

VERNON CURLING & ATHLETIC CLUB

POLICY MANUAL

SECTION 1: CONSTITUTION/BY-LAWS/DIRECTORS

POLICY: DIRECTORS CONFLICT OF INTEREST

POLICY NUMBER: 1.1

EFFECTIVE DATE: October 23, 2007

REVIEW DATE: March 2014

REFERENCE: Minutes of Board of Directors Meeting January 15, 2002

RESPONSIBILITY: President

PURPOSE: To safeguard the decision making process for all members of the Vernon Curling Club at the level of both Management and the Board of Directors. To ensure that Directors do not discuss or vote on matters on which they have a personal interest.

POLICY STATEMENT

1. Any Director who considers that he/she has a conflict of interest relating to any club business shall advise the President of the nature of the conflict and remove him/herself from the meeting during the discussion and voting on such matter.
2. If the club President considers that a member has such a conflict, he/she shall ask the member to leave the meeting during the discussion and voting on such matter.
3. If any other member considers a member to have such a conflict, that member shall advise the President of the perceived conflict. The President shall then consider the matter and take appropriate action.

President's Signature

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SECTION 1: CONSTITUTION/BY-LAW/DIRECTORS

POLICY: DIRECTORS CONFLICT OF INTEREST

POLICY NUMBER: 1.2

EFFECTIVE DATE: November 22, 2001

REVIEW DATE: March 2014

REFERENCE: Minutes of Board of Directors Meeting November 22, 2001

RESPONSIBILITY: President

PURPOSE: To ensure the integrity of the Board's decision making.

POLICY STATEMENT

1. Anyone who generates any income from the Vernon Curling Club may sit on the Board of Directors directly or indirectly.
2. Any director who generates income will remove him/herself from the meeting during discussions and voting on matters that pertain to their employment directly or indirectly.

President's signature

VERNON CURLING & ATHLETIC CLUB

POLICY MANUAL

SECTION 1: CONSTITUTION/BY-LAW/DIRECTORS

POLICY: BY-LAW REVIEW

POLICY NUMBER: 1.3

EFFECTIVE DATE: February 15, 2007

REVIEW DATE: March 2014

REFERENCE: Minutes of February 15, 2007

RESPONSIBILITY: Board of Directors

PURPOSE: To ensure that policies are up to date and reflect the current operation of the Vernon Curling Club.

POLICY STATEMENT

1. Policies of the Vernon Curling Club will be reviewed annually by the Board of Directors.
2. All incoming Board of Directors shall review this Policy Manual within 30 days of taking office.

President's signature

VERNON CURLING & ATHLETIC CLUB

POLICY MANUAL

SECTION 2: ADMINISTRATION

POLICY: PRACTICE ICE

POLICY NUMBER: 2.1

EFFECTIVE DATE: November 27, 2007

REVIEW DATE: March 2014

REFERENCE: Minutes of Board of Directors Meeting November 27, 2007

RESPONSIBILITY: Management

PURPOSE: To provide the best possible playing conditions for league play in an efficient, cost effective manner. To encourage members to enhance their skill level.

POLICY STATEMENT

1. The Annual Membership fee entitles any club member to practice when ice is available free of charge.
2. Ice will be available on a first come first served basis.
3. The ice is available **as is** at NO CHARGE.
4. If a member wants a prepared sheet of ice (scraped, pebbled, and nipped) for his/her exclusive use at a specific time, he/she must make this request through the VCC office and the cost will be Sheet Preparation Fee per sheet. The ice will be reserved for that member and if at the end of the practice hour there is no one waiting to practice and the ice is available said member may continue to practice until such time as the ice is needed for maintenance, practice by others or league play.
5. Payment must be made at the time of booking.
6. Practice times will be posted on the VCC web-site and the club notice board.
7. Non-members are required to pay the Ice Rental Fee as per the Fee Schedule.
8. Curl BC will be provided with ice for its identified athletes, teams, and Provincial/Regional coach at a per-session per-sheet rate.

President's signature

VERNON CURLING & ATHLETIC CLUB

POLICY MANUAL

SECTION 2: ADMINISTRATION

POLICY: RENTAL ICE

POLICY NUMBER: 2.2

EFFECTIVE DATE: August 13, 2007

REVIEW DATE: March 2014

REFERENCE: Minutes of Board of Directors Meeting August 13, 2007

RESPONSIBILITY: Management

PURPOSE: To encourage the general public to try curling and build their skill level.

POLICY STATEMENT

1. Non-members are required to pay the Ice Rental Fee as per the Fee Schedule.
2. Curl BC will be provided with ice for its identified athletes, teams, and Provincial/Regional coach at a per-session per-sheet rate.
3. Payment must be made at the time of booking.
4. Available times will be posted on the VCC web-site as well as the club notice board.

President's signature

VERNON CURLING & ATHLETIC CLUB

POLICY MANUAL

SECTION 2: ADMINISTRATION

POLICY: MAKE-UP ICE

POLICY NUMBER: 2.3

EFFECTIVE DATE: December 18, 2006

REVIEW DATE: March 2014

REFERENCE: Minutes of Board meeting December 18, 2006

RESPONSIBILITY: Manager

PURPOSE: To ensure that members having to cancel games have an opportunity to make up those games without losing points in their respective leagues.

POLICY STATEMENT

1. All game cancellations must be reported to the club office, the ice staff, and the opposition.
2. Re-scheduling of ice time for make-up games must be done through the office.

President's signature

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POLICY MANUAL

SECTION 2: ADMINISTRATION

POLICY: FACILITY RENTAL AGREEMENT

POLICY NUMBER: 2.4

EFFECTIVE DATE: December 18, 2006

REVIEW DATE: March 2014

REFERENCE: Minutes of Board meeting December 18, 2006

RESPONSIBILITY: Manager

PURPOSE: To ensure the smooth operation of all functions within the Vernon Curling Club.

POLICY STATEMENT

1. The Facility Rental Agreement forms provided by the office be used for all club and non-club events.
2. All league Representatives are to be informed of the club Facility Rental Agreement forms and be encouraged to use them. League Representatives are to ensure their members are aware of the said agreement forms.
3. Any group or persons renting the Vernon Curling Club are to be given a Facility Rental agreement form to fill out at the time the rental agreement is made.
4. Rental Agreement Forms for all functions are to be distributed to the office, the caterer, and the bar staff respectively and kept on file for future reference.
5. Non-Members are required to obtain liability insurance. (\$2,000,000) when renting the lounge for weddings and other functions.

President's signature

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SECTION 2: ADMINISTRATION

POLICY: FOOD AND BEVERAGE OPERATIONS

POLICY NUMBER: 2.5

EFFECTIVE DATE: TBD

REVIEW DATE: TBD

REFERENCE: Board Retreat, 2014

RESPONSIBILITY: General Manager

PURPOSE: To ensure the profitability and minimization of exposure to risks with regards to the food and beverage operations.

POLICY STATEMENT

1. The General Manager shall ensure that the profitability of the Beverage Operation (Bar) is in line with industry practices.
2. The General Manager shall ensure that the Beverage Operation conforms to all applicable rules and regulations.
3. The General Manager shall ensure that the Food Operations (catering and canteen) operate at a profit.
4. The General Manager shall ensure that the food operations (catering and canteen) implement industry standard food handling procedures and conforms to all applicable rules and regulations.

President's signature

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SECTION 2: ADMINISTRATION

POLICY: STAFF – CONSUMPTION OF ALCOHOL

POLICY NUMBER: 2.6

EFFECTIVE DATE: January, 1015

REVIEW DATE: TBD

REFERENCE: Board Retreat, 2014

RESPONSIBILITY: Manager

PURPOSE: The inappropriate use of alcohol and drugs can have adverse effects on job performance, the health of employees and the safety of the individual and his/her co-workers. The purpose of this policy is to ensure that the integrity, professionalism, and safety of employees is maintained

POLICY STATEMENT

Staff may not consume alcohol while on duty.

When off-duty, staff are welcomed to patronize the Vernon Curling Club bar. However, in order to minimize the confusion as to when they are *on-duty* or *off-duty*, staff should not wear uniforms or garments associated with being *on-duty*.

President's signature

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SECTION 3: FINANCIALS

POLICY: CLUB ACCOUNTS

POLICY NUMBER: 3.1

EFFECTIVE DATE: November 1, 1999

REVIEW DATE: March 2014

REFERENCE: Minutes dated September 20, 1999

RESPONSIBILITY: Manager

PURPOSE: All leagues form part of the Vernon Curling and Athletic Club, therefore all sources of funding are to be managed by the Club Manager.

POLICY STATEMENT

All league finance accounts to be managed through the Club Account. These accounts will be separate (Leagues/Functions) and monthly financial statements and access to extra funds for the Leagues/Committees will be readily available by the Club.

President's signature

VERNON CURLING & ATHLETIC CLUB

POLICY MANUAL

SECTION 3: FINANCIALS

POLICY: REGISTRATION ON WEB

POLICY NUMBER: 3.2

EFFECTIVE DATE: June 21, 2007

REVISED: March 2014

REFERENCE: August 17, 2000, various Minutes of Meetings

RESPONSIBILITY: Manager

PURPOSE: This policy standardizes the annual review/approval of Club fees/dues procedure. In order to simplify the Registration process all Club members must use the online registration system which will clearly outline all applicable fees and dues payable.

POLICY STATEMENT

All evening league fees will be based on a minimum of 20 game schedule. All league fees/dues, affiliation fees, locker fees, share the load, league discounts, etc. shall be reviewed annually by the Treasurer in consultation with the Club Manager. A proposed schedule of fees shall be presented for Board of Directors approval prior to June 30th of the current year.

All club members will use the Online Club Registration System.

All fees are listed in the Appendix "Fee Schedule".

President's signature

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POLICY MANUAL

SECTION 3 : FINANCIALS

POLICY: JUNIOR CURLERS

POLICY NUMBER: 3.3

EFFECTIVE DATE: September 2007

REVISED: March 2014

REFERENCE: Minutes dated September 7, 2007

RESPONSIBILITY: Manager

PURPOSE: The purpose of this policy is to encourage all juniors to play in the junior league, in order to grow the sport. Those competitive juniors who play in adult leagues and also participate in the junior league will be providing role models to our younger athletes.

POLICY STATEMENT

1. If a junior curler (U20) curls only in an adult league, they will be subject to the full league dues per league.
2. If a junior curler (U20) pays and curls in the Junior League, they will get a 50% discount on the dues for each adult league they play in.
3. Any Junior under 20 is not subject to the annual membership fee.

Note: Fees are set for all leagues as per policy 3.2

President's signature

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POLICY MANUAL

SECTION 4: THREE – MEMBERSHIP

POLICY: MEMBER

POLICY NUMBER: 4.1

EFFECTIVE DATE: October 23, 2007

REVIEW DATE: March 2014

REFERENCE: Minutes of Board of Directors Meeting October 23, 2007

RESPONSIBILITY: Manager

PURPOSE: This policy is to ensure the proper administration and intent of membership to the Vernon Curling Club.

POLICY STATEMENT:

1. Any person can be a member of the Vernon Curling Club by paying the membership fee.
2. A paid member is allowed to vote at the Annual General Meeting of the VCC.

President's signature

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POLICY MANUAL

SECTION 4: THREE – MEMBERSHIP

POLICY: LIFE MEMBERSHIP

POLICY NUMBER: 4.2

EFFECTIVE DATE: December 13, 2010

REVIEW DATE: March 2014

REFERENCE: Minutes December Board Meeting 2010

RESPONSIBILITY: Board of Directors, Manager, and Club Members

PURPOSE: This category is intended to recognize the dedication and commitment a member has given to the Vernon Curling Club by contributing an extraordinary amount of time and expertise to the club. This award would be given for exemplary service, and would not be given often.

POLICY STATEMENT

A. Mandatory Criteria

1. Must have a minimum of 20 accumulated years of membership.
2. Must have a minimum of 2 years' service on the Board of Directors or as Chairperson of a major committee (e.g. Seniors, Women's, Men's), or have served a minimum of 2 years as League Representative or League Committee member or Bonspiel Chair/Organizer/Volunteer.
3. Must have outstanding commitment and dedication to promotion, growth, and development of VCC.
4. Must be or have been actively involved in Club Leagues.
5. Has made a significant contribution to the club and to the game of curling.
6. Has provided leadership to the club in one of the above committees.

B. Supporting Criteria

1. Volunteered in VCC special events (e.g. National or World Championship hosted in Vernon).
2. Volunteered in VCC work parties.
3. Volunteered in curling programs (e.g. Schools, Juniors, Disabled, Coach).
4. Spearheaded a major Club event (e.g. Cashspiel, VCC hosting a Regional or Provincial Championship playoff).
5. Spearheaded a major VCC infrastructure renovation or upgrade.

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C. Administration of Nomination and Award

1. Nominations must be submitted by February 28/29th.
2. Nominated and seconded in writing by a VCC member(s) in good standing.
3. Nomination referred to Membership chair, two other board members, and two club members for consideration and vetting and submitted to the Board of Directors for final approval.
4. Membership commit must be able to confirm Nominee service with as much documentation as possible.
5. Recognition of Nominee at the next VCC Annual General Meeting.
6. Recognition of Nominee in the VCC newsletter and web-site.

D. Benefits and Privileges

1. Name on VCC club plaque and photo displayed.
2. The Annual Membership fee is waived.
3. League curling fees forgiven for one league per season.
4. BCIC dues paid by VCC.
5. Invited to and recognized at appropriate functions (functions such as VCC club AGM, bonspiel banquet, and special events banquets).
6. Attend VCC social functions when no longer able to curl.

President's signature

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SECTION 5: LEAGUES

POLICY: SPARING

POLICY NUMBER: 5.1

EFFECTIVE DATE: January 17,

REVIEW DATE: March 2014

REFERENCE: Minutes of January 17, 2011

SUPERCEDES: Minutes of January 6, 2005

RESPONSIBILITY: Club Manager and League Representatives

PURPOSE: The purpose of this policy is to provide guidelines to the VCC Manager, Office staff, and League Representatives regarding spares. Operation costs of the VCC are primarily recovered through the fees paid by VCC Members. Persons who act as spares are also expected to pay a fee to use the VCC on ice facilities.

BACKGROUND: Tradition says that a curling team is made up of four players. There are times when due to the absence of a player a spare will be needed. This policy was developed to clear up confusion created by having the following categories of spares – Member spares, Registered spares, League spares, and Drop-In spares. (See policy Leagues – Drop-In spares 5.3 for Drop-In policy).

POLICY STATEMENT:

1. Members

- a. Any member of the Vernon Curling Club who is registered in any evening/day league may act as a spare in any evening or day league.

2. Registered Spares

- a. Registered spares are not affiliated with any particular team or league. A registered spare must pay the VCC membership fee and a spare fee as determined by the board plus the HST to be listed as a registered spare.
- b. A registered spare is eligible to play in any league.
- c. A registered spare will be listed by the league(s) they prefer to spare in.
- d. Spares will be listed on the notice board and the web-site.
- e. A list of appropriate spares will be given to respective League Representatives.
- f. Spares will follow the League specific rules with regard to position of play.

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SECTION 5: LEAGUES

POLICY: LEAGUE START TIME

POLICY NUMBER: 5.2

EFFECTIVE DATE: December 18, 2006

REVIEW DATE: March 2014

REFERENCE: Minutes of December 18, 2006

RESPONSIBILITY: Manager and League Representative

PURPOSE: To encourage members to play in a timely manner as a courtesy to their opposition and ice staff.

POLICY STATEMENT:

1. All leagues must start at their scheduled time unless prior arrangements have been established with the VCC office and ice staff.

President's signature

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POLICY MANUAL

SECTION 5: LEAGUES

POLICY: DROP INS

POLICY NUMBER: 5.3

EFFECTIVE DATE: January 17, 2011

REVIEW DATE: March 2014

REFERENCE: Minutes of January 17, 2011

RESPONSIBILITY: Club Manager and League Representatives

PURPOSE: This new policy is required for insurance and liability issues. It also allows visitors to the Vernon area an opportunity to curl with family and friends.

POLICY STATEMENT:

1. Drop-Ins are not members of the Vernon Curling Club.
2. Drop-Ins are not considered spares.
3. Drop-Ins must sign in at the office.
4. Drop-Ins are required to pay the Drop In fee per game.
5. Drop-Ins are entitled to play a maximum of three games during the curling season. After which they must pay the spare fee and annual membership fee, should they chose to continue to play.

President's signature

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SECTION 6: BONSPIELS AND SOCIAL

POLICY: CLUB SUPPORT AND SPONSORSHIP OF BONSPIELS POLICY NUMBER: 6.1

EFFECTIVE DATE: June 21,

REVIEW DATE: March 2014

REFERENCE: June 21, 2007

RESPONSIBILITY: Club Manager and League Representatives

PURPOSE: This policy standardizes the organization and responsibilities of the Club, Leagues, and Organizing Committees. Bonspiels in general should be self-supporting. Any sponsored Bonspiel revenue shall be submitted to the Club.

POLICY STATEMENT:

The four major bonspiels shall be sponsored by the Club. Namely: Cash Spiel, Ladies Silver Star, Men's Open. All other bonspiels such as the Senior Men's, Commercial Spiel, etc. are considered to be League Bonspiels which will be supported by the Club. Sponsored bonspiels will be underwritten by the club. Supported bonspiels will be underwritten by the League. Organizers of sponsored Bonspiels shall provide a proposed pre-bonspiel budget, a post bonspiel budget, actual revenues and expenditures, and a report of events with recommendations to the Board of Directors. The Board Director responsible for bonspiels and the Manager can be called upon to provide advice and support in the organization of the bonspiel.

Bonspiel Committees will be formed to organize each Sponsored Bonspiel and report to the Board Director responsible for bonspiels. The following is a basic list of Bonspiel Committee requirements. Non-member function must fill out a form.

- Form Bonspiel Committee
- Determine dates
- Determine number of entries
- Advertise and market
- Develop proposed budget and submit to Board of Directors
- Consider food requirements
- Consider entertainment requirements
- Consider prizes
- Develop draw

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- Develop welcoming package
- Plan for during event hosts
- Finalize post bonspiel budget and final report with recommendations

President's signature