concurrence of the JVCDR, and approval of the Executive Board shall be selected by the JVCDR.
- B. The CM/LB shall interface with the JVCDR on the execution of their duties and responsibilities.
- C. The CM/LB is responsible for the day-to-day management and operation of the BAR including responsible for the conduct of employees, customer service, inventory, and cleanliness of the club.
- D. The CM/LB will work within a close relationship with the Permittee to ensure all operations of the club are within the legal requirements of the State of CT Liquor Regulations.
- E. The CM/LB will work within a close relationship with the Treasurer to ensure all financial operations of the club are within the legal requirements of the State of CT.
- F. The CM/LB shall make recommendations to the JVCDR and EBOARD with regards to the hiring of employees, and the salaries of all paid employees.
- G. The CM/LB shall make recommendations to the JVCDR and EBOARD on prices charged by Bar and Galley and implement changes deemed necessary by the EBOARD.
- H. CM/LB shall make recommendations to the JVCDR and EBOARD on the normal hours of operations that Club facilities will be open and ensure that hours of operations as determined by the EBOARD are adhered to by the Membership of this Base, their guests, and employees.
- I. CM/LB shall ensure that the House Rules promulgated by the leadership of the organization are followed by all Employees and Customers (See Appendix A).

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- J. CM/LB shall not be serving in a similar or related position for any other organization, including trustee or executive board positions.
- K. CM/LB shall provide the necessary reports via the JVCDR as required to the Executive Board.
- L. Additional responsibilities include but not limited to:
 - a. Ensuring cash is available daily for all bartenders
 - b. Weekly bank deposits
 - c. Monitoring of ATM cash availability
 - d. Rental of Hall, Dining Room, or Bar for special events.
 - e. Creation of an annual budget

ARTICLE VI – DOMINIC “JOE” NEGRI CLUBHOUSE

SECTION 1 – The Joe Negri Clubhouse located on 40 School Street was built in 1895 and some consider it a historical landmark. It was once the home of the Ancient Order of United Workers (AOUW). It was also used as a YMCA and served as the home for the International Order of Odd Fellows along with the Groton ELKS. In 1966 Joe Negri and the Founding members of USSVI, bought the Clubhouse with the proceeds following the raffle of a gold Cadillac, and the clubhouse has served as our home ever since.

SECTION 2 – BUILDING MAINTENANCE

- A. To help maintain the building a Building Maintenance Committee has been established to coordinate all maintenance and will be considered part of Club Operations. The committee will be under the guidance of the Junior Vice Commander.
- B. A deficiency log will be generated that will track all building required maintenance. This log will be maintained by the Junior Vice Commander and reviewed quarterly the Base Commander.
- C. A maintenance logbook will be generated and maintain that will track all maintenance that was conducted. It will also contain a listing of the required occurring maintenance. This book will be maintained by the Junior Vice Commander and reviewed quarterly by the Base Commander.

SECTION 3 – REQUIRED MILESTONES

- A. There are several different keys and milestones that are required to be met to maintain operation of the club on a day-to-day basis and are listed in the table below.

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B.

| Month | Milestone |
|----------|---|
| February | <ul style="list-style-type: none">• Insurance<ul style="list-style-type: none">○ DRAM (paid for by Base with coordination by USSVI National for said insurance)○ Building (provided by USSVI National)○ Worker Compensation (paid thru ADP)○ Indemnification |
| May | <ul style="list-style-type: none">• Fire Control System for Galley Inspected & Maintenance (semi-annual)• Health Department License |
| June | <ul style="list-style-type: none">• Game License (Video, Pool, Juke Box) from Groton City Police• Shipman's Check for Fire Extinguisher, lights, and Signs |
| July | <ul style="list-style-type: none">• Fire Inspection by local Fire Department• Liquor license renewal (after Completed Fire Inspection)• Sales/Use Tax License (Every 5 years) |
| Nov | <ul style="list-style-type: none">• A1 Hood and Duct Cleaning (semiannual) |
| Dec | <ul style="list-style-type: none">• Fire Control System for Galley Inspected (semiannual) |

SECTION 4 – GROTON BASE STOREKEEPER

- A. The Base Commander will establish a member of the Groton Base to serve as its Storekeeper, as part of Club Operations the Storekeeper will fall under the guidance of the Treasurer.
- B. The Groton Base Storekeeper will coordinate with the National Storekeeper to ensure that there are adequate supplies of USSVI National and Groton Base Apparel for our members.

SECTION 5 – ATM

- A. The operation of the Clubhouse ATM will be considered part of Club Operations and will fall under the guidance of the Groton Base Treasurer. The CM/LB/JVCDR shall assist the Treasurer in the maintaining of adequate funds to ensure operation of the ATM.

ARTICLE VII – AMENDMENTS

SECTION 1 - Any amendments to this PPM for operation of the Joe Negri Clubhouse maintained by the Base commander with inputs from Club Manager, Lead Bartender, Lead Cook, and members of the Executive Board.

SECTION 2 – Any resolution to be passed will have the Executive Board approval.

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1.

GROTON BASE CLUBHOUSE –RULES

- 1 All USSVI Members & employees shall always conduct themselves in a manner that demonstrates mutual respect and courtesy, and refrain from any actions or inactions that impinge on the rights of others or disrupt the operations of the Club.
- 2 Only USSVI Members, their wives, partners, and guests will be allowed admittance to the Club premises.
- 3 Persons Qualified in Submarines will be allowed in the Club as guest three times before they will be asked to become a member of USSVI, to continue use of the Club.
- 4 USSVI Members are always responsible for the conduct and actions of their guests, any may be accountable for violations committed by their guests. It is the responsibility of the member to see that all guests are properly signed into the guest book. In the event the member leaves the Club, his/her guest must leave with them or be sponsored by another member and be properly reentered into the guest book as such.
- 5 The Club will not be used as a drop/pickup station for business paper or a personal nature between the agent and client. This does not preclude members discussing and transaction business in the Clubhouse.
- 6 Anyone under the age of 18 must be accompanied by a member in good standing, and of at least 21 years of age. No one under the age of 21 years will be allowed on the Club premises after 2200.
- 7 Animals will not be allowed in the Club at any time unless they are certified service animals.
- 8 No USSVI Member shall reprimand an employee of the Club or Vice Versa. A member or employee dissatisfied with the conduct of the Permittee, or any employee or member of the Club shall communicate in writing the cause of dissatisfaction to the EBOARD. All grievances will be brought before the EBOARD in writing one week prior to the next EBOARD meeting.
- 9 Only authorized personnel are allowed behind the bar and/or in the Galley. (Club Manager, bartenders, cooks, and other authorized designees. (As dictated by the EBOARD)).
- 10 Any individual whose membership privileges have been suspended, or who has been expelled from the Groton Base. During any period of suspension or expulsion, that individual involved may not exercise the rights and/or privileges of membership. Nor may they participate in any activities in the club.
- 11 Members may invite guests Bar, Dining Room, or Hall, subject to the following conditions: “Guest” is defined as any individual who is not a current member, including children. Member may be held financially responsible for any damage caused by himself/herself and/or any of his/her guests.
- 12 Members and/or their guests may not engage in any of the following behaviors and/or actions on the Groton Base property including, but not limited to, any meeting on property:
 - a. Vulgar, profane, indecent, threatening, intimidating, or abusive language or verbal harassment based on race; age; sex; sexual orientation; gender identity; religion; and/or marital or family status.

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- b. Fighting or physical violence of an aggressive nature.
 - c. Annoying and/or unreasonable noise, which is disruptive to other Members to the point where they complain.
 - d. Creating or facilitating the creation of hazardous or offensive situations or conditions.
 - e. Evidence of Cyber Bullying of any member by another member.
 - f. No use or possession of illegal drugs on Groton Base property.
 - g. Retaliation or Harassment against any member who files a complaint with the Club Operations Committee; Board members; and/or any Committee member, and/or any family member of the aforementioned.
 - h. No use of any recording materials during any membership meeting.
 - i. No firearms or lethal weapons on Groton Base property.
 - j. No filing of frivolous complaints intended to harass or embarrass a member.
 - k. Stealing of Groton Base property, including but not limited to plaques, photos, memorabilia.
- 13 Only alcohol and soda purchased from the Groton Base may be consumed on Groton Base premises.
- 14 No smoking within the Groton Base Club building and its property.

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APPENDIX B - MAINTENANCE DEFICIENCY LOG

| DEFICIENCY IDENTIFICATION | | DEFICIENCY | REVIEW BY BASE COMMANDER | STATUS OF REPAIR | CLEARANCE |
|---------------------------|------------|------------|-----------------------------|------------------|------------|
| DATE | ENTERED BY | | | | DATE |
| ITEM | | | | | CLEARED BY |
| DATE | ENTERED BY | | | | DATE |
| ITEM | | | | | CLEARED BY |
| DATE | ENTERED BY | | | | DATE |
| ITEM | | | | | CLEARED BY |
| DATE | ENTERED BY | | | | DATE |
| ITEM | | | | | CLEARED BY |
| DATE | ENTERED BY | | | | DATE |
| ITEM | | | | | CLEARED BY |

APPENDIX C -EMPLOYEE JOB DESCRIPTIONS (due to size provided as separate document.)

APPENDIX D- PERSONNEL MANUAL (due to size provided as separate document.)