

# THE ROCHESTER CURLING CLUB CLUB OPERATING PROCEDURES



# RCC Operating Procedures

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## **I. Purpose**

This document is to be used in conjunction with the Bylaws of the Rochester Curling Club and the Club Handbook as a guide to every day operation of the club. The Operating Procedures and Club Handbook should be reviewed and if necessary amended annually before the beginning of the curling season.

## **II. Nominations and Elections**

### **A. Elections Procedures**

Once the Nominating Committee (see By-Laws, Article Nine, Nominating Committee for Board of Directors) has proposed a slate of candidates to the Board of Directors, the Secretary will post a notice of the upcoming election for one week. In the notice will be an explanation of how the membership can propose alternate candidates for Directors of the Board including a deadline for submission of alternate candidates. The deadline for submission of candidates will be one week after the posting of the upcoming election by the Secretary.

Within 4 days of the passing of the deadline for submission of alternate candidates, the Secretary shall post the slate of candidates and ballots will be delivered to all voting members. Ballots shall be

- a. Picked up at the club,
- b. Emailed upon request
- c. Mailed via USPS (Honorary member only)

The ballot box shall be well marked and placed within the curling club at the time the ballots are delivered and shall remain there for 10 days from the date of delivering the ballots (close of balloting). Executed ballots mailed to the club with a postmark of up to 10 days after the delivering of the ballots will be accepted.

### **B. Counting of Ballots**

The President shall appoint a panel of three voting members to count election ballots. Candidates for election are excluded from eligibility. The panel shall consist of at least one Board of Directors member and one non-Board voting member. The panel shall meet within one week of the close of balloting to independently count the ballots. The President shall preside over this meeting and authorize the results. Election results will be announced at the Annual Meeting. If the President is a candidate for the Board, then the Vice-president will take over his or her responsibilities outlined above. If both are candidates, then a majority vote of the board members who are not candidates will be performed to select a voting member to take over the President's responsibilities outlined in this section.

### **III. Committee Structure**

The Board of Directors will appoint committees and their respective chairpersons on an annual basis. Each chairperson has the authority to add individuals to their committee from the membership at large. The Board may also add additional committees as needs arise. The President is an ex-officio member of all Committees.

#### **A. General Responsibilities**

- a. Each committee should present its plan and budget for the fiscal year to the Finance Committee.
- b. Upon Board approval of the committee's program and budget, each committee has the authority to carry out its program within the budget and any constraints placed thereon, without further Board approval.
- c. Each committee should provide progress reports to the Board at each regularly scheduled meeting and seek prior approval of the Board for deviations from the approved program. Additionally, any new matters arising are to be presented to the Board.
- d. Matters of an unforeseen and emergency nature that may arise between Board meetings shall be referred to the President who shall act upon the matters in a prudent and timely manner.
- e. It is the responsibility of each chairperson to liaise with other chairpersons to ensure that programs are coordinated in a timely and effective manner.
- f. Committees should deal with members' concerns in a cordial and prudent manner and bring such matters to the attention of applicable committees and/or the Board.
- g. Each committee will prepare a written report for the annual meeting and other occasions as may arise.
- h. Each committee volunteer shall recognize and understand their specific responsibilities.

#### **B. Committees**

##### **1. Bar**

- a. Responsible for the running of the bar including the purchase of all beverages.
- b. Ensure all appropriate licenses are current and liquor rules and regulations are adhered to.
- c. Coordinate with Bonspiel and Social Committees to insure enough supplies for special events.
- d. Provide an annual report at the annual meeting.

##### **2. Bonspiels and Socials**

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- a. Recommend a calendar of bonspiels for the fiscal year which coordinates with the GNCC and USCA calendars.
- b. Recommend a calendar of social events for the fiscal year to the Board of Directors.
- c. Organize and produce the approved bonspiels and social events within budget.
- d. Coordinate with Ice and Bar Committees on bonspiel and social requirements of these committees.
- e. Responsible for maintenance of all bonspiel trophies and pins.
- f. Provide an annual report at the annual meeting.

### **3. Communications**

- a. Responsible for all aspects of internal club communications.
- b. Responsible for periodic publication of club's 8 Ender newsletter.
- c. Responsible for updating the club's website.
- d. Jointly with Membership, responsible for at least annual publication of club's membership directory.
- e. Jointly with Membership, maintain member email list.
- f. Periodically survey members' likes and dislikes about the club and what they would like to see in the future.
- g. Create continuous community awareness for the club and the sport by generating publicity.
- h. Responsible for annual report at the annual meeting.
- i. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

### **4. Finance**

- a. The Treasurer will be the Chair of the Finance Committee.
- b. Responsible for developing the annual budget for presentation to the Board of Directors.
- c. Responsible for the periodic audit of the financial records for compliance with the club's procedures.
- d. Monitor and control expenses.
- e. Ensure cash-flow surpluses are invested in a timely and responsible manner.
- f. Responsible for annual report at the annual meeting.

### **5. GNCC/USCA**

- a. Responsible for representing club at GNCC and USCA meetings.
- b. Responsible for reporting to club on all GNCC/USCA decisions that impact the club.
- c. Main point of contact for communications between club and GNCC and USCA.
- d. Work with club on deciding which GNCC and USCA events the club should host.
- e. Responsible for annual report at the annual meeting

## **6. Groups**

- a. Responsible for developing a marketing plan for utilizing the facility for outside groups.
- b. Responsible for scheduling facility for all non-leagues, bonspiels or social functions.
- c. Responsible for all outside group functions including ensuring proper staffing of on ice curling instruction.
- d. Responsible for annual report at the annual meeting.
- e. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

## **7. House and Grounds**

- a. Responsible for all aspects of maintenance of the building, however, not including the ice area or refrigeration equipment.
- b. Responsible for all building repairs including supervision of outside contractors or volunteers.
- c. Responsible for the exterior grounds.
- d. Responsible for the cleaning of the facility.
- e. Responsible for annual report at the annual meeting.
- f. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

## **8. Ice**

- a. Responsible for all aspects of the ice shed and associated equipment.
- b. Responsible for scheduling maintenance of ice from preseason to season end, including initial floods, painting of ice, and flooding and scrapping during the season.
- c. Responsible for maintenance of all equipment. Responsible for any off-season maintenance needed to equipment or sand base. Any capitol purchases above \$500 must have prior approval of Board of Directors.
- d. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.
- e. Maintains equipment and maintenance records.
- f. Informs Board of Directors of any equipment needs.
- g. Remembers safety first.
- h. Responsible for annual report at the annual meeting.
- i. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

## **9. Juniors**

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- a. Create a curling program for youth and juniors up to the age of 21 that is fun, enjoyable and instructive
- b. Promote the program within the club and community.
- c. Provide volunteer coaches for program.
- d. Encourage participation in bonspiels.
- e. Informs Board of Directors of any equipment needs for juniors.
- f. Provide annual report at annual meeting.
- g. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

### **10. Leagues**

- a. Responsible for preparing and managing all club league curling including regularly scheduled draws, and playdowns.
- b. Advise membership of all league standings, playdowns, and related eligibility criteria.
- c. Administer eligibility criteria of individuals and or rinks in any competition.
- d. Responsible for determining criteria for movement from "A" to "B" leagues.
- e. Responsible for the maintenance and purchase of club championship trophies and league awards.
- f. Responsible for annual report at the annual meeting.
- g. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

### **11. Learn to Curl**

- a. Provide instruction to new and potential introductory club members
- b. Prepare curriculum for the five week program
- c. Recruit and train instructors to assist with the program
- d. Communicate with potential enrollees and process enrollment applications
- e. Promote club membership among the participants
- f. Provide annual report for the annual meeting

### **12. Membership**

- a. Promote curling within the club and community.
- b. Responsible for all aspects of open houses held throughout the year.
- c. Plan and host events to introduce prospective members to the club and sport.
- d. Develop programs aimed at retention of existing members.
- e. Responsible for the maintenance of member and group release forms.
- f. Jointly with Communications, responsible for at least annual publication of club's membership directory.
- g. Jointly with Communications, maintain member email list.
- h. Responsible for annual report at the annual meeting.
- i. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

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- j. Responsible for nominating honorary members to the Board of Directors when appropriate.

### **13. Outreach**

- a. Promote curling in the community at large.
- b. Respond to any request from the outside the club to further educate the community about the sport of curling, such as curling demonstrations at non-club events and news media requests.
- c. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.
- d. Responsible for annual report at the annual meeting.

### **14. Training**

- a. Recommend a calendar of events for the fiscal year to the Board of Directors.
- b. Organize and produce the approved training events within budget.
- c. Provide a report at the annual meeting.

### **15. University**

- a. Be the draw master for the college league
- b. Be point-of-contact for RIT
- c. Responsible for recruiting new college curlers
- d. Provide a report at the annual meeting

## **IV. Calendar**

Approving the calendar for the upcoming season is one of the first orders of business for the new Board. It is important to get this done early so that the head of the groups committee knows when time is available. Most of the local events occur at the same time of year each season, but rotating GNCC events that are hosted by the club also need to be folded in the club calendar. The dates for those events are often fixed well in advanced, so the events can be advertised appropriately.

## **V. Budget**

The Board of Directors approves the budget during the off season for the upcoming season. The Treasurer is responsible for creating a proposed budget and submitting to the Board for approval. Until the Board approves the budget for the fiscal year any new expenditures must get explicit Board approval. The fiscal year is defined from June 1 to May 31. The budget should be approved by such a time that dues notices for the



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upcoming season can go out given members ample time to pay their dues before the beginning of the season.

### **VI. Dues**

The Board of Directors shall determine the dues for each category of members annually. The Board of Directors may establish an interest rate and/or service charge to be charged on the balance of any bills remaining unpaid after dates specified in the payment schedule.

If a member is unable to complete a full season due to circumstances beyond their control, such as injury, the club will offer the member a credit for each paid draw missed. The credit can be used for bar debts and/or future dues. If the member wishes to receive a refund, he or she must petition the Board.

### **VII. Billing Cycle**

#### **A. Dues and Assessments**

To be eligible to curl in a draw, individuals must have paid at least the minimum required before that draw begins. Payment for at least the minimum required, is due before the first day in a draw.

Your total dues bill must be paid in full by the day before the beginning of the First Draw. If your total dues bill is \$100.00 or less, the dues must be paid in full by the due date specified on the invoice.

In rare circumstances for dues greater than \$100 your dues bill may be paid in installments. Arrangements must be made in advance with the Treasurer. Dues may be paid in installments as long as the following minimum payments are made:

- a. At least 40% of the bill is paid by the day before the beginning of the first draw;
- b. At least 70% of the bill is paid by December 1st; and
- c. The balance is paid by January 1st.

A service charge and/or interest may be added to any balance remaining unpaid as of the installment due date. Any person who has not made the minimum payments required shall be considered in default. All privileges shall be revoked for any one in default until such minimum payment has been made.

#### **B. Bar**

Bar billing, which includes billings for all charges except dues, is done on a monthly basis, with payment normally due within 30 days of the billing date. A service charge and interest may be added to subsequent bills for any balance remaining unpaid as of

the bill due date. Bar/Social expenses greater than \$100 and carried for more than 45 days from the billing date will result in loss of curling privileges and a \$15 late fee.

### **C. Nonpayment**

The Treasurer will promptly notify the Board of Directors of any individual who has not made the minimum payments required and such persons shall be considered in default. All privileges shall be suspended for any one in default until such minimum payment has been made.

The Treasurer shall also notify the chair of the draw committee of all individuals in default. Any game wherein such an individual participates after notification to the draw chair shall be forfeited.

### **D. Assessments**

The Board of Directors may levy and collect assessments in addition to dues. The assessments shall be levied against the various categories of members in such amount or amounts, and for such periods of time as determined by the Board.

## **VIII. Member Credits for Excess Volunteer Hours**

The Board expects members to contribute 10 hours of volunteer time during the season to the operations of the club. The Board also recognizes that some members contribute much more than the 10 hours and it desirable to recognize these people for their contributions to the club. As such, the Board has approved for these members to receive credits to be used to pay for various expense owed to the club. The Board has limited where credits can be earned to activities which provide a significant financial impact to the club and where volunteer hours can be easily tracked. At present three activities have been identified that meet these criteria: Learn to Curl, Groups, and Ice Crew.

The table below summarizes the credits that are available to members who participate in these activities. The chairperson, would be the head of the Learn to Curl, Groups and Ice Committees, respectively. The event responsible person does not apply to Learn to Curl, is the event host for groups, and is the person doing the scrape for the ice crew. The assistant would be the actual instructors for the Learn to Curl classes and Group events. There is no applicable assistant for the daily scrape. Both the chairperson and the event responsible individual spends more time on that activity than just the two hours of the event such they meet the 10 hours of required volunteer time without including the event itself. Instructors however are just volunteering for the event itself and need to fulfill the 10 hours of volunteer time before earning credits. Additionally, individuals who are actively involved in multiple volunteer activities such as Drawmaster, Bonspiels, Maintenance, LTC, and instructing groups, can be granted

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credits from their first event at the request of the chairperson and upon approval of the Board.

<b>Program</b>	<b>Chairperson</b>	<b>Event Responsible</b>	<b>Assistant</b>
LTC	\$20/Event	NA	Instructor - \$10/Event after 5 events
Groups	\$20/Event	Host - \$20 per 2 hour Event	Instructor - \$10/Event after 5 events
Ice	\$30/ Daily Scrape	\$30/ Daily Scrape	NA

### **IX. Donation of Learn-to-Curl session**

The Board from time to time receives requests from members for donations to charity auctions, which usually mean the donation of a Learn-to-Curl session. The Board is willing to honor these requests for Learn-to-Curl sessions as long the member making the request is willing to pay for half of the cost. The Board will inform the Learn-to-Curl chair when a such a request is approved.

### **X. Conflict of Interest Policy**

Each year, all board members, Treasurer, Groups Director, Bar Director, and House and Grounds must sign a conflict of interest statement. This statement requires those individuals to let the Board know when a conflict of interest may exist between their own personal interests and the interests of the club when performing their club duties. Copies of the Conflict of interest statement shall be kept by the Secretary.

### **XI. Facilities**

Members of the club may use the facility for an event but may pay a fee as determined by the Board of Directors. All events must conform to the terms of the liquor license.

An outside group that wants to use the club facilities for an event must pay a fee and a cleaning deposit as determined by the Board of Directors. Any event held at the club must be sponsored by the club or be hosted by a club member. All events must conform to the terms of the liquor license.

## **XII. Safe Sport and Background Checks**

In 2018, a new federal law went into effect, requiring all governing bodies of Olympic sports to participate in the Safe Sport program. This law mandates that anyone who interacts with minors on a regular basis or who might receive reports of sexual abuse be trained through the Safe Sport program. As a member club of the USCA this applies to the Rochester Curling Club as well. To comply with this law, all board members and junior coaches must take the Safe Sport training through SafeSport.org on an annual basis. Additionally, all group hosts should also take the training on an annual basis since minors are often present at group events. All those required of the take the training must forward their training certificate to Secretary upon completion. Contact the Secretary for instructions on how to take the training.

Additionally, the club requires all junior coaches to go through a background check every two years. The club will reimburse all expenses associated with the background check.