



# CLUB POLICIES AND PROCEDURES

Barrington Regional Curling Club

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# Contents

Mission Statement .....	5
Club Rules.....	6
Policy regarding Recording of Wins/Losses and Postponed Games for all Leagues .....	9
Recording Wins/Losses .....	9
Postponed Round Robin Games .....	9
Start and End Game Times.....	10
Game Start Time.....	10
Game End Time .....	10
League-Specific Rules (and Program-Specific Rules) .....	12
Modified Mixed League.....	12
Mens League .....	13
Womens League.....	13
Seniors League .....	13
Mixed Doubles League .....	13
Stick Curling.....	13
Junior Curling Program.....	14
High School NSSAF Program.....	14
Saturday Fun Night.....	14
Policy for Provincial Playdowns leading to National Championships.....	14
On Ice Safety Policy.....	15
Curling Canada Helmet Use Guidelines .....	17
BRCC Helmet Use Policy .....	17
Concussion Guidelines and Return to Play Policy.....	18
Injury Protocol (curling and non-curling injuries).....	21
Emergency Action Plan .....	22
Code of Conduct Policy .....	23
Privacy Policy .....	26
Social Media User Agreement and Terms of Use .....	27
Nominating Committee and Annual Elections .....	31

Nominating Committee.....	31
Annual Elections.....	31
Volunteer of the Year Award .....	33
Nomination Procedure for BRCC Volunteer of the Year.....	33
Selection Procedure for BRCC Volunteer of the Year .....	34
Fundraising.....	34
Club Closures.....	34
Ice Maintenance .....	34
Ice Installation Instructions.....	35
Prior to ice installation .....	35
When ready to begin ice installation .....	35
Midseason flood.....	36
To Set Brine Temperature and Differential.....	36
Kitchen Use .....	37
Instructions for Closing Bar and Club.....	38
Closing Bar.....	38
Closing Club.....	38
Using the Square Point of Sale System for Club Sales .....	39
Turn on the Square POS System.....	39
To make a sale using the Square POS System.....	39
To close down the Square POS system at the end of the night/event.....	40
Facilities Rentals.....	41
Rental Duties – Before Rental .....	41
Rental Duties – After Rental.....	41
Roles and Responsibilities.....	42
Bar Manager .....	42
Bonspiel Coordinator .....	43
Club Manager .....	45
Draw Master.....	45
Fundraising Committee Chair .....	46
House Committee Chair .....	46

Ice Maintenance Chair ..... 46

Ice Maker..... 47

Junior Program Coordinator..... 47

Kitchen Manager ..... 47

League Coordinator..... 48

Nominating Committee Chair ..... 48

Policies and Procedures Committee Chair ..... 48

Publicity Committee Chair ..... 49

Rental Coordinator ..... 49

Risk Management Committee Chair ..... 50

Social Committee Chair ..... 50

Social Media Coordinator..... 50

Special Events Committee Chair ..... 51

Webmaster ..... 51

## Mission Statement

***Barrington Regional Curling Club is dedicated to the promotion and growth of curling by providing a social and inclusive community for all ages and abilities to gather, learn and develop skills through the shared enjoyment of friendly competition.***

**Dedicated:** Devoted to a common purpose

**Promotion:** Increase the awareness of

**Growth:** Increase the participation in

**Social:** Friendly and sociable environment

**Inclusive:** Opposite of exclusive; welcoming to all

**Community:** A group of diverse individuals sharing common interests and goals

**All ages:** Opportunities for those of any age

**All abilities:** Accessible facility open to participants of all physical abilities; participants of all skill levels; participants of all professional backgrounds, skills and talents

**Gather:** Come together; a gathering or meeting place

**Learn:** Gain new skills, curling or otherwise

**Develop:** Improve on existing skills, curling or otherwise

**Shared enjoyment:** Each of us is here for the purpose of enjoyment and we recognize that in ourselves, each other, our teammates and our opposition

**Friendly competition:** Curling is a game where sportsmanship, fair play and respect for all involved is expected

Adopted by the Barrington Regional Curling Club Board of Directors  
October 6, 2019.

## Club Rules

Club rules, in addition to Curling Canada's Rules of Curling, and any rules that may arise from, or be covered by the Constitution and by-laws of the BRCC, are as follows.

The following club rules have been approved by motion at a Board of Directors meeting, or at a General meeting of the BRCC.

1. Any active BRCC member may spare in any game, in any league, as lead, or in the case of requiring two spares, as lead or second.
2. Non-members of the BRCC may spare in any game, in any league, as lead, or in the case of two spares, as lead or second, for the current spare fee, presently \$12 per game.
3. Non-members may spare a maximum of 10 games in any curling season.
4. For Modified Mixed League situations where certain members of the team are absent, see 'Spare Rule for Modified Mixed Curling League'.
5. In no case will a person sparing, and holding the broom, in any game, be allowed to call the play for that game.
6. Any team that has a new, inexperienced curler as a lead, may, when requiring a spare, allow that spare to play second stone. A new or inexperienced curler is defined as someone who has never curled as a member of a club or league. This will be in effect for the first year that the curler plays. After that, the spare rule takes effect.
- ~~7. All league games will have a time limit of two and one half hours from the scheduled starting time. The end in progress, at the two and one half hour mark, will be completed and at this point the game will be ended. (Repealed. See Start and End Game Times Policy)~~
8. Tie games will be decided according to the Start and End Game Times policy.
9. Recording of wins, losses and postponing games for all leagues will follow BRCC Policy regarding Recording of Wins/Losses and Postponed Games for all Leagues.

10.

- a) For leagues that have round-robins, any postponed round-robin games that cannot be rescheduled and played by the end of the round-robin portion of the league will be credited as a win for the team that did not postpone.
- b) For leagues that have playoff rounds, any postponed playoff games that cannot be rescheduled and played by the end of the playoff round of the league will be credited as a win for the team that did not postpone.
- c) In consultation with participants, any individual league can establish its own League-Specific Rule to address wins and losses of postponed games in another manner and these rules must be included in the League-Specific Rules section of the club policies manual.

11. Fifth members of a team may be added at the time of registration or any time up to the 31<sup>st</sup> day of December of the current season. The club manager must be notified of members being added as fifth members. In the case where a regular member is unable to curl due to illness, injury, or unplanned absence, for a prolonged period, a fifth member may be added at a later date subject to approval of BOD.

12. Split membership - two persons may join the club as a single league member of the same team, with each to pay half of the current league registration fee. Only one of these members will normally curl at one time. If the case arises where both of these members are curling at the same time, one would be required to pay the current spare fee regardless of whether they are curling in their own league or another. The maximum number of curlers on any team is five.

13. Curling fees may be paid by cash or cheque by the following methods:

13.1. payment in full at time of registration

13.2. 50% of the applicable fees at the time of registration, with the balance payable by December 15 of the current season

13.3. by payment of 25% at time of registration, 25% by December 15, 25% by Jan 15, and 25% by Feb 15.

14. No member, or prospective member of the BRCC, will be allowed to curl until the applicable fees have been paid, including any fees in arrears from previous years.



15. All BRCC members and non-members over the age of majority must have a current, signed 'Release of Liability, Waiver of Claims and Indemnity Agreement' on file with the club before accessing the ice shed. All BRCC members and non-members under the age of majority must have a current 'Informed Consent and Assumption of Risk Agreement' signed by a parent or guardian on file with the club before accessing the ice shed.
16. Junior curlers may join adult leagues at the current junior curling rate.
17. Only club members and staff will be permitted to work in the bar.
18. At rentals, where there is a dance as part of the rental, minors will be allowed to remain for the dance for weddings only. For all other rentals, minors will be required to leave when the dance starts.
19. The BRCC lounge will be made available, at no cost, for a wake or reception for a deceased BRCC member, or a close relative of a BRCC member. Any such use must be on a non-interfering basis with planned club events or rentals.

In all cases disputes should be resolved with a sense of fair play and sportsmanship.

This list includes those club rules in effect as of May 2016. There may be additions, changes or deletions as situations arise.

Updated and approved, September 2019.

Updated June 2022, as approved December 2021.

## Policy regarding Recording of Wins/Losses and Postponed Games for all Leagues

### Recording Wins/Losses

1. For all leagues, it is the responsibility of the third/mate of the winning team to accurately record the results on 'game slips' and place the slips in the box provided. Either the Third or Skip from each team is required to initial the game slips.
2. All results are to be entered on the respective Win/Loss grid by the Club Manager or, in their absence, by a person appointed by the Club President. The Club Manager is to remind skips who forgot to complete game slips.
3. Results for all rounds shall remain on the notice board until the end of the season.
4. Once results have been recorded, all game slips will be retained by the Club Manager, sorted by league and round. At the end of the season, game slips will be given to the league coordinators, for their respective leagues, to be used in determining winners. Once winners have been determined, game slips are to be destroyed.

### Postponed Round Robin Games

1. For league games that are postponed, for any reason, the Skip of the team that is unable to play a game on the scheduled date and time must inform the opposing Skip no later than two hours prior to the scheduled start time. Within two hours of the scheduled start time, Curling Canada rule 16.(3) applies. The postponing skip is to call the Club and inform the Club Manager (or leave a message), including any plans to reschedule the game.
2. Arrangements may be made to play the game in question at a mutually agreed upon time, either prior to or after the scheduled date and time. Any league game that has been rescheduled must be posted on the ice shed entry door to prevent scheduling conflicts.
3. The Club Manager will keep a record of all postponed games, including league, original time and date, postponing skip, date of any makeup game and result.

This policy is to be applied in the spirit of fair play and good sportsmanship.

Adopted October 2014. Updated and approved September 2019. Updated and approved November 2020. Updated June 2022, as approved December 2021.

## Start and End Game Times

### Game Start Time

The intention of the following policy is to provide clear expectations to all teams as to when league games (including both round robin and playoffs) are to begin and what rules apply when games are not started on time.

1. League games shall begin no later than the scheduled start time. A game is considered started once the first lead stone has been put into play.
2. Games may begin as soon as the ice is ready for play, as communicated by ringing of the club bell. If both teams are present and ready when the bell is rung, please enter the ice shed and prepare to begin your game as soon as possible. You do not need to wait until the scheduled start time to begin the game. Starting the game early will give both teams more time to complete the game within the allotted time.
3. If the ice is not ready for play at the scheduled start time, games shall begin as soon as the ice is ready for play as communicated by ringing of the club bell.
4. For any game which has not started (first rock in play) by the scheduled start time, regardless of the reason, Curling Canada rule 16(3) will be in effect.

### Game End Time

The intention of the following policy is to provide clear expectations to all teams with respect to pace of play and a stronger definition of the time when league games are to be complete. The goal of this policy is that all league games should be complete within two hours, ideally but not necessarily in 8 ends. This policy replaces former club rule 7 (The "two- and one-half-hour" rule) which has been repealed.

1. In any league game, the current end in play after 1 hour 40 minutes shall be completed and one more end may be played, if needed. For example, for a 7:00 pm scheduled start time, a game in the 7th end at 8:40 pm will finish the 7th end and the 8th end will be played. If at 8:40 pm, the game is still in the 6th end, the game will be complete after the 7th end and the 8th end will not be played. An end is considered started once the first lead stone has been delivered.
2. Games started earlier than the scheduled start time still use the 1 hour 40 minutes from the scheduled start time. For example, 8:40 pm for a 7:00 pm scheduled start regardless of how much earlier than 7:00 pm the games actually started.
3. For games delayed from the scheduled start time due to the ice not being ready, the actual start time and the revised "1 hour 40 minutes" time shall be agreed on

by both thirds in the first end of play. This information will be communicated to both team's skips. For example, if a delay in ice preparation results in a game scheduled for 7:00 pm to be delayed and only started at 7:15 pm, the cut-off time will be adjusted to 8:55 pm.

4. For games delayed from the scheduled start time due to one or both teams not being ready to play, the originally scheduled "1 hour 40 minutes" time stands.
5. League games tied after the regulation time, regardless of the time and the number of ends played, may play a full extra end ONLY if another draw is not scheduled to follow the game in play. An extra end may be played in the event of a tie even if fewer than 8 ends were played due to running out of time.
6. A league game tied after regulation time which does have another draw scheduled following the game in play shall be decided by a draw to the button. In a draw to the button, any player on the team may deliver the stone, sweeping is allowed, and defensive sweeping is not allowed.

Adopted August 2020.

## League-Specific Rules (and Program-Specific Rules)

### Modified Mixed League

#### **Spare Rule for Modified Mixed Curling League**

In the modified mixed league, the vice and skip positions must be played by a male and female. Either one can play either position but these two positions **MUST** be played by members of the opposite sex. This rule takes precedence over the general club rule stipulating that a spare must play lead, or, in the case where two regular members of a team are absent, the spares must play lead and second. In the case of a team normally comprised of three males and one female, where, by the rules, the female plays vice or skip, IF the female cannot be present for a game, the options for playing the game are as follows:

1. a female spare must play the vice position;
2. the game can be postponed to a date when both full teams are available.

In the case of a team normally comprised of three females and one male, where, by the rules, the male plays either vice or skip, IF the male cannot be present for a game, the options for playing the game are similar:

1. a male spare must play the vice position;
2. the game can be postponed to a date when both full teams are available.

If the mixed team consists of two males & two females and one of the females must miss a game, the other regular female member must play either vice or skip and the spare, either male or female, must play lead. Likewise, if one of the males must miss a game, the other male member must play either vice or skip and the spare, either male or female, must play lead.

If the mixed team consists of two males & two females and two of the regular curlers who are vice & skip must miss a game, the other two regular curlers must move up to vice and skip positions while two spares, either two males, two females or one male & one female must play lead and second. The only alternative to this arrangement is if either the regular lead or second is a first-year curler, they can play their regular position in their first year only. However, as stated above, the vice and skip positions **MUST** be played by members of the opposite sex.

## Mens League

### **Points-Based System for Men's League Standings**

Based on its success when used for the 2020-2021 curling season, the points-based system for determining team standings for the Men's league will be in effect for the current curling season.

The intent of the points-based system for team standings is to incentivize teams to re-schedule and ultimately play any postponed league games. Historically, the men's league has experienced a higher level of postponed games due to a variety of factors including employment schedule and scheduling conflicts with other hobbies. Under the existing club rules, any league games which are not played do not count as a win or loss for either team involved. Over time, this situation has led to conflicts between teams wishing to play postponed games and those who would stand to benefit by choosing not to play a postponed league game.

Team standings are based on the following points-based system:

Win = 3 points

Loss = 1 point

Games not played = 0 points for both teams

The team with the most points at the completion of the round-robin portion of the league will be awarded as League Winner.

Rules for cut-off dates to complete make-up games and rules for tie-breakers in the event of a tie in total points will be established once the number of teams is determined and the league schedule is finalized.

## Womens League

[Insert any rules specific to the Womens League here.]

## Seniors League

[Insert any rules specific to the Seniors League here.]

## Mixed Doubles League

[Insert any rules specific to the Mixed Doubles League here.]

## Stick Curling

[Insert any rules specific to the Stick Curling here.]

## Junior Curling Program

[Insert any rules specific to the Junior Curling Program here.]

## High School NSSAF Program

[Insert any rules specific to the High School NSSAF Program here.]

## Saturday Fun Night

1. Fun night is open to all, including the general public.
2. Youth curlers are welcome. Curlers under the age of 12 must be accompanied on the ice by an adult. (Exceptions may be made for experienced junior curlers.)
3. As outlined in the BRCC Helmet Use Policy, curlers under the age of 12 must wear a helmet. In addition, helmets are strongly recommended for inexperienced curlers.
4. All curlers over the age of majority must have a current, signed 'Release of Liability, Waiver of Claims and Indemnity Agreement' on file with the club before accessing the ice shed. All curlers under the age of majority must have a current 'Informed Consent and Assumption of Risk Agreement' signed by a parent or guardian on file with the club before accessing the ice shed.
5. Current members of BRCC may curl at no charge. There will be a nominal charge for non-members to curl. There will be no charge for non-curling guests (spectators).
6. Sheet allocation will be given the following priority:
  - a) New and returning curlers who are not members of any curling club.
  - b) Members of BRCC or nearby clubs who wish to play a full game for fun.
  - c) Make-up games for BRCC leagues.
  - d) Practice time for individual members.
7. This is drop-in curling. Registration is not required. Teams for traditional curling, mixed doubles, stick curling or the new triples format will be created as needed from those who wish to curl.
8. The rules of curling, or for mixed doubles, stick and triples curling will be made available as needed.

## Policy for Provincial Playdowns leading to National Championships

Barrington Regional Curling Club will pay the entry fee for one team in each category (e.g., Scott – leading to the Scotties Tournament of Hearts, Labatt's Tankard – leading to the Brier, etc.).

In the event that there is more than one team entering an event from BRCC, there will be a club playdown with the winner having their entry fees paid, and the other team(s) paying their own way.

Please notify the Club Manager of your intention to enter such an event.

## On Ice Safety Policy

Curling ice is slippery, hard and cold. When normal caution is ignored, you can discover any or all of these facts, probably in the order they are listed.

- **Warm up before the game.** Stretching and warming muscles before curling can help prevent injury.
- **Street shoes are not allowed on the ice.** New curlers are required to wear “non-street” shoes with two grippers, or they must have Curling Shoes by 1 January of their first year of curling.
- **Clean shoes on the “Boot Boy” before going on the ice.**
- **Children under 12 years of age must wear a suitable protective helmet.**
- **Step on the ice with your gripper foot first. Step off the ice with your slider foot first.**
- **Be aware of conditions.** Note how slippery the ice is when you step on, and use extra caution if necessary.
- **Never stop a rock with your hand.** Your fingers can be crushed between rocks.
- **Never use your foot to stop a fast-moving rock.** It can cause you to lose your balance and fall. Use your broom to stop a rock.
- **Always carry your broom,** which you can use to avoid or break a fall in case you lose your balance.
- **Keep the rocks on the ice at all times.** Slide the rocks, and tip them on edge for cleaning, never lift them off the ice.
- **Watch for stray rocks,** and prevent rocks from going onto another sheet.
- **Keep your feet on the ice:** walk, don’t run.
- **Keep your weight on the balls of your feet.** If it’s on your heels, you tend to fall backwards and hit your head.



- **If you can't keep up when sweeping a fast moving rock, stop!** You probably aren't doing it much good anyway.
- **When using a step-on slider, pick it up after your delivery.** Never leave it on the ice for someone to step on it unexpectedly.
- **Never allow rocks to strike when moving toward each other.** They may break if thrown hard at each other.
- **Never allow rocks to strike the hacks.** They can damage the hack, and cause game delays, and unnecessary problems for the ice crew.
- **Know your position when not delivering.** Always walk down the side of the sheet in single file.
- **Look up the sheet when sweeping.** Be aware of rocks you will have to avoid near the house.
- **Play sober and healthy.** If you are ill with the flu, sore from an injury, or had one too many drinks, you are much more liable to lose your balance. Know your limits!
- **Slide and stick curlers are to limit delivery force to a safe level,** considering the safety of other curlers on the ice.
- **Safety equipment** such as grippers, padded headbands etc. are available from the BRCC pro shop, or sporting goods stores.

It's up to everyone to be vigilant about safety! If you see someone acting in an unsafe manner, let them know right away.

Thanks and have a safe curling season.

June 2014

## Curling Canada Helmet Use Guidelines

Based upon the unanimous suggestion of the Curling Canada Operations Advisory Council, the Member Associations endorse the immediate release of a Curling Canada statement to encourage Canadian curling clubs and facilities to acknowledge a concern about Head Injuries and Concussion and urging clubs and facilities to implement helmet use initiatives in beginner and novice curling programs, and that helmets are strongly suggested for all in the U12 age category.

Furthermore, based upon the preliminary findings of an Advisory Council committee presented and discussed during the 2017 National Curling Congress, the Member Associations endorse a thorough investigation of the development of a Curling Canada policy in regard to the wearing of CSA-approved headgear for ice sports by U12 and beginning and novice curlers.

### BRCC Helmet Use Policy

- Helmets are **mandatory** for anyone under the age of 12.
- Helmets are **strongly recommended** for the following groups:
  - anyone in a Learn-To-Curl program (adults or juniors)
  - anyone who is vulnerable (related to experience, medical condition, age, etc.)
  - coaches and volunteers in the junior curling program (to model safe behaviour)
- Helmets are **recommended** for all curlers regardless of experience and ability.
- Helmets must be CSA-approved headgear. It is recommended that they be approved for ice sports (such as a hockey helmet).

Adopted September 2019

# Concussion Guidelines and Return to Play Policy

*Barrington Regional Curling Club recognizes and adopts the Concussion Guidelines and Return to Play Policy from Curling Canada as outlined below.*

## DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a) “Association” – Curling Canada;
  - b) “Participants” – Coaches, athletes, volunteers, renters, officials and other members.

## POSITION STATEMENT

2. The Association takes seriously the health and well-being of all curlers and is committed to ensuring the safety of those participating in the sport of curling. The Association recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of participants.
3. As part of a responsible risk management plan, the Association recommends that Provincial or Territorial Sport Organization’s (PSOs or TSOs) and Curling Clubs adopt and implement these Guidelines, as well as recommend the following: **use of double grippers (when not delivering a stone) and helmets (or other approved head protection) by novice curlers, or curlers who are at high risk of falling.** This should include but is not limited to: i) FUNdamental, ii) Learning to Train, and iii) Active for Life.

## PURPOSE

4. The Association enacts this Policy as a tool to help manage concussed and possible concussed participants. The Policy provides guidance in identifying common signs and symptoms of concussion, protocol to be followed in the event of a possible concussion, and return to play guidelines should a concussion be diagnosed.
5. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.
6. Please keep in mind that a concussion is a clinical diagnosis that can only be made by a medical doctor. It is imperative that a medical doctor examines someone with a suspected concussion.

## PROCEDURE

7. During all Association curling events, competitions, and practices, participants will use their best efforts to:
  - a) be aware of incidents that may cause a concussion, such as:
    - (i) Falls
    - (ii) Accidents
    - (iii) Collisions
    - (iv) Head trauma – (blow to the head, face or neck, OR a blow to the body that transmits a force to the head)
  - b) recognize and understand the symptoms that may result from a concussion. These may appear immediately after the injury or within hours or days of the injury and may be different for everyone. Some common signs and symptoms include, but are not limited to:
    - (i) Nausea
    - (ii) Poor concentration

- (iii) Amnesia
  - (iv) Fatigue
  - (v) Sensitivity to light or noise
  - (vi) Irritability
  - (vii) Poor appetite
  - (viii) Decreased memory
  - (ix) Poor balance
  - (x) Slowed reaction time
- c) Identify injured participants or other individuals who have been involved in any of the above incidents and/or exhibit any of the above symptoms.

#### RESPONSIBILITY OF COACH, ADMINISTRATOR AND/OR SUPERVISOR, CHIEF UMPIRE

8. If a participant has been identified as having a suspected concussion, the coach, administrator and/or supervisor of that activity will notify all affected parties, including the participant, a parent/guardian (when appropriate) as well as other coaches, administrators and/or supervisors of the suspected concussion. At this point, the individual should not participate in any physical activity until he/she has visited a medical doctor.
9. **If the participant is unconscious** – initiate emergency action plan and call 911
- a) If applicable, contact the child/youth's parent/guardian to inform them of the injury and their child is being transported to hospital.
  - b) Stay with the individual until Emergency Medical Services arrives.
  - c) Monitor and document any physical, emotional and/or cognitive changes.
  - d) Even if consciousness is regained, he/she needs to be examined by a medical doctor prior to the participant returning to physical activity.
10. **If the Participant is conscious** – remove the participant from the activity immediately and:
- a) Notify the participant's parent (if the participant is a minor) or someone close to the participant (if the participant is not a minor).
  - b) Have a ride home for the participant arranged.
  - c) Isolate the participant into a dark room or area.
  - d) Reduce external stimulus (noise, other people, etc.).
  - e) Remain with the participant until he or she can be taken home.
  - f) Monitor and document any physical, emotional and/or cognitive changes.
  - g) Encourage the consultation of a physician.

#### INCIDENT REPORT

11. Once the injured participant has been properly attended to, an **Incident Report** shall be filed with the affiliated Club, Provincial Sport Organization, and the Association within 48 hours. (See Appendix "A")

#### RETURN TO PLAY

12. Once the participant's immediate needs have been met, the participant's family or the participant should be directed to the following protocol, in accordance with the following guidelines:
- a. If no concussion is diagnosed: the participant may return to play for the next game, or during the same game according to the Rules of Curling.
  - b. If a concussion is diagnosed: the participant should only return to the activity after following the five steps outlined below and as directed by a physician. *(Please note that each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based*

*on the severity of the concussion. The concussed participant should be monitored regularly for the return of any signs and/or symptoms of concussion. If signs and/or symptoms return, consult with the medical doctor):*

**STEP 1: Complete cognitive and physical rest.** Immediately consult a physician. Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once all symptoms are gone, rest for at least another 24-48 hours and re-consult a physician, preferably one with experience managing concussion. **In order to proceed to Step 2**, medical clearance is required.

**STEP 2: Light aerobic exercise** to reintroduce physical activity: 10-15 minutes of low intensity activity like walking or stationary cycling. **In order to proceed to Step 3**, the concussed participant or parent/guardian if applicable must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

**STEP 3: Sport-specific exercise:** 15 minutes of low intensity participation like throwing rocks. The environment should be managed so as to ensure the participant is at minimum risk of falling or colliding with other participants. The participant may also attempt basic balance drills. **In order to proceed to Step 4**, the concussed participant or parent/guardian if applicable must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

**STEP 4: Activity with no body contact:** non-contact practice and non-contact sport specific drills – no activity that involves head impact or other jarring motions. **In order to proceed to Step 5**, the participant must provide written documentation from a medical doctor to his/her coach, administrator and/or supervisor. The documentation must state that the individual is symptom free and able to return to full participation in physical activity.

**STEP 5: Full participation in non-contact sports once cleared by a physician.**

## MEDICAL CLEARANCE

13. This Policy requires the participant to consult with a physician throughout this process AND provide proof of medical clearance before being eligible for Steps 2 and Steps 5 noted above. The Association will comply with all directions provided by the physician, which may supersede this policy.
14. If a participant is showing signs of concussion and/or has been clinically diagnosed as concussed, the Coach, Administrator and/or Supervisor of that participant **shall** prevent the participant from curling until the required medical clearance has been provided.
15. Once the participant has provided medical clearance, the coach, administrator and/or supervisor will be required to forward a copy of the medical clearance letter to the affiliated Club, PSO and to the Association where it shall be attached to the participant's Incident Report for record keeping purposes.

## NON-COMPLIANCE

16. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action being taken by the Association.

Adopted by the Barrington Regional Curling Club Board of Directors  
October 6, 2019.

## Injury Protocol (curling and non-curling injuries)

The following steps should be taken should an injury occur.

### **Step 1: Control the environment so that no further harm occurs**

- Stop all participants.
- Protect yourself if you suspect bleeding (put on gloves).
- If outdoors, shelter the injured participant from the elements and from any traffic.

### **Step 2: Do a first assessment of the situation. Identity if the participant...**

- is not breathing;
- does not have a pulse;
- is bleeding profusely;
- has impaired consciousness;
- has injured the back, neck or head;
- has a visible major trauma to a limb;
- cannot move his/her arms or legs or has lost feeling in them.

*If the participant does not show the signs above, proceed to Step 3.*

### **Step 3: Do a second assessment of the situation**

- Gather the facts by asking the injured participant as well as anyone who witnessed the incident.
- Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.
- If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

### **Step 4: Assess the injury**

If possible, have someone with first aid training complete an assessment of the injury and decide how to proceed. If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate Emergency Action Plan. If they are sure the injury is minor, proceed to step 5.

### **Step 5: Control the return to activity**

Allow a participant to return to activity after a minor injury only if there is no...

- swelling;
- deformity;
- continued bleeding;
- reduced range of motion;
- pain when using the injured part.

**Step 6:** If the individual is under 18 inform the parents/guardian.

# Emergency Action Plan

## Roles and Responsibilities

### Charge Person

- Clear the risk of further harm to the injured person by securing the area and shelter the injured person
- Designate who is in charge of the other participants
- Protect yourself (ie. wear gloves if in contact with bodily fluids such as blood, etc.)
- Assess ABC's (check for clear airway, breathing, pulse, no major bleeding)
- Wait with the injured person until EMS arrives and injured person is transported (if necessary)
- Fill out an accident report form.

### Call Person

- Call 911 for emergency help
- Provide all necessary information to dispatch (curling club location, nature of injury/emergency, what (if any) first aid has been performed)
- Ensure entrance to curling club is clear of obstructions
- Wait near entrance of curling club to direct EMS personnel upon arrival
- Call the emergency contact person listed on the injured person's medical profile

# Code of Conduct Policy

## 1. Purpose

- 1.1. The Code of Conduct (the “CoC”) sets out rules and requirements for behaviour both at Barrington Regional Curling Club (“BRCC”) and, in some circumstances, at other curling clubs and in the community while representing BRCC. It also creates a framework for the enforcement of these rules and requirements.
- 1.2. BRCC Policies reflect the values of the club and the culture the club seeks to promote. Members and guests are expected and encouraged to become familiar with and to comply with these policies.
- 1.3. The CoC is intended to encourage the development of all curlers and to protect and promote the best interests of the entire BRCC community by creating a safe and respectful environment, where everyone is treated in a respectful and honest manner, free from discrimination and harassment.

## 2. Scope

- 2.1. The CoC applies to all BRCC members, curlers, staff and volunteers. Guests, spectators, and participants in BRCC events and activities are also expected to adhere to the expectations arising under this policy.
- 2.2. The CoC applies to conduct, including online conduct, that: a) occurs at BRCC; b) occurs in the community when the individual is representing BRCC; c) occurs at another curling club where the individual is representing BRCC; d) violates a rule, requirement or expectation established under the CoC or under any other BRCC policy; e) violates civil or criminal laws, where such laws do not adequately protect BRCC’s interests.

## 3. Definitions

- 3.1. “BRCC” – Barrington Regional Curling Club
- 3.2. “CoC” – Code of Conduct policy
- 3.3. “Member” – an individual who has paid membership to BRCC
- 3.4. “Guest” – an individual who is not a member, but is using the BRCC facilities as a curler, spectator, volunteer or participant in a BRCC-sponsored event.
- 3.5. “Discrimination” – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- 3.6. “Harassment” – A course of vexatious comments or conduct against an individual or group, known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - 3.6.1. Written or verbal abuse, threats, or outbursts;
  - 3.6.2. Bullying;
  - 3.6.3. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - 3.6.4. Racial harassment, racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;



- 3.6.5. Leering or other suggestive or obscene gestures;
  - 3.6.6. Condescending or patronizing behaviour, intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - 3.6.7. Sabotaging someone else's performance;
  - 3.6.8. Practical jokes endangering a person's safety, or negatively affecting performance;
  - 3.6.9. Gossiping or spreading malicious rumours;
  - 3.6.10. Hazing, or any form of conduct exhibiting any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
  - 3.6.11. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - 3.6.12. Deliberately excluding or socially isolating a person from a group or team;
  - 3.6.13. Persistent sexual flirtations, advances, requests, or invitations;
  - 3.6.14. Physical or sexual assault; and
  - 3.6.15. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment.
- 3.7. "Sexual Harassment" – A course of vexatious comments or conduct against an individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
- 3.7.1. Sexist jokes;
  - 3.7.2. Threats, punishment, or denial of a benefit for refusing a sexual advance;
  - 3.7.3. Offering a benefit in exchange for a sexual favour;
  - 3.7.4. Demanding hugs;
  - 3.7.5. Bragging about sexual ability;
  - 3.7.6. Leering (persistent sexual staring);
  - 3.7.7. Sexual assault;
  - 3.7.8. Display of sexually offensive material;
  - 3.7.9. Distributing sexually explicit messages or attachments such as pictures or video files;
  - 3.7.10. Sexually degrading words used to describe an individual;

- 3.7.11. Unwelcome inquiries into or comments about an individual's gender identity or physical appearance;
  - 3.7.12. Inquiries or comments about an individual's sex life;
  - 3.7.13. Persistent, unwanted attention after a consensual relationship ends;
  - 3.7.14. Persistent unwelcome sexual flirtations, advances, or propositions; and
  - 3.7.15. Persistent unwanted contact.
- 3.8. "Violence" – the use of or threat of physical force by a person against a person that causes or could cause physical injury to the person; an attempt to exercise physical force against a person that could cause physical injury to the person; or a statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force against them. Types of behaviour that constitute Violence include, but are not limited to:
- 3.8.1. Verbal or written threats to attack;
  - 3.8.2. Sending or leaving threatening notes or emails;
  - 3.8.3. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
  - 3.8.4. Wielding a weapon;
  - 3.8.5. Hitting, pinching or unwanted touching which is not accidental;
  - 3.8.6. Dangerous or threatening horseplay;
  - 3.8.7. Physical restraint or confinement;
  - 3.8.8. Blatant or intentional disregard for the safety or wellbeing of others;
  - 3.8.9. Blocking normal movement or physical interference, with or without the use of equipment;
  - 3.8.10. Sexual violence; and
  - 3.8.11. Any attempt to engage in the type of conduct outlined above.

#### 4. Policy

- 4.1. The CoC is a policy in place to ensure the BRCC community has a shared understanding of the standards of behaviour required of members, curlers, staff, volunteers and guests and of the types of behaviours that will not be tolerated.
- 4.2. This policy addresses conduct involving mutual respect, disruptive behaviour, sportsmanship and fair play, honesty, discrimination, harassment, sexual harassment, bullying, personal safety, violence, property damage, drinking and drug use.
- 4.3. This policy requires members and guests of BRCC to:
  - 4.3.1. **Demonstrate Citizenship** through compliance with the law and with all BRCC policies and rules.
  - 4.3.2. **Act with Civility** by behaving in a manner respectful of others and refraining from any intentional or reckless conduct, unreasonably interfering with or disrupting BRCC events and activities.
  - 4.3.3. **Act with Honesty and Integrity** by being honest in their performance, both on and off the ice, and in their dealings with other members of the BRCC community.

- 4.3.4. **Refrain from Negative or Harmful Interpersonal Interactions** by being respectful of the physical, emotional and mental well-being of other individuals and by avoiding harassing, abusive, malicious, intimidating or defamatory conduct or comments.
- 4.3.5. **Refrain from Substance Misuse/Abuse.**
- 4.3.6. **Respect Property** including property of BRCC, of other members, of the Municipality of the District of Barrington, or of other third parties.
- 4.3.7. **Refrain from Inappropriate Online and Electronic Activity** including social media activities, as outlined in the BRCC Social Media User Agreement and Terms of Use Policy.
- 4.4. It is the responsibility of all BRCC members and guests to be aware of and comply with the standards of behaviour required by the CoC.
- 4.5. Individuals are required to adhere to these policies and failure to do so may result in disciplinary measures being taken.
- 4.6. Where a breach of this Policy is established, interventions and sanctions may be imposed by the Board of Directors, depending on the nature of the incident and any past infractions of the CoC policy.
- 4.7. The BRCC Board of Directors can impose a range of sanctions if a violation is determined. These may include, but are not limited to:
  - 4.7.1. Verbal warnings;
  - 4.7.2. Written warning stating expectations and the consequences of further unacceptable behaviour;
  - 4.7.3. Restricted BRCC privileges;
  - 4.7.4. Charges to cover any damaged or unreturned property;
  - 4.7.5. Suspension of membership;
  - 4.7.6. A temporary or permanent ban from BRCC.
- 4.8. In cases where an individual may be subject to civil or criminal proceedings, BRCC has the right to apply the CoC simultaneously with, or following, civil or criminal proceedings.
- 4.9. When there is a potential threat to the safety of an individual and/or when the continued presence of a person on site at BRCC constitutes a significant disruption to the operations of BRCC, a member of the Board of Directors and/or their designate may act unilaterally and impose an interim suspension on an individual.

Adopted – December 2020

## Privacy Policy

[Insert policy here.]

# Social Media User Agreement and Terms of Use

## **Acceptance of Terms of this Agreement through Use**

1. Barrington Regional Curling Club (hereafter “BRCC”), maintains a Facebook page, Twitter account and website currently located at [www.barringtoncurlingclub.weebly.com](http://www.barringtoncurlingclub.weebly.com) and reserves the sole rights to any Instagram account, YouTube page or other social media platform account operated in the name of the club (collectively the “BRCC Social Media”) which collectively provide articles, publications, information, data, registration, draws, contests and other materials (the “Content”). The BRCC Social Media is provided to you subject to your compliance with the terms and conditions of use defined in this Agreement. By accessing or using the BRCC Social Media you agree to be bound by this Agreement. If you do not agree to be bound by this Agreement, the terms of this Agreement none the less apply should you access or use the BRCC Social Media.

## **Children**

2. The BRCC Social Media is not intended for use by minors, especially those under age 13. To access, use or register with the BRCC Social Media, minors must get prior permission of their parent(s) and/or legal guardian(s). By your use of the BRCC Social Media, you represent and warrant that you are the age of majority or have sought permission from your parent(s) and/or legal guardian(s).

## **Conduct**

3. You undertake to provide true, accurate, current and complete information.

4. You may not use the BRCC Social Media:

- a) For the purposes of fraud or for any activity that contravenes the laws of Canada, Nova Scotia, by-laws of the Municipality of the District of Barrington or any other applicable jurisdiction;
- b) To engage in activities that cause or are likely to cause disruption or denial of service to any user of the BRCC Social Media;
- c) To impersonate any other person;
- d) To upload, post, e-mail or otherwise transmit:
  - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another’s privacy or otherwise objectionable;
  - ii. Material which is designed to cause annoyance, inconvenience, or needless anxiety to others;
  - iii. Any content that infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party;
  - iv. Any unsolicited or unauthorized advertising or commercial material, “junk mail”, “spam”, “chain letter”, “pyramid scheme” or any other form of solicitation;
  - v. Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

### **Disclaimer of Warranties**

5. You expressly understand and agree that:

- a) Your use of the BRCC Social Media is at your sole risk.
- b) The BRCC Social Media and the materials provided on the BRCC Social Media are provided “as is” and “as available” without representations, warranties or conditions of any kind, either expressed or implied.
- c) Any material downloaded, printed or otherwise obtained through the use of the BRCC Social Media is done at your sole discretion and risk and you will be solely responsible for any damage to your computer system or loss of data that results from the downloading, printing or use of any such material.
- d) No advice or information whether oral or written, obtained by you from the BRCC Social Media will create a warranty, entitlement or right owed to you.
- e) You will not use any automated device or process, such as a “bot” or a “spider,” to copy, “scoop” or extract information or content from the BRCC Social Media.

6. BRCC has made reasonable efforts to ensure that the materials contained on the BRCC Social Media are accurate. BRCC does not warrant or guarantee:

- a) The accuracy, currency or completeness of the materials;
- b) That the BRCC Social Media will be available without interruption, error or omission;
- c) That defects will be corrected; or
- d) That the BRCC Social Media and the server(s) that make it available are free from viruses or other harmful components.

### **Limitation of Liability and Indemnification**

7. In no event will BRCC, its respective officers, directors, agents or employees be liable for any loss, cost or damages whatsoever (including, without limitation, damages for harm to business, loss of profits, programs or data, interruption of activities or any other pecuniary or economic loss) whether direct, indirect, incidental, punitive, special, exemplary, consequential or otherwise arising out of any use or misuse of, or any defects, inaccuracies, errors or omissions in or on the BRCC Social Media without regard to the form of action.

8. You agree to indemnify and hold BRCC harmless from any and all losses, damages, liability and costs (including reasonable attorney’s fees) resulting directly or indirectly from any claim or demand against BRCC arising out of or related to the accuracy or completeness of the BRCC Social Media, your use of the BRCC Social Media, your connection to the BRCC Social Media, your violation of these Terms of Use, or your violation of any rights of another.

### **Third Party Websites / Linking**

9. Access by way of links to other websites is provided by the BRCC Social Media for convenience. BRCC does not control the content of such websites and your use of any linked websites is at your own risk.

### **International Use**

10. By choosing to access the BRCC Social Media from any location other than Canada, you accept full responsibility for compliance with all local laws that are applicable. BRCC makes no

representation that materials on the BRCC Social Media are appropriate or available for use in locations outside Canada, and accessing them from territories where their contents are illegal is prohibited. You may not use, export or re-export any materials from the BRCC Social Media in violation of any applicable laws or regulations, including, but not limited to, any Canadian export laws and regulations.

### **Intellectual Property Rights**

11. The information, content, graphics, text, sounds, images, buttons, trademarks, service marks, trade names and logos contained on the BRCC Social Media are protected by copyright, trademark, database right and other intellectual property laws.

12. You are granted a limited license solely for your own personal, non-commercial use to refer to, bookmark, or point to any page within the BRCC Social Media, and to download the materials contained on the BRCC Social Media to a single personal computer and print a single hard copy of the materials contained on the BRCC Social Media for your own personal reference, provided however that all copyright, trade mark and other propriety notices are left intact. The grant of this limited license is conditional on your agreement to, and compliance with, all of the terms of this Agreement. Any other use of the materials on the BRCC Social Media, including any form of copying or reproduction, (for any purposes other than those noted above) modification, distribution, re-publication, extraction, re-utilization, incorporation, or integration with other materials or works or re-delivery without the prior written permission of BRCC or the applicable owner, is strictly prohibited and is a violation of the proprietary rights of Curling Canada, Nova Scotia Curling Association, BRCC or its affiliates.

### **Modifications/Termination to this Agreement and Services**

13. BRCC reserves the right to change this Agreement at any time. Your continued access to or use of the BRCC Social Media after such changes indicates your acceptance of this Agreement as modified. It is your responsibility to review this Agreement regularly.

14. BRCC reserves the right to modify, suspend or discontinue the BRCC Social Media, or any portion thereof with or without notice to you. BRCC will not be liable to you or any third party should it exercise its right to modify, suspend or discontinue services.

15. Without limiting the foregoing, BRCC will have the right to immediately terminate your access to the BRCC Social Media in the event of any conduct by you which the BRCC, in its sole discretion, considers to be unacceptable, or in the event of any breach by you of this Agreement and Terms of Use.

### **Privacy and Protection of Personal Information**

16. BRCC respects your right to privacy. By agreeing to the terms of this Agreement, you may be providing BRCC with your personal information. This information will be used by BRCC for the purpose for which it was provided by you, for verification purposes, draws, contents, transactions, communications, registration and statistical analysis. This information may also be useful to provide you with details of products, services, contests, draws, competitions, training camps or promotions being provided or run by BRCC or any other of its affiliated organizations or any third party which the BRCC may select and which BRCC may think may be of interest to you, unless you have otherwise specifically opted not to receive this information.

17. BRCC acknowledges that they are governed by the Personal Information and Electronic Documents Act (PIPEDA) and will comply with such legislation.

### **Jurisdiction**

18. The BRCC Social Media is established and operated in accordance with the laws of Nova Scotia and Canada and this Agreement will be interpreted in accordance with the laws of the Province of Nova Scotia. You hereby consent and submit to the exclusive jurisdiction of the courts of the Province of Nova Scotia in any action or proceeding related to this BRCC Social Media and agree not to commence any such action or proceeding except in Halifax, Nova Scotia, Canada.

### **General**

19. This Agreement constitutes the entire agreement between you and the BRCC and governs your use of the BRCC Social Media.

20. Your continued use of the BRCC Social Media constitutes affirmative acknowledgement by you of the terms and conditions of the Agreement, including without limitation, any modifications or changes thereto.

21. If any portion of this Agreement is deemed by any court of competent jurisdiction to be illegal or unenforceable, then the remaining provisions of this Agreement will remain in full force and effect notwithstanding.

22. You agree that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to the BRCC Social Media or these Terms of Use must be filed within one (1) year after such claim or cause of action arose or be forever barred.

Adopted November 2020

## Nominating Committee and Annual Elections

The role of the nominating committee is two-fold. First, to canvas the membership to identify individuals interested in serving on the board of directors. Second, to run the elections at the annual general meeting of the club.

### Nominating Committee

The nominating committee is comprised of four club members, one of which is the current vice-president of BRCC. The vice-president is tasked with being the chair of the nominating committee. All four nominating committee members work together to identify candidates for the board of directors, including executive positions. As per the BRCC Constitution and By-Laws, the executive of the board of director consists of a president, vice-president, secretary, treasurer and immediate past president. There must be at least 9 directors and no more than 15 directors (see Bylaw 15). Every club member is eligible and encouraged to be a director. A healthy board of directors is comprised of a diverse representation of the club membership, including gender, age, ethnicity, background and league participation.

The nominating committee will canvas the membership to find interested candidates. This may be done by 'asking around', phoning individuals, making a general call-out using posters and social media, or other means deemed appropriate. They answer questions regarding the roles of the board of directors and the election process. It is highly encouraged that all individuals being elected to the board of directors be present for the elections at the annual general meeting.

### Annual Elections

Elections are held at the club's annual general meeting. One of the members of the nominating committee, usually the chair of the nominating committee, will run the elections.

At the time of the elections on the agenda of the AGM, the directors retire from office except for the chair of the AGM and the secretary who is taking minutes. The person running the elections will then make a motion to "open the nominations for the positions on the Board of the Directors of BRCC for the 20xx-20xx season". The chair will then ask someone to second the motion followed by discussion and a vote to accept the motion to open the nominations. With nominations now open, the nominations made by the nominating committee will then be put forward. The person running the elections will then clearly ask three more times if there are any nominations from the floor. If a nomination is made, the person nominated must be present to accept or decline the nomination. Once all nominations have been made, it will be announced that nominations are now closed.

**If there is no contest for any of the positions**, the entire slate of directors can be voted in simultaneously. (It's never in order to vote *Yes* or *No* (*For* or *Against*) a candidate when electing persons to office. The only way you can vote *against* a candidate is to vote *for* another person.) At this point, a motion is made to "elect the following members to the board of directors for



the 20xx-20xx season”, and they are listed out again, including any nomination made from the floor and accepted. The chair of the meeting will then ask for someone to second the motion and ask for a vote.

**If there is a contest for one or more of the executive positions**, then a motion is made to “open the elections for the position of \_\_\_\_\_”. The chair asks for someone to second the motion. The candidates are called in the order in which they were nominated. The chair conducts the election: “All those in favor of \_\_\_name\_\_\_.” The chair counts the votes, and moves to the next candidate, until the election is complete, and a successful candidate is determined by a majority of votes. Any positions without contest are then elected by slate as described in the previous paragraph.

With the elections now complete, the new, incoming board of directors assumes office and continues with the business of the AGM following the agenda.

[November 2020]

## Volunteer of the Year Award

The importance of volunteers to the overall success of Barrington Regional Curling Club cannot be overstated. As such, every year BRCC wishes to recognize one individual for their valuable and ongoing contribution to the club through their volunteer efforts. The Volunteer of the Year will be chosen based on their contribution's impact, reach, engagement, challenges, and inspiration. The volunteer chosen will have given significant unpaid hours, while contributing time, talents, energy and/or skills to help the curling club live up to its Mission Statement. This effort may be given in club governance, fundraising, delivery of programs, ice maintenance as well as any number of other areas. The Volunteer of the Year may have devoted endless hours to serve on committees, champion important issues and causes, coordinate events and/or donate their business expertise and resources to further the growth and development of the curling club. All curling club members are eligible to receive this award. However, preference will be given to those individuals who have made significant ongoing contributions and who have not yet received this honour.

### Nomination Procedure for BRCC Volunteer of the Year

Each year by December 1, a formal request will be made to the entire membership of BRCC for each member to submit the name of one member of BRCC to be considered by the board of directors to be nominated as BRCC's Volunteer of the Year. Each member is asked to submit one submission as a nomination for the award. Members may submit more than one name but only one per ballot with no repetition of names by the same nominator. It is encouraged that nominations include a description of the volunteer's contribution to the curling club and may also include any volunteer efforts within the general community and with other organizations. The nominator is highly encouraged to include their name on their submission. A box with a lockable lid will be available in which to place submissions. All submissions must be placed in the box before the regularly scheduled directors meeting in February.

Sample Ballot:

<p><b>Nomination for BRCC Volunteer of the Year 2020/2021 Season</b></p> <p>Nominee: _____</p> <p>Suggested by: _____</p> <p>Date: _____</p> <p>Nominee's Contribution(s):</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Selection Procedure for BRCC Volunteer of the Year

All member submissions, and only those submissions, will be reviewed at the regularly scheduled directors meeting in February. The board of directors will consider the number of submissions for each nominee, as well as the extent of their contributions, before making a final selection by vote of the board of directors. The next best person will also be determined at this time. The successful nominee will be contacted shortly thereafter by a board member. Any nominee will have the option to decline the nomination whereupon the next best person will be contacted.

The Volunteer of the Year award will be awarded at the annual closing banquet. The membership dues for the following year are waived for the Volunteer of the Year. The successful candidate's name will be submitted on behalf of BRCC as a nominee for the Municipality of Barrington's Volunteer of the Year.

Adopted November 2020.

## Fundraising

[Insert policy/procedures here.]

## Club Closures

(water shortage, snowstorms, etc)

[Insert policy here.]

## Ice Maintenance

[Insert policy/procedures here.]

# Ice Installation Instructions

## Prior to ice installation

- Sweep and scrub the stairs and boards.
- Sweep the ice surface floor and remove any large debris and grease spots.
- Seal the 6 outside doors along Sheet A with LePage brand “No More Drafts” transparent sealant.

Have a commercial cleaning service (i.e. Enslows) clean and scrub the ice surface floor

After the commercial cleaning, walk the ice surface floor several times and remove any gum, tape, grease spots and anything in general left on the cement. The floor must be as clean as possible for water to properly freeze on top of it.

## When ready to begin ice installation

Check with arena before starting to make sure there is plenty of water available. Run 200 gallons of filtered water through the small hose to the drain under the sheet D stairs before you start to flood.

Set temperatures: Brine 19 °F and Slab 21 °F

- Tape the boards
- Small hose – use the spray nozzle, 4-6 floods; 50 gallons per flood
- 250 gallons – install hacks and centers
- 500 gallons – start small hose flood (2-3 floods 200 gallons per flood)
- 1000 gallons – start big hose flood (2-3 floods 350-400 gallons per flood)
- 2500 – 2800 gallons
- Shut off plant
- Shave and then flood
- 3000 gallons before paint
- Turn plant down to 14 °F
- Five boxes of white paint – four coats
- Seal with boom
- Seal five or six times with boom – 250 gallons
- Small shower – forty – fifty gallons twice
- Install temperature probes
- Scribe circles – paint circles and hog lines
- Seal with mist six times
- Shower rings and hog lines two times
- Put in centerpiece and any other in-ice logos. Put center down dry – start with water in the middle and work out to the edges.

- Run lines and seal ten times
- Run centerlines – two black and one red
- Run divider lines
- Run tee lines and back lines (black)
- Seal all lines ten – twelve times
- Turn plant to 18 °F
- Small hose shower three times – 300 gallons
- 2 – 3 small hose floods – 500 gallons
- Big hose – Four floods
- For the final flood turn off compressor
- 6000 gallons all together
- Bring rocks into ice shed and leave on their sides on the boards walk for 48 hours minimum.
- After 48 hours, set rocks on plastic mesh on ice surface against boards.

Ice temperature for curling: 23 – 24 °F

Air temperature for curling: 35 – 40 °F

### Midseason flood

- Check with arena before starting to make sure there is plenty of water available
- Remove stones and hacks from the ice
- Clean all dirt from hacks
- Hot mop or burn and wet vac
- Hand scrape along boards
- Shave ice
- Clean out hack holes and insert copper plugs
- Shut off plant and brine pump
- Bring ice temperature up to 25 – 26 °F
- Bring air temperature up to 36 °F
- Run 100 gallons through the hose to drain under sheet D stairs to clean out the lines
- Try to flood with 450 gallons of water
- After flood, turn brine pump and compressor back on

### To Set Brine Temperature and Differential

- Push Select
- To set brine temperature push up or down button
- Push Enter
- Push Select again to set differential

- Set differential to 2 or 3 °
- Push Enter

## Kitchen Use

To all users of the BRCC kitchen, upon completion of food preparation/event:

1. Bag all garbage and place in garbage bin (outside through rear exit door).
2. Place all organic waste in large green bin (outside through rear exit door). Clean small green buckets and/or replace compostable bags.
3. Place all recyclables in blue bag and leave in kitchen.
4. Wash and dry all dishes, cutlery and pans used for the event, and put away.
5. Remove all perishable foods from the premises, or freeze for reuse.
6. Straighten up kitchen area, wipe down counters, clean stoves, ovens, refrigerator, cooler, microwave and other appliances.
7. In off season, unplug cooler and prop door open. Unplug the coffee maker.
8. Make list of any deficiencies and/or defective equipment and leave for kitchen manager.

## Instructions for Closing Bar and Club

### Closing Bar

1. Collect tip and coffee money from the jars on the counter and place the cash in the store room.
2. Put the till in the store room behind the bar, close the door and turn off the light.
3. Turn off & unplug Square following the procedure in the cash register drawer.
4. Place the 'lock stick' in the inside bottom track of the left side door of the cooler.
5. Place the padlock on the sliding bar door and close the padlock.
6. If there are used wine glasses or beer steins, wash them yourself or leave them for the bar manager in the bar sink, NOT the kitchen sink.

### Closing Club

Closing the club, especially after league games or any time it is dark outside, should always be done in pairs or groups. To ensure personal safety, no one should be locking up by themselves.

1. Ensure the heat in the ice shed is OFF by checking breaker switch 25 at the fuse panel in the electrical room, off the mechanical room.
2. Turn down the heat to 64°F at the thermostats in the bar area and the ladies change room.
3. Secure the doors to the men's and ladies' washrooms and changerooms in the open position using the wood wedges.
4. Make sure the coffee maker and the Keurig machine are turned off.
5. Turn off the lights in the ice shed if this has not already been done.
6. Turn off the lights in the lounge, at the bar and in the foyer, including the OPEN sign.
7. Set the alarm.
8. Lock the exterior door.

## Using the Square Point of Sale System for Club Sales

The Square Point of Sale (POS) system includes the iPad stand, power pack, USB hub and the chip/tap card reader. All transactions, including cash purchases, must be processed using the Square POS system. Instructions on how to use the Square POS system and the user manual for the iPod stand showing how the components are connected are to be stored in the bottom of the cash register till drawer.

### Turn on the Square POS System

1. Plug in the system to turn it on. Wait until the iPad powers on and the background screen appears.
2. Press the Home button (the round button on the right of the iPad) to bring up the lock screen.
3. Enter the 6-digit passcode to unlock the iPad. Contact the bar manager or a club director for the passcode. Do not share the passcode with anyone who is not a club volunteer trained to work the bar.
4. Open the Square app by touching the Square icon:



5. The orange header at the top of the screen turns black once the app has successfully connected with all the POS components. The system is now ready to use.
6. Put the cash till in the drawer and turn on the cash register using the key as usual. All purchases will now be processed using the Square POS app. The old cash register will now only be used as a cash drawer.

### To make a sale using the Square POS System

1. On the Checkout screen, touch the image corresponding to the item(s) being purchased. If needed, touch the 2 at the bottom of the screen to bring up the second page of item images. Touch 1 to return to the first page of items.
2. An itemized list of purchases appears on the right of the screen, including applicable tax.
3. The total appears on the right at the bottom in the blue box labelled 'Charge'.
4. To remove an item from the sale, left swipe on the item in the list of purchases on the right to show the red 'Delete' button on that item. Touch 'Delete' to remove the item. To remove all items from the sale, touch the down arrow at the top right of the screen and touch 'Clear Items'.
5. Once all sale items have been entered, touch the blue 'Charge' box.
6. The transaction screen appears with the purchase total indicated at the top. A green light appears on the card reader indicating it is activated.
7. If the customer is paying with cash, touch the cash value given or touch 'Custom' if a different cash amount is tendered.



8. If the customer is paying with a card, instruct them to tap or insert the chip into the card reader to process the transaction. If instructed by the Square POS app, rotate the stand and the screen toward the customer to enter their card PIN.
9. If the customer needs to swipe the magnetic strip on their card, use the swipe reader on the base of the iPad stand. If instructed, rotate the stand and the screen toward the customer to enter their card PIN.
10. Once the transaction payment has been entered, a receipt screen appears. Touch 'Email' or 'Text' to send the customer a receipt or touch 'No Receipt' to skip sending a receipt. If the customer wishes to receive a receipt, the screen will prompt you to enter the customer's email address or text number. You can ask the customer for their information or rotate the stand and the screen toward the customer to enter their own information. Paper receipts are currently not available with this POS system.
11. Once the transaction is complete, the screen displays a green check mark in the center. If the customer paid with cash and needs change, the amount to be returned will also be displayed.
12. Use the 'CA/AT/NS' button on the cash register to open the till and make change as needed. Close the till when the transaction is complete.
13. Touch the green check mark or touch 'New Sale' at the top left of the screen to return to the Checkout screen.

### To close down the Square POS system at the end of the night/event

1. Return the cash till to the storeroom and turn off the cash register using the key as usual. Leave the empty cash drawer open.
2. Press the Home button on the iPad to return to the home screen where all the app icons are listed.
3. Open Settings by touching the Settings icon:



4. Scroll to the bottom of the list on the right of the screen and touch 'Shut Down'.
5. The shutdown screen will appear and at the top instructs 'slide to power off'. Slide as indicated, the iPad will power off and the screen will go black.
6. Unplug the system so the iPad won't continue to charge when not in use.
7. Ensure all other club shutdown duties are complete, ex. storeroom is closed, cooler is barred and locked, heat in lounge and women's change room is turned down to 64 F, washroom and change room doors are propped open, the office door is closed, kitchen lights, bar lights and club wall sconces are turned off, Keurig coffee maker is turned off, all TV's are turned off and double check that the heat is turned off in ice shed.

## Facilities Rentals

Groups or individuals interested in renting the BRCC facilities are required to complete the Rental Agreement Form and submit it to the office. Details such as contact information, number of guests, use of kitchen or request for bar services will be collected. The manager or other designated person will then perform the following duties.

### Rental Duties – Before Rental

- Call renter and ask how many tables and chairs are needed, and when to open club. Determine from renter when they want the bar open.
- A few days before rental, sweep and clean ice shed and sweep and scrub lounge, kitchen and bathroom floors.
- Clean sinks, toilets and urinals.
- Empty garbage cans, restock toilet paper and paper towel.
- Get rental agreement signed, collect money for rental and damage deposit.

### Rental Duties – After Rental

- Check for damages. If none, return damage deposit.
- Renters must leave the facilities in the same condition they found them in:
  - Sweep ice shed and scrub any food, drink, etc. on floor.
  - Sweep lounge, kitchen, bathrooms. Scrub any food, drink etc. on floor.
  - Wipe off all tables.
  - Empty all garbage cans and green buckets in kitchen.
  - Make sure no food is left anywhere.

## Roles and Responsibilities

As per the Constitution and By-laws clause 51, a document detailing the roles and responsibilities of various paid and volunteer positions within the club is made available. Note that the roles and responsibilities of the president, vice-president, treasurer, secretary and directors are listed within the constitution (see clauses 22 and 23).

The roles and responsibilities listed herein may not be an extensive list of that role, but is a good guide to the duties expected of an individual taking on the role. More detailed instructions and explanations may be available from the last person occupying the role or from the club's board of directors. In addition, recommended procedures and best practices are available on Curling Canada's website. Visit [curling.ca](http://curling.ca), then go to About Curling>Business of Curling>Operations Manual.

### Bar Manager

1. Keep bar stocked. Purchase by cheque at the local NSLC in Barrington Passage except for some brands that are not available at this store. Buy those as necessary at Shelburne, Pubnico or Yarmouth using personal cash or credit card and then recover cost from club manager or directly from bar till. Get two copies of the receipt. Give one to the club manager and keep one for your own file.
2. Keep the cooler clean and orderly. This usually involves cleaning the shelves once a year and the bottom of the cooler twice a year, or more often as necessary. It will also be necessary to periodically dispose of stale-dated stock.
3. The bar cooler is owned by Pepsico in Winston Salem, North Carolina. For maintenance and service, their toll free number is 1-800-387-6683. Our customer number is 8324565.
4. Tend bar during functions and rentals or delegate this to other members experienced in bar tending.
5. In order to keep track of bar sales at large events such as wedding receptions and bonspiels, count the money in the till in advance of the event and again after the event is over. The club manager will take care of deposits from the bar till to the BRCC bank account.
6. Return refundable bottles and cans for cash refund at recycling centre on Oak Park Road. To save time, count the number of containers to be returned in advance. Refunds are as follows:
  - a. All amber beer bottles and all Sleeman brewery clear bottles - 10¢ each
  - b. Four litre wine boxes - 10¢ each
  - c. All liquor and wine bottles 750 ml and larger - 10¢ each
  - d. All other bottles and cans - 5¢ each
  - e. Keep amber beer bottles separate from clear beer bottles. Return amber and clear Sleeman beer bottles in cases of 24. Cardboard boxes for this purpose are available free of charge from the recycling centre.

7. Do annual inventory in April after the closing banquet and after the last club function of the season.
8. Take the 'Serve Right Bar Manager Responsible Beverage Service Program' course every three years, (2021, 2024, 2027, 2030... ) usually in Yarmouth during the month of May. This is presented by the Nova Scotia Tourism Human Resource Council, 902-422-5853. It is not a requirement of our bar license to take this course. It just makes good sense to do it. In the past, the club manager and the bar manager have attended. There is a fee of approximately \$85 per person that the club pays upon enrolling.
9. In conjunction with the club manager, arrange to have the liquor license renewed every three years, 2023, 2026, 2029, 2032... . The renewal application must be submitted at least 30 days prior to April 30 of those years. The Alcohol and Gaming Division of Service Nova Scotia usually mails a reminder notice well in advance. The fee is approximately \$550.

### Bonspiel Coordinator

There will be a Bonspiel Coordinator for each bonspiel (e.g.: Lobsterspiel, Seaspiel, opening and closing spiels, etc.) as needed.

Review the following points taken from Curling Canada's Business of Curling Club Operations Manual on Bonspiels: How to Organize a Successful Bonspiel.

"Curling could not exist without competition. Within each club, healthy competition is needed between regular and experienced players, or play will fall to a discouraging level. Inter-club play is needed to try new competition.

The most important elements are planning, planning, and more planning, topped off by work.

1. You, of course have decided whether the bonspiel will be mixed, women, juniors, youth (little rocks) or men participating in the bonspiel. Your next decision is when to hold it. Check the local or area bonspiel calendar to determine a date that does not conflict with another event of a similar type. Once you are established, other bonspiel planners will try to avoid the date of your bonspiel. Make your bonspiel unique. Pick a theme, a name, a gimmick, or all three. You want people to have fun and you want them to remember your event.
2. How many entries should you take? Naturally, this depends on how much ice you have available, but do not forget your capacity limitations on the social side. Resist the temptation of accepting more entries than you should. Accepting too many can turn a bonspiel into an ordeal. Nothing can dampen a bonspiel curler's enthusiasm more than an 11:00PM start, three nights in a row.
3. Arrange for volunteer help where necessary – clean up, bar help, rink rats, etc. A bonspiel committee is a must. Pick people you can depend on. Instead of making it an ordeal for a few, it can be fun for many besides bringing people together by participating in club affairs. Assign responsibility for tasks such as draws, rules, entertainment, etc., to

individual members. Avoid dumping jobs on the Club Manager. He or she has more than enough with his or her normal duties. Make up a duty roster to ensure at least one committee member is present during all activities to keep the draw up to date, answer questions, and solve problems, etc.

4. Keep a check list of things to be done. This will serve as a status reminder to you and avoid the possibility of something being overlooked.
5. Work out a budget. Each committee member with spending responsibility will then know where he or she stands. Most of the revenue will go into prizes, entertainment and food.
6. Print posters listing type of bonspiel, date, number of rinks, fees and closing date of entries. Email and mail posters to all clubs within your market and any other contacts you might have. A covering letter of welcome would also assist.
7. Develop a sponsorship package. Send all thank you notes/cards promptly to sponsors advising of the success and scope of entries (including any press clippings).
8. Get the local business community behind you. A bonspiel is good news for the entire business community. See if a local hotel would be willing to give out-of-town curlers a special rate on accommodations or whether the local Chamber to Commerce would be willing to provide free shuttle service between the rink and the hotel.
9. Arrange food and beverage specials and entertainment well in advance. Purchase prizes curlers would be thrilled to accept. Make up envelopes with instructions and other relevant information. Prizes (and trophies) should be displayed early on the final day.
10. Make up a fair and equitable draw. Notify skips well in advance with accurate information. Remember the GOLDEN RULE: do not expect to follow a schedule that you would not want to follow yourself. If you schedule a team for a late-evening game Saturday night, do not expect them to be back on the ice at the crack of dawn Sunday morning. If you are pulling in curlers from farther away than your immediate area, take their travel time into account when you are setting up the schedule. To keep things fair, have the teams play on different sheets of ice during each round. Anticipate all possible outcomes and decide ahead of time how ties will be broken and what will happen if some of the games are running behind schedule.
11. Make the spiel fun, but keep it competitive. The trend today is to classify bonspiels as either fun or competitive. This split is not necessary. If social activities or low-cost rewards make the difference, then the "Brier" or the "Tournament of Hearts" could be called fun bonspiels. Remember, competition (to most) is important at any level. Not enforcing rules, poor organization, etc., will degrade the function and turn people off.
12. Get your house in order (literally!). Spend a little time making sure that your house is in order before all your guests arrive. The lounge and locker areas should be spotless and organized. Remember you are showcasing your building! You want your Ice Tech to make "championship ice". (There is an art to making ice that can stand game after game of curling.) Ensure that the rocks are well matched. (An experienced curler from your club should be able to help you with this important task.) Make sure your umpire is familiar

with the most up-to-date rules – particularly important if the Free Guard Zone Rule will be used in your bonspiel.

13. Good luck, good curling, great hospitality and have fun!”

### Club Manager

Duties of the BRCC Manager/Administrator position are as follows. This is by no means a complete list, but it outlines the major responsibilities.

1. Have the club open for league curling 30 minutes prior to the scheduled start time.
2. Ensure that the club, bar and cash are secured after curling or other events. Periodically, responsibilities for this may be passed on to a director with a security code.
3. Have the club open for business as required, normally Monday to Thursday inclusive, 3:00 PM to 10:00 PM and Friday, 9:00 AM to 4:00 PM.
4. Cleaning responsibilities shall be in accordance with a provided list of duties.
5. On arrival at the club, check the ice temperature and report any problems to the president.
6. Keep accurate records of all league curling results.
7. Coordinate signage including renewals and recruitment of new customers.
8. Be responsible for the BRCC pro shop including ordering supplies, equipment and clothing and offering the same for sale to members.
9. Ordering and maintaining stock and supplies as necessary to support club activities.
10. Promote and accept club rentals during the curling season and the non-curling season. Liaise with renters to determine their requirements.
11. Collect and record spare fees from non-members curling as spares.
12. Other related duties as may be assigned by the President/BoD.
13. Record time worked, time off, sick time and overtime in a time book provided by BRCC.
14. No personal use of internet, email, video games, cell phone, facebook, twitter during working hours.

### Draw Master

1. Work with Bonspiel Coordinator to create and post a draw schedule for the event.
2. Work with Bonspiel Coordinator to notify teams (especially away teams) of their first draw times, ideally 5-7 days in advance of the first day of the spiel.
3. Consider using an online bonspiel tracker, such as [bonspieler.com](http://bonspieler.com).
4. Important considerations when creating the draw:
  - a. Teams should never be scheduled to play more than three games in one day.
  - b. Prior to Sunday (or the final day of the event), teams should not be scheduled to play back-to-back games.
  - c. Teams that are in a long draw in a first round should not fall into a long draw in a future round, if at all possible. Similarly, teams in a short draw in a first round should not fall into a short draw in a future round, if at all possible.

- d. Away teams should be contacted for preferred first draw times and every effort should be made to accommodate the request.
- e. Two away teams from the same club should not play each other in the first round.
- f. If more than three draws of curling are planned in one day, time should be scheduled for ice maintenance. Work with the ice maker to figure that out.
- g. Make best use of ice, lounge, kitchen and club facilities on Friday and Saturday evenings to maximize club revenue.
- h. Once the draw has been created, double and triple check it. Have another curler review it. Once the event has begun, it is nearly impossible to make changes.

### Fundraising Committee Chair

[Insert roles and responsibilities of Fundraising Committee Chair here.]

### House Committee Chair

- 1. Monitor the BRCC for minor repairs to the facility.
- 2. Provide facility maintenance as requested by the Board of Directors or maintenance that any member may bring to the attention of the house coordinator. (For minor purchases, submit receipts to club manager for reimbursement. Any purchases for maintenance over \$250 require the approval of the Board of Directors.)
- 3. Report monthly to the Board of Directors on maintenance completed and maintenance that requires the attention of the Board of Directors.
- 4. Provide lawn care that is not provided by the Municipality of Barrington.

### Ice Maintenance Chair

- 1. Ensure the ice is being scraped and/or shaved regularly, at a minimum each day the ice is being used, and more often if multiple games are played in one day.
- 2. Train volunteers as needed in ice maintenance, pebbling and scraping.
- 3. Work with each League Coordinator to ensure an Ice Maintenance volunteer is available to prepare the ice for each league. Similarly, work with Program Coordinators to ensure the ice is ready for programs as well.
- 4. Work with Bonspiel Coordinators to ensure an ice maintenance schedule is in place and good ice conditions are kept for the duration of the bonspiel.
- 5. Work with the Ice Maker as needed, especially at the beginning of the season and for the mid-season flood.
- 6. Be familiar with the basic function and operation of the equipment, including the compressor, condenser, brine pump, hot water tank, dehumidifier, Ice King, nipper and other tools for maintaining the ice.
- 7. Notify the Board of Directors of maintenance issues and when funds are needed to repair/replace equipment.
- 8. Monitor and record water quality, ice temperature, air temperature and humidity.

9. In conjunction with the Ice Maker and Board of Directors, identify the desired ice conditions being strived for. (Generally, this means 14-15 second hog-to-hog draw time and 3.5-4 feet of curl, both turns.)
10. Perform such other duties as may be assigned by the President and/or Board of Directors.

### Ice Maker

1. Work with the Board of Directors to identify a date to start the ice-making process.
2. Refer to the Ice Installation Instructions for step-by-step guide.
3. Assemble a team of volunteers to assist in the various steps. Call volunteers as needed. The Social Media Coordinator can help spread the word as well.
4. Work with the Ice Maintenance Chair as needed.
5. Work with the Ice Maintenance Chair regarding the mid-season flood. If rescheduling is required, involve the Board of the Directors and communicate with any affected program/event organizers.

### Junior Program Coordinator

1. Set up and organize registrations for the Junior Curling Program, including Junior Curlers (ages 8+) and Ice Cubes (ages 5-8).
2. Set a schedule of dates and times for junior curling as approved by the Board of Directors.
3. Organize volunteers to assist in delivering instruction to the junior curlers.
4. Ensure all junior curlers have a signed and current 'Informed Consent and Assumption of Risk Agreement' on file.
5. Deliver NSCA approved instruction to junior curlers, including certificates and badges as applicable.
6. Share any curling opportunities outside BRCC, such as NSCA jamborees and junior bonspiels, with parents/guardians and junior curlers, and facilitate participation in those events.
7. Promote and advertise the Junior Curling Program through the local schools, social media and any other appropriate channels.
8. Organize and run social events for the junior curlers as needed, such as a holiday social or end-of-season celebration.
9. Coordinate effort with all league members and the Board of Directors to ensure a harmonious working relationship.
10. Perform such other duties as may be assigned by the President and/or Board of Directors.

### Kitchen Manager

1. Check and clean cupboards, shelves, stoves (ovens) and fridge once a year and as needed. Dispose of stale/expired items.
2. Collect and wash dishcloths, aprons, etc. as needed.
3. Check supplies in kitchen on a regular basis. If running low on coffee, tea, milk, cream, sugar, etc., purchase items and get reimbursed from club manager. If low on supplies



such as disposable plates, bowls, plastic cutlery, coffee filters, parchment paper, gloves, table rolls, etc., inform the club manager to place an order.

4. Organize a committee to plan and execute kitchen duties for the fall fling, lobsterspiel, and other events as needed. After the event, plan a meeting to debrief and make notes for the next year.
5. Work with the club manager to create sign up sheets for food donations for club events. Canvas people to sign up to donate items needed. Ask league coordinators to announce to their leagues.

### League Coordinator

There will be a League Coordinator for each league (e.g.: mens, womens, modified mixed, seniors, mixed doubles, etc.) as needed.

1. Organize and help make up teams for league play.
2. Organize and help make up draw for league play and play-offs.
3. Post current schedules and current spare's list for leagues.
4. Determine the winners and runners-up of league play and playoff rounds. Fill out the club records required for awards and plaque engravings.
5. Keep a current record of all league play and league standings (in conjunction with the Club manager).
6. Ensure the notice board is kept up to date with league-specific information.
7. Work with the Ice Maintenance Chair to ensure ice is prepared for draws.
8. Coordinate effort with all league members and the Board of Directors to ensure a harmonious working relationship.
9. Perform such other duties as may be assigned by the President and/or Board of Directors.

### Nominating Committee Chair

The nominating committee chair is usually the current vice-president of the club but may be another club member as assigned by the board of directors. Refer to the document titled Nominating Committee and Annual Elections for more details.

1. Put together a nominating committee of four (4) club members.
2. Work with the nominating committee members to identify candidates for the board of directors, including the executive positions.
3. Run (or assign another member of the nominating committee to run) the elections at the annual general meeting.

### Policies and Procedures Committee Chair

1. Assemble a committee of members willing to serve, and arrange several meetings per year, as needed to complete the tasks of the committee.
2. Ensure the Policies and Procedures Committee reviews the BRCC Constitution and Bylaws document at least every 5 years, and brings recommended updates to the Board of Directors for consideration.

3. Ensure the Policies and Procedures Committee reviews existing policies and procedures regularly, bringing recommended changes to the Board of Directors for consideration as needed.
4. Ensure the Policies and Procedures Committee creates new policies and procedures as needed or as requested by the Board of Directors and brings these to the Board of Directors for consideration.
5. Perform such other duties related to updating or creating documents as assigned by the President and/or Board of Directors.

### Publicity Committee Chair

[Insert roles and responsibilities of Publicity Committee Chair here.]

### Rental Coordinator

The rental coordinator manages the rental of the BRCC facilities during both the curling season and the off-season. Responsibilities include:

1. Accept communication via phone, email, text message or Facebook from the potential renters and provide return correspondence.
2. Determine the date(s) for requested rentals and ensure there are no double bookings.
3. Keep a record of the event dates on both the computer spreadsheet and the desk calendar in the BRCC office;
4. Send a pdf of the latest rental agreement to the prospective renter by email or messaging.
5. Meet with the prospective renter to determine the following:
  - a) the number of tables and chairs required;
  - b) a request for bar service and, if so, what time they want service to begin;
  - c) the class of special occasion liquor license required for the event, if bar service is requested;
  - d) if the rental is for a reception, the time of day to open and lock the club on the three days;
  - e) how much kitchen use the renter will require;
  - f) if the renter will have a dance as part of the event. If yes, security is required in accordance with the agreement;
  - g) obtain the 50% deposit (excluding the security cost) from the renter;
  - h) date the agreement and ensure it is signed by both parties.
6. Advise the renter they cannot bring any alcoholic beverages into the club. If the renter wishes to provide wine or other alcoholic drinks at each table in the event while having the club provide bar service, BRCC must buy the wine and can sell it to the renter at retail cost. In this case, the renter must advise the rental coordinator of the brand of wine and quantity required. The wine must be available from the Barrington Passage NSLC store so BRCC can obtain their licensee discount. If bar service is not needed but the renter wants to serve wine at each table, the renter is responsible for obtaining their own special occasion liquor license.
7. A few days prior to the event, ensure the lounge, washrooms, foyer and kitchen are clean and there is an adequate supply of toilet paper, paper towels and hand soap in each washroom. If BRCC maintains a cleaning schedule during the off-season, these parts of the building will be kept clean on a regular basis. If not, the rental coordinator is also responsible for cleaning in

advance of each rental. In all cases, the rental coordinator must ensure the concrete floor and the sideboards in the ice shed are clean prior to each event.

8. Make sure there is an adequate supply of tables and chairs inside the ice shed to satisfy the needs of the renter. Advise the arena manager as early as possible about the number of tables and chairs needed for the event. (902-637-2015 ext 2)
9. Keep the bar manager informed of all matters dealing with the provision and serving of alcohol at the event.

### Risk Management Committee Chair

1. Chair all meetings of the Risk Management Committee.
2. Along with the members of the Risk Management Committee, identify potential risks to the Barrington Regional Curling Club or its members while at the club.
3. Along with the members of the Risk Management Committee, develop strategies to mitigate any potential risks identified by the committee or any members of the society.

### Social Committee Chair

[Insert roles and responsibilities of Social Committee Chair here.]

### Social Media Coordinator

The Social Media Coordinator oversees the creation, maintenance and daily use of the BRCC Social Media, as defined in the BRCC Social Media Use Agreement. The BRCC Social Media are an important owned asset of BRCC and are to be used in an effective, professional and a fully respectful manner consistent with the BRCC Social Media Use Agreement.

The primary purposes of BRCC Social Media include, but are not limited to:

1. Communication with club members and to maximize the awareness of club members regarding club events and curling activities which may be of interest to members
2. Communication with and promotion of the club, club events and curling opportunities to the general public
3. Promotion of the sport of curling in general and sharing of “interest items” relating to the sport of curling to club members and the general public
4. Acknowledgement of club sponsors, community partners and supporters

Best practices should always be followed when administering any BRCC Social Media. Content should be current and on topic with respect to the business, sport and general community of curling. Efforts should be taken to limit off-topic content. The Social Media Coordinator has the responsibility to monitor the BRCC Social Media and may hide, delete, censor, block or report any content that is determined to be off-topic for a curling club or otherwise violates the BRCC Social Media Use Agreement.

The use of photographs and other images on any BRCC Social Media must be compliant with the Photography section of the BRCC Participant Consent Form. No photos of individuals may be

posted on or shared to or by any of BRCC's Social Media without the consent of any and all individuals present in the photo.

### Special Events Committee Chair

[Insert roles and responsibilities of Special Events Committee Chair here.]

### Webmaster

The webmaster oversees the procurement, creation, maintenance and daily use of the BRCC website, as defined in the BRCC Social Media Use Agreement. The BRCC website, currently located at <https://barringtoncurlingclub.weebly.com>, is an important owned asset of BRCC and is to be used in an effective, professional and a fully respectful manner consistent with the BRCC Social Media Use Agreement.

The primary purposes of the BRCC website include, but are not limited to:

1. Promotion and communication of the club, club events, curling leagues, programs and other curling opportunities for club members, curlers and the general public
2. Registration of club members and curlers into club leagues, programs and other events
3. Promotion of the sport of curling in general and sharing of "interest items" relating to the sport of curling to club members and the general public
4. Acknowledgement of club sponsors, community partners and supporters

Best practices should always be followed when administering the BRCC website. Content should be current and on topic with respect to the business of BRCC, the sport of curling and the general curling community. Efforts should be taken to avoid off-topic content, misinformation and false or incorrect information. Content should be removed or revised immediately once it is out of date, no longer current, cancelled, postponed or no longer relevant.

The use of photographs and other images on the BRCC website must be compliant with the Photography section of the BRCC Participant Consent Form. No photos of individuals may be posted on the BRCC website without the consent of any and all individuals present in the photo.