

THE ROCHESTER CURLING CLUB 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. Emailed
- b. 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

- a. Recommend a calendar of bonspiels for the fiscal year which coordinates with the GNCC and USCA calendars.
- b. Organize and produce the approved bonspiels within budget.
- c. Coordinate with Ice and Bar Committees on bonspiel requirements of these committees.
- d. Provide an annual report at the annual meeting.

3. Socials

- a. Recommend a calendar of social events for the fiscal year to the Board of Directors
- b. Organize and produce the approved social events within budget.
- c. Coordinate with Ice and Bar Committees on social events requirements of these committees.
- d. Provide an annual report at the annual meeting.

4. Calendar

- a. Coordinate with all committees to prepare the overall club calendar for the fiscal year
- b. Maintain updated calendar on the club's website
- c. Provide an annual report at the annual meeting.

5. ClubSense Survey Committee

- a. The ClubSense Survey Committee is responsible for designing, distributing, and analyzing member and guest feedback to help guide improvements and enhance the overall experience at the Rochester Curling Club.

6. Communications

- a. Responsible for all aspects of internal club communications.
- b. Responsible for the periodic publication of the club's 8 Ender newsletter.
- c. Responsible for updating the club's website.
- d. Jointly with Membership, responsible for at least annual publication of the 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. Provide an 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.

7. 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. Provide an annual report at the annual meeting.

8. Five-and-Under

- a. Serve as the primary point of contact for new curlers regarding 5U bonspiels, member eligibility, and other related topics.
- b. Collaborate with the Membership Committee to maintain records of RCC curlers' 5U eligibility.
- c. Coordinate 5U GNCC bonspiel team rankings, when necessary.
- d. Coordinate with club President and Ice Crew for ice time for 5U intra-club playdowns, when necessary.
- e. Collaborate with GNCC/USCA/USWCA club representatives as required.
- f. Provide annual report at the annual meeting.

9. GNCC/USCA/USWCA

- a. Responsible for representing the club at GNCC and USCA meetings.
- b. Responsible for reporting to the 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 the club on deciding which GNCC and USCA events the club should host.
- e. Provide an annual report at the annual meeting.

10. 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. Provide an 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.

11. 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. Provide an 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.

12. 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. Provide an 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.

13. Juniors

- 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 the program.
- d. Encourage participation in bonspiels.
- e. Informs Board of Directors of any equipment needs for juniors.
- f. Provide an 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

14. 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. Provide an 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.

15. 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 an annual report at the annual meeting.

16. Long Term Planning

- a. Coordinate with House and Grounds, Treasurer, and Ice committees to periodically review the conditions of high value assets of the club that may need replacement/repair that are outside of the normal 1 year budgeting.
- b. Try to align with the membership a view of major upgrades to the club (longer term), and ensure the upgrades we make to the club are aligned with that view.
- c. Maintain a view of mid-term (2-5 year) major expenses of the club.
- d. Propose adjustments to financial plans to accommodate those expected expenses, along with longer views on high expense items.

17. 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 the club's membership directory.
- g. Jointly with Communications, maintain member email list.

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

18. Nominating

- a. Forms each season by January 15
- b. Responsible for proposing to the membership, through the Board of Directors, a slate of eligible candidates to the Board of Directors.
- c. Provide an annual report at the annual meeting.

19. Technology

- a. Responsible for maintenance and upkeep of technology resources across the club (internet, IoT Monitoring, computers/tablets/etc.)
- b. Identify and implement hardware and software that can improve the club (IceDev)
- c. Coordinate with other committees to ensure our resources are compatible and support their initiatives
- d. Provide assistance and advice to other committees/groups as necessary with technology purchases
- e. Maintain and monitor the club Discord or other internal communications platforms
- f. Provide an annual report at the annual meeting.

20. Training

- a. Recommend a calendar of training/coaching 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.

21. University

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

22. Volunteer Committee

This committee encourages more member involvement and builds a stronger sense of community by organizing and promoting volunteer opportunities. It helps support club bonspiels, groups, events and operations while recognizing and

celebrating the time and effort our volunteers contribute.

- a. Encourage greater member involvement by promoting volunteerism across all areas of the club.
- b. Strengthen the sense of community within the Rochester Curling Club through shared participation and collaboration.
- c. Support the club's mission and operations by coordinating volunteer opportunities for bonspiels, groups and other events, facility maintenance, and outreach activities.
- d. Match members with meaningful roles that align with their interests, skills, and availability.
- e. Recognize and celebrate volunteer contributions to highlight the value of members' time and effort.
- f. Foster a culture of appreciation and shared responsibility to ensure the long-term success and sustainability of the club.

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 advance, 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 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 is 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 expenses 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 credits from their first event at the request of the chairperson and upon approval of the Board.

Program	Chairperson	Event Responsible	Assistant
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
Try Curling and Olympic Year Open Houses	\$20/Event	NA	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. RCC Abuse Prevention Policies

In order for RCC to be in compliance with the federal Safe Sport Authorization Act of 2017, USCA has advised RCC that it must adopt abuse prevention policies. The policies below are based on a template provided by USCA with slight alterations to fit our specific situation.

A. One on One Interactions

All one-on one interactions must be observable and interruptible:

- One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) at a facility partially or fully under RCC's jurisdiction are permitted if they occur at an observable and interruptible distance from another adult.

- Other one-on-one interactions between minor athletes and an Applicable Adult (who is not the minor's legal guardian) at a facility partially or fully under RCC's jurisdiction are prohibited, except in the circumstances described in part C of this section and under emergency circumstances.

Additionally, meetings must comply with the following:

- Meetings between Applicable Adults and minor athletes at a facility partially or fully under RCC's jurisdiction may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
- If a one-on-one meeting takes place in an office at a facility partially or fully under RCC's jurisdiction, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

Individual training sessions:

- Individual training sessions between Applicable Adults and minor athletes are permitted at a facility partially or fully under RCC's jurisdiction if the training session is observable and interruptible by another adult.
- It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult.
- Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

B. Locker Room and Changing Areas

Use of recording devices:

- Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under RCC's jurisdiction is prohibited.
- Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by USA Curling or a USCA member organization and two or more Applicable Adults are present.

Undress:

- Under no circumstances shall an unrelated Applicable Adult at a facility under

RCC's jurisdiction/partial jurisdiction or the jurisdiction of a USCA member organization intentionally expose his or her breasts, buttocks, groin, or genitals to a minor athlete.

One-on-one interactions:

- Except for athletes on the same team, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area when at a facility under RCC's partial or full jurisdiction, except under emergency circumstances.
- If necessary with above, RCC will designate separate times for use by Applicable Adults, if any.

Membership Awareness:

- The Locker Room and Changing Area policies will be prominently posted within each locker room and changing area at the club.
- The RCC secretary will send out an email at the beginning of each season to the membership reminding them of RCC's abuse prevention policies concerning locker rooms and changing areas.

C. Electronic Communication and Social Media

Communication content:

- All electronic communication originating from Applicable Adults to minor athletes must be professional in nature.

Open and transparent:

- Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), another Applicable Adult or the minor's legal guardian will be copied.
- If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor athlete with a copy to another Applicable Adult or the minor's legal guardian.
- When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult will copy another adult.

- Minor athletes may "friend" USA Curling's official pages, including team and high performance program pages.

Requests to discontinue:

- Legal guardians may request in writing that their minor athlete not be contacted directly through any form of electronic communication by the organization or by the Applicable Adults subject to this policy. Applicable Adults, USA Curling, and USCA member organizations will abide by any such request that their minor athlete not be contacted via electronic communication, absent emergency circumstances.

D. Local Travel

Transportation:

- Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must have at least two minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent/legal guardian in advance of each local travel.
- RCC encourages parents/legal guardians to pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangements.

E. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

Team/competition travel:

- When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian's written permission in advance and for each competition to travel alone with said Applicable Adult.

Hotel rooms:

- Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the Applicable Adult is the legal guardian, sibling, or is otherwise related to the minor athlete).
 - o However, a parent/legal guardian may consent to such an arrangement in advance and in writing.

- o Furthermore, a parent/legal guardian may consent in advance and in writing to the minor athlete sharing a hotel room or other sleeping arrangement with an adult athlete.

Meetings:

- Meetings shall be conducted consistent with the organization's policy for one-on-one interactions (i.e., any such meeting shall be observable and interruptible).

F. Minor Athletes Who Become Adult Athletes

With the exception of athletes who are members of the same team, Minor Athletes who reach the age of majority (i.e. 18 years of age) must adhere to the above provisions of this document when interacting with minor athletes who are 14 years of age or younger.

Minor Athletes who reach the age of majority and then obtain a non-athlete position of authority that presents a power imbalance, such as becoming a coach or official, must also comply with these prevention policies regardless of the age of the minor athletes with whom they will interact. Please see above to determine appropriate application of these policies to a particular situation.

G. Safe Sport and Background Checks

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 to 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.

XIII. Special Meetings of the General Membership

A. Notice of Special Meeting of the Membership

The date of the Special Meeting of the Membership will be agreed upon by the entity calling the meeting, referred to as the convener, and the RCC board. The convener, along with the RCC board secretary, are both responsible for communicating the date to the membership in accordance with the timelines stated in the bylaws.

B. Facilitation and Management of the Special Meeting of the Membership

The meeting may not commence unless the quorum has been reached. The convener, along with the RCC board secretary, are both responsible to ensure that a quorum is reached.

- Thirty (30) percent of the voting members present in person or by proxy shall constitute a quorum for the Special Meeting.
- Agenda and Documentation: The convener is responsible for creating an agenda and gathering any relevant documents. The RCC board secretary is then responsible for distributing this information to members along with the meeting notice.
- Any issue to be voted on at the Special Meeting must be set forth in the notice and agenda.
- Virtual Meetings: Special Meetings may be held virtually, with details provided in the meeting notice.
- The RCC board president or their designee and the RCC board secretary shall ensure that proper rules of order are followed and will guide the convener in that regard, as necessary.
- Record Keeping: Minutes of the Special Meeting must be recorded and made available to members upon request by the RCC board secretary or their designee.
- At a minimum the Minutes of the Special Meeting must include following:
 - Meeting Details:
 - Date, time, and location of the meeting.
 - Type of meeting (special meeting).
 - Attendance:
 - Names of members in attendance and their proxies, any guests, and special invitees.
 - Names of absentees, if applicable.
 - Presiding Officers:
 - Name of the person presiding over the meeting.
 - Name of the secretary or person taking the minutes.
 - Agenda Items:
 - List of topics discussed.
 - Summary of discussions for each agenda item.
 - Motions and Resolutions:
 - Exact wording of motions made.
 - Names of members who made and seconded the motions.
 - Results of votes on each motion (e.g., approved, rejected, tabled).
 - Action Items:
 - Decisions made and actions to be taken.
 - Assigned responsibilities and deadlines.
 - Adjournment:
 - Time the meeting was adjourned.
 - Date, time, and location of the next meeting, if scheduled.