

RCC Operating Procedures

This document is to be used in conjunction with the Bylaws of the Rochester Curling Club 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.

The Curling Season

The season will be broken up into three draws that will consist of approximately seven weeks of curling. Each league within a draw may vary in the number of games per draw based on ice availability and as determined by the Board of Directors or the draw chairperson.

Nominations and Elections

Election Procedure

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, or
- c) mailed via USPS (Honorary members 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.

Counting of Election 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.

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 particular needs arise.

The President is an ex-officio member of all Committees

General Responsibilities

1. Each committee should present its plan and budget for the fiscal year to the Finance Committee.
2. Upon Board approval of the committee's program and budget, each committee has authority to carry out its program within the budget and any constraints placed thereon, without further board approval.

3. 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.
4. 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.
5. It is the responsibility of each chairperson to liaise with other chairpersons to ensure that programs are coordinated in a timely and effective manner.
6. 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.
7. Each committee will prepare a written report for the annual meeting and other occasions as may arise.
8. Each committee volunteer shall recognize and understand their specific responsibilities.

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. Bonspiel

- 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. Responsible for maintenance of all bonspiel trophies and pins.
- e. Provide an annual report at the annual meeting.

3. Building 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.

4. 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.

5. Draw

- 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 Learn to Curl classes.
- g. Responsible for annual report at the annual meeting.
- h. Provide budget requests to the finance committee in time for the annual budget and maintain expenses within the approved budget.

6. Finance

The club treasurer will be the Chair of the Finance Committee.

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

7. 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.

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. Junior Program

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

11. Social

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

12. 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 an annual report at the annual meeting.

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.

Billing cycle

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.

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.

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.

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.

RCC Financial Year

Defined as: June 1-May 31

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.

Keys

All Voting Members are eligible to receive the passcode key to the Curling Club. Non-voting members, in good standing, may request the passcode key from the Board. Passcode keys can be obtained from the Buildings & Grounds chair. The passcode key is to be changed on an annual basis just before the start of each season.

Smoke Free Facility

The Rochester Curling Club is a smoke free facility. Smoking is prohibited anywhere within the boundaries of the Rochester Curling Club facility(s). Smoking is permitted in designated locations outside of the club building(s). Violators will be immediately asked to leave, and members' rights will be immediately revoked.

Guests

"A guest is a person who is in the actual company of a 'member' and who enters the club premises on the invitation of such member." (Liquor License wording.) This includes voting and non-voting Members. Only members and guests may purchase liquor from the Rochester Curling Club.

Pets

Pets are not allowed within the boundaries of the Rochester Curling Club facilities.

Curling Privileges

- a. Daytime curlers are eligible to play in weekday leagues that begin before 4 p.m., can play in at most three “evening league” games during the curling season, can play in any club social events, and can curl in any club bonspiel.
- b. Social curlers are eligible to play in any club social events, can play in at most three league games during a curling season, and can curl in any club bonspiel if they don't displace a curling member.
- c. College curlers are eligible to play in “Collegian leagues”, can play in at most three “evening league” games during the curling season, can play in any club social events and can curl in any club bonspiel if they don't displace a voting member.
- d. Junior Members may play in any social event or club bonspiel with special permission from the event chair. With special permission from the Board, competitive junior curlers may curl in adult leagues with their parent or coach.

Revised: 3/1999, 11/1999, 4/2000, 11/2000, 12/2005, 10/2007, 3/2008, 10/2012