



TRURO CURLING CLUB

Truro, Nova Scotia

**BY-LAWS, POLICY,
JOB DESCRIPTIONS
&**

TERMS of REFERENCE

MARCH 2013

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PART 1 – BY-LAWS

1.0 Definitions

1.1 In these by-laws unless there be something in the subject or context inconsistent therewith, the following terms shall have the following definitions:

- (a) "Board" means the Board of Directors of The Truro Curling Club
- (c) "Club" means The Truro Curling Club
- (d) "Member" means a person as defined in the by-laws of The Truro Curling Club
- (e) "Registrar" means the Registrar of Joint Stock Companies appointed under the Companies Act (Nova Scotia)
- (f) "Special Resolution" means a resolution passed by not less than three-fourths (3/4) of such members entitled to vote as are present in person, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

2.0 Name

2.1 This Club shall be known as "The Truro Curling Club".

3.0 Members in Good Standing

3.1 Any member whose dues are not in arrears and who is not on suspension or expulsion from membership in accordance with these by-laws shall be considered as a "member in good standing".

4.0 Curling Year

4.1 The curling year of the Club shall be the period from September 1 in any year to August 31 in the year next following. The period from April 15 to October 15 shall be considered the "off season", with the remainder of the year being considered the "curling season".

5.0 Fiscal Year

5.1 The fiscal year of the Club shall be the period from May 1 in any year to April 30 in the year next following.

MEMBERSHIP

6.0 General

6.1 Any person wishing to become a member of the Club shall complete a membership application form, indicating the category they wish to apply for.

6.2 An administration fee shall accompany each application.

6.3 Unless otherwise specifically provided for in these by-laws, every member of the Club shall be entitled to attend and vote at any meeting of the Club and to hold office.

6.4 There shall be no proxy voting at any meeting of the Club or its committees.

6.5 Membership in the Club shall not be transferable but may be renewable from year to year upon payment of the annual dues applicable to the membership category that the member wishes to be in for the next curling year provided the member was a member in good standing at the end of the previous curling year.

6.6 Membership in the club shall cease upon the death of a member, by resignation (in writing), by failure to renew membership, or if the member ceases to qualify for membership in accordance with these by-laws.

7.0 Full Members

7.1 Full members shall be nineteen (19) years of age or older at the time of application for membership.

7.2 A full member who is a member in good standing shall enjoy all privileges of the Club.

8.0 New Curler Members

8.1 New curler members shall be nineteen (19) years of age or older at the time of application for membership.

8.2 New curler members are persons who have not curled before.

8.3 New curler members who are members in good standing shall enjoy all privileges of the Club except shall not be entitled to serve on the Board.

8.4 The term of new curler members shall not exceed one (1) curling year.

9.0 Daytime Members

9.1 Daytime members shall be nineteen (19) years of age or older at the time of application for membership.

9.2 Daytime members may apply for transfer to any other membership category once during the curling year and shall pay such annual dues as are determined by the Board.

9.3 Daytime members may play in morning and afternoon Club competitions and may spare and enter other special prize and funspiels regardless of the time held.

9.4 Daytime members may participate in competitions leading to and including provincial and national championships.

9.5 Daytime members may vote at general meetings of the Club and may serve on the Board of Directors.

10.0 One-Night Member

10.1 One-Night members shall be nineteen (19) years of age or older at the time of application for membership.

10.2 One-Night members may apply for transfer to any other membership category once during the curling year and shall pay such annual dues as are determined by the Board.

10.3 One-Night members may play one scheduled evening game per week and may spare and enter other special prize and funspiels regardless of the time held.

10.4 One-Night members may participate in competitions leading to and including provincial and national championships.

10.5 One-Night members may vote at general meetings of the Club and may serve on the Board of Directors.

11.0 Student Members

11.1 Junior Members shall be youth under 21 years of age who wish to curl in Junior-aged competition.

11.1 (a) the age at which youth can start the junior program or pre-junior program will be at the discretion of the Junior Committee.

11.1 (b) junior members are eligible to curl after school, at designated junior events and fun spiels and special events at the Club if eligible.

11.1(c) junior members can spare in the night leagues if 16 years of age. Junior members under 16 years of age require the approval of the Junior Committee.

11.2 Student Members are senior high school students who are members in good standing in the Club's junior curling program and/or post-secondary students who are under the age of twenty-six (26) years, at the commencement of the curling year and who are attending regular classes or courses at a post-secondary facility as a full-time student, shall qualify as a student member. Junior high school curlers can become student members at the discretion and approval of the Junior Committee and Curling Committee.

11.2 (a) student members may participate in the regularly scheduled evening Club competitions and may participate in competitions leading to and including provincial and national competitions, provided they meet the eligibility requirements of those competitions.

11.2 (b) student members may spare and enter other club competitions and prize or funspiels.

11.3 Junior (excluding pre-junior) and Student Members are entitled to vote at any meeting of the Club.

11.4 A Student Member may be selected by the Junior Committee to sit on the Board as a voting member.

12.0 Half-Year Members

12.1 Half-Year members shall be nineteen (19) years of age or older at the time of application for membership.

12.2 Half-Year members shall indicate the curling membership category they wish to apply for (Full, New Curler, Daytime or One-Night) and shall pay such annual dues as are determined by the Board for a half-year membership.

12.3 The term or duration of half-year memberships shall be either September 1 to January 15 or January 16 to August 31, provided however that upon the expiration of the September 1 to January 15 term, half-year members may enjoy all of the benefits of the social membership category for the remainder of the Curling Year.

12.4 Half-Year members may apply for transfer to any other membership category once during the curling year and shall pay such annual dues as are determined by the Board.

12.5 Half-Year members who are members in good standing may vote at general meetings of the Club and may serve on the Board of Directors.

12.6 Half-Year members shall enjoy the curling privileges of their membership category except may not play or spare in competitions leading to and including provincial and national championships.

13.0 Social Members

13.1 Social members shall be nineteen (19) years of age or older at the time of application for membership.

13.2 Social members may apply for transfer to any other membership category once during the curling year and shall pay such annual dues as are determined by the Board.

13.3 Social members shall not be entitled to vote at general meetings of the Club unless they are a member of the Board of Directors.

13.4 Social members may curl in social curling events and have practice ice privileges similar to other membership categories but shall have no other curling privileges.

14.0 Honorary Members

14.1 Honorary members are members to whom the Club has accorded special recognition. An application for honorary membership may be made on behalf of a member or former member of the

Club who has been an active member for twenty-five (25) years provided, however, that in special situations of exceptional service to the Club, an application may be made on behalf of a member who has not been an active member for twenty-five (25) years. Honorary members shall be entitled to all the privileges of the Club and shall not be assessed annual dues. All applications for honorary membership shall be considered by the Board and, if recommended, shall be brought before the members at a general meeting and upon receiving the support of two-thirds (2/3) of the members present who are entitled to vote, the member's name shall be placed on the list of honorary members. A list of honorary members shall be posted in a conspicuous place in the Club. The Board shall, during the month of March, scrutinize the membership enrolled to evaluate possible additions.

15.0 Group Rentals

15.1 The Board may declare any group of persons as a "group rental" provided that each group rental must supply a list of the persons entitled to use the rental premises prior to commencing any use thereof and those persons so listed shall have the same benefits as those of the social membership category during the currency of the rental.

15.2 Group rentals shall be limited to the time of the rental and if the rental is on a periodic basis to the actual time of occupation during each period. All persons to whom group rentals have been granted shall sign a special membership book prior to using the Club's facilities. If the rental is on a regular basis, a special membership card may be issued in lieu of signing a special membership book to those who are nineteen (19) years of age or older which shall entitle the holder to all the benefits of the social member category during the curling year, except may not serve on the Board of Directors.

16.0 Prospective Members

16.1 A member in good standing may introduce a prospective member to the Club who shall enjoy all social privileges of the Club and curling privileges. A prospective member may not be so introduced more than three times during any curling year, and must be signed in on each occasion.

17.0 Membership Dues

17.1 A dues schedule shall be prepared by the Board to be presented to the membership at the semi-annual meeting for approval and shall include, where applicable and among other things, the dues proposed for each membership category, applicable taxes, interest or discounts, the terms of payment of dues and locker rental fees.

17.2 If a member has not paid the dues in accordance with the terms set forth in the dues schedule and as are approved for that member's category then that member shall be under automatic suspension of membership privileges from the Club until the dues are paid. Any member whose dues are unpaid at the end of the curling season shall no longer be a member of the Club and shall not be entitled to renew the membership in the next curling year. Any such person must reapply for membership in the Club and shall not be recommended for membership in the Club until all dues owing by such person have been paid in full.

17.3 All applications for remission or other consideration of dues shall be referred to the Board. The application stating reasons for remission of dues shall be delivered to the secretary.

18.0 Visitors

18.1 Visitors to the Club must be signed in by a member of the Club. Visitors may be accorded all social privileges of the Club and may be granted curling privileges if they are members in good standing of another curling club. Visitors may be permitted to spare no more than three (3) times per curling season and are permitted to curl in regular cup play only.

19.0 Members Bound by By-Laws

19.1 Every member shall be bound by and shall obey the constitution, by-laws and regulations of the Club and shall at all time act in a manner, which, in the opinion of the Board, is acceptable. All instances of unacceptable conduct shall be referred to the Board, who shall investigate the circumstances, determine whether any action is warranted, and decide on the action to be taken in respect of that member.

19.2 Any member may be expelled or suspended if two-thirds of the Board members present at any meeting where the question of such expulsion or suspension is dealt with vote in favour thereof provided that seven (7) calendar days' notice in writing that such action will be considered at such meeting shall be given to the member by posting a registered letter to that member's last known address. The notice shall also advise the member of the right to be present at the meeting either in person or to be accompanied or represented by counsel.

MEETINGS OF MEMBERS

20.0 General Meetings

20.1 The annual meeting shall be held every year on or before the 30th day of April. The agenda shall include the following, provided however that nothing herein shall be interpreted so as to restrict other business from being placed on the agenda:

- (a) Reports of the board of directors
- (b) Election of the board of directors
- (c) Reports of committee chairpersons
- (d) Election of committee chairpersons
- (e) Names of deceased members during the previous curling year

A written copy of all reports shall be given to the secretary at least ten (10) days prior to the meeting and will be available to the members at the club for their perusal six (6) days prior to the meeting. A brief oral report may be given at the meeting at the request of the chairperson.

20.2 The semi-annual meeting shall be held every year on or before the 15th day of September. The agenda shall include the following, provided however that nothing herein shall be interpreted so as to restrict other business from being placed on the agenda:

- (a) Interim reports of committee chairpersons
- (b) Reports of officers
- (c) Unaudited financial statements
- (d) Operating budget
- (e) Dues schedule

A written copy of all reports shall be given to the secretary at least ten (10) days prior to the meeting and will be available to the members at the club for their perusal six (6) days prior to the meeting. A brief oral report may be given at the meeting at the request of the chairperson.

20.3 A special meeting may be called by the President or by any ten (10) members entitled to vote at a general meeting by requisition to the President in order to deal with matters of importance that requires membership attention and involvement. A requisition to the President to call a special meeting of the Club shall be in writing, shall be signed by those members named in the requisition and shall state the nature of the business to be done at the special meeting.

20.4 Notice of semi-annual, annual or special meetings shall either be:

- (a) Given in writing (letter or email) to all voting members of record at least seven (7) calendar days in advance of the planned meeting, or
- (b) Posted in the Club at least seven (7) days in advance of the planned meeting and advertised in the local newspaper at least two days in advance of the meeting.

20.5 The order of business at all Annual and Semi Annual Meetings shall include the following, provided however that nothing herein shall be interpreted so as to restrict other business from being placed on the agenda:

- (a) Reading and adoption of minutes of previous meeting
- (b) Business arising from the minutes
- (c) Reading of correspondence
- (d) Reports of officers

- (e) Reports of committee chairpersons
- (f) Unfinished business
- (g) New business
- (h) Adjournment

20.6 At any general meeting of the Club, twenty-five (25) members entitled to vote at a general meeting shall constitute a quorum. If within one-half hour from the time appointed for the meeting, a quorum of members who are entitled to vote is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, it shall stand adjourned to such time and place as a majority of the members who are entitled to vote then present shall direct and if at such adjourned meeting a quorum of members who are entitled to vote is not present, it shall be adjourned sine die.

20.7 At any meeting, unless a poll is demanded by at least three (3) members, a declaration by the chairperson that resolution has been carried and an entry to that effect is in the minutes of the meeting, shall be sufficient evidence of the fact without proof of the number or proportion of the members recorded in favour of or against such resolution.

20.8 If a poll is demanded in manner aforesaid, the same shall be taken in such manner as the chairperson may prescribe and the result of such poll shall be deemed to be the resolution of the club in general meeting.

20.9 The books and records of the Club may be inspected by any member at any reasonable time within two (2) days prior to the annual or semi-annual meeting.

- 20.10
- (a) The President of the Club shall preside as Chairperson at every general meeting of the Club;
 - (b) If there is no President or if at any meeting the President is not present, the First Vice-President shall preside as Chairperson;
 - (c) If there is no President or First Vice-President or if at any meeting neither the President nor the First Vice-President is present at the holding of the same, the Second Vice-President shall preside as Chairperson; and
 - (d) If there is no President, First Vice-President or Second Vice-President or if at any meeting neither the President nor the First Vice-President nor the Second Vice-President is present at the holding of the same, the members present shall choose someone of their number to be Chairperson.

20.11 The Chairperson shall have no vote except in the case of an equality of votes. In the case of an equality of votes, the Chairperson shall have a casting vote.

20.12 The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members in accordance with by-law 21.4.

20.13 At any general meeting of the Club, matters of order shall be governed by Robert's Rules of Order to the extent that same are not covered by and do not conflict with these by-laws.

BOARD OF DIRECTORS

21.0 Directors

21.1 Unless otherwise determined by general meeting, the number of directors constituting the Board shall be not greater than thirteen (13) and shall consist of a President, First Vice-President, Second Vice-President, Past-President, Treasurer, Secretary, Curling Chairperson, Ways and Means Chairperson, Facility Chairperson, Membership Chairperson and three Directors-at-Large.

21.2 The directors shall be elected by the members at the annual general meeting of the Club.

21.3 At the annual general meeting, all of the directors of the Club shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected. Retiring directors are eligible for re-election.

21.4 (a) In the event of a director resigning from office or ceasing to be a qualifying member of the Club, that office shall ipso facto be vacated and the vacancy thereby created may be filled for the unexpired portion of the term by the Board from among the members of the Club.

(b) The membership may, by special resolution, remove any director before the expiration of the period of office and appoint another person in the place of the removed director. The person so appointed shall hold office during such time only as the director who was removed would have held office if not for the removal.

21.5 Meetings of the Board shall be held as often as the business of the Club may require and shall be called by the Secretary upon request from the President or any three (3) directors. Notice of such meetings, specifying the time and place thereof shall be given either orally or in writing to each director within a reasonable time before the meeting is to take place, but non-receipt of such notice by any director shall not invalidate the proceedings at any meeting of the Board.

21.6 No business shall be transacted at any meeting of the Board, unless at least 8 or two-thirds (which ever is less) of the directors are present at the commencement of such business.

21.7 The President or, in his absence, the First Vice-President or, in the absence of both of them, any director appointed from among those directors present shall preside as Chairperson at meetings of the Board.

21.8 The Chairperson shall be entitled to vote as a director. In the case of an equality of votes, the Chairperson shall have the casting vote in addition thereto.

21.9 The signing officers shall be any two of the President, the First Vice-President and the Treasurer.

21.10 The President, the First Vice-President and Treasurer shall be ex-officio members of all committees.

21.11 All directors shall be responsible for ensuring that visitors to the Club are courteously received and that their names are entered in the guest register and shall be responsible for ensuring that new members receive immediate attention in the Club and shall at all times promote the objectives and interests of the Club.

21.12 The Board shall have the superintendence of the affairs of the Club and shall make all necessary arrangements and regulations for the operation of the Club and same shall not conflict with the By-Laws.

21.13 The President shall be the Chief Executive Officer of the Club and shall preside at all general and Board meetings. The President shall be responsible for the overall operation of the Club and shall ensure that the rules of procedure and other matters as provided for in these By-Laws are strictly adhered to. The President shall maintain order at all meetings where the President is acting as Chairperson.

21.14 The First Vice-President shall be the Chief Operating Officer of the Club and shall, in the absence of the President, assume the duties and responsibilities of that office, and shall:

- (a) act as custodian of the manual of policies of the club.
- (b) act as custodian of the manual of duties and responsibilities for standing committee chairpersons.

21.15 The Second Vice-President shall in the absence of the President and First Vice-President, assume the duties and responsibilities of those offices and shall:

- (a) act as custodian and maintenance of all Club records, trophies and the Club directory;
- (b) be an ex-officio member of the Curling Committee; and

- (c) conduct an annual review of all Club insurance coverage and present a report to the Board prior to December 1st.

21.16 The Secretary shall keep the minutes of all general and Board meetings and shall give notice of all such meetings and shall also conduct the general correspondence of the Club and perform all other duties generally pertaining to the office of Secretary. The seal of the Club shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

21.17 The Treasurer shall monitor all Club monies and bills as approved by the chairperson of the committee contracting any expense provided that the committee is within its annual budget or by the Board if not contracted for by any committee. The Treasurer may in the Treasurer's discretion refer any bill to the Board for approval. The Treasurer shall present at the semi-annual meeting, the unaudited financial statements for the preceding year and an operating budget for the current year. All accounts shall be paid by cheque. The Treasurer shall be bonded by the Club to the minimum amount of \$5,000.00. The following sub-committee shall report to the Treasurer:

Sub-committee(s) - Finance

- (a) The Finance Committee shall consist of a Chairperson and at least three other members. The Finance Committee shall be responsible for providing advice and recommendations on matters related to the Club's finances including such things as budget preparation, forecasts, borrowing, accounting practices, cost accounting and development of financial policies.

21.18 The Past President shall attend meetings of the Board and serve in an advisory role. The following sub-committee shall report to the Past President.

Sub-committee(s) - Human Resources

- (a) The Human Resources Committee shall consist of the Past President, President and 1st Vice President. The Human Resources Committee shall monitor, review, conduct and advise on matters relating to staffing including such things as job descriptions, performance appraisals, staffing complement and training needs.

21.19 The Ways and Means Chairperson shall be responsible for raising revenues for the Club, other than that raised through dues, bar revenues and rentals, so as to meet the needs of the Club from time to time. The following sub-committee shall report to the Ways and Means Chairperson.

Sub-committee(s) - Catering

- a) The Catering Committee shall consist of a Chairperson and at least six (6) other members. The Catering Committee shall operate the kitchen facilities and cater to Club functions.

21.20 The Facility Chairperson shall be responsible for the maintenance of the Club assets, and shall incur all necessary expenditures in connection therewith and shall maintain an ongoing inventory of all Club property. The Facility Chairperson shall also be responsible for the maintenance of the ice plant and the making and maintenance of ice.

21.21 The Curling Committee shall consist of a Chairperson and at least five (5) other members, including an Assistant Chairperson. The Curling Committee shall be responsible for local curling, foreign matches, Club playdowns for provincial competition, selection of rinks, scheduling of matches, preparation and distribution of the Club Curling Schedule, and establishing rules and regulations with regard to all Club curling activities. Each league within the Club shall have a representative on the Curling Committee, who shall report to the Curling Committee Chairperson.

21.22 The Membership Committee shall consist of Chairperson and at least two (2) other members, including an Assistant Chairperson. The Membership Committee shall be responsible for promoting Club membership and recruiting new members, hosting the annual open house, receiving, investigating and considering applications for membership, and shall prepare an updated membership list which shall be posted in the Club at all times. The Membership Committee shall assist new members of the Club in participating in Club activities, shall maintain active contact with members, investigate members' complaints and ensure that members are comfortable within the Club. The following sub-committees shall report to the membership chairperson.

Sub-committee(s) - Promotions; Instruction.

- (a) The Promotions Committee shall consist of a Chairperson and at least three (3) other members, including an Assistant Chairperson and a committee member who shall serve as Club Historian. The Promotions Committee shall be responsible for all aspects of public relations on behalf of the Club, including media coverage of events, and arranging for photos and interviews.
- (b) The Instruction Committee shall consist of a Chairperson and at least four (4) other members, including an Assistant Chairperson. The Instruction Committee shall be responsible for providing instruction to all members who desire assistance in improving their curling skills and cover such things as fundamentals of curling, rules of the game, etiquette, equipment required and strategy.

21.23 The Directors-at-Large shall be responsible for maintaining lines of communication between the Board of Directors and club members. The following sub-committee shall report to a Director-at-Large, whom shall be selected by the Directors-at-Large.

Sub-committee(s) - Entertainment

- (a) The Entertainment Committee shall consist of a Chairperson and at least four (4) other members, including an Assistant Chairperson. The Entertainment

Committee shall co-ordinate and plans the social functions of the Club and shall assist the Board in extending hospitality to visiting curlers and guests.

21.24 The Board shall be allowed, under exceptional circumstances, and with posted notice to the membership, to permit a Club member to continue to serve on the Board of Directors when the member may not otherwise meet all eligibility requirements for the position.

COMMITTEES

22.0 Nominating Committee

22.1 The Nominating Committee shall consist of three members of which at least two shall have served as President of the Club and shall be appointed by the President not later than the 15th day of February in each curling year. The committee shall prepare a list of potential Directors and Committee Chairpersons for submission to the members at the annual meeting.

22.2 To be eligible for nomination a nominee must be a member in good standing of the Club. Nominees to the Board of Directors must meet the requirements of by-law 22.2.

23.0 Ad Hoc Committees

23.1 The Board may strike or create other committees of the Club from time to time as the need arises for such matters as special events, special projects, special spiels, hosting championships and fundraisers.

MISCELLANEOUS

24.0 Job Descriptions

24.1 A manual containing the duties and responsibilities of the following positions shall be maintained and updated as necessary:

- a. Board of Directors
- b. Club Staff

24.2 This manual shall be reviewed annually by the Board prior to the Semi-Annual Meeting, making alterations to reflect any changes or additions to best administer the management or administration of the Club. The management of this manual is the sole responsibility of the Board of Directors, and amendments may be made at Board Meetings by majority vote without prior notice. The manual shall be held by the President and a copy shall be posted in the Club for membership use.

25.0 Club Policy Manual

25.1 A manual containing the adopted policies of the Club shall be maintained and updated as necessary. This Policy Manual shall include all policies approved by the Board of Directors or the membership at a General Meeting. This Policy Manual shall be reviewed annually by the Board prior to the Semi-Annual Meeting to ensure that all policies are current and applicable.

25.2 The management of this Policy Manual is the sole responsibility of the Board of Directors who may add, delete or alter the policies as approved by majority vote without prior notice. The First Vice-President is responsible for updating the Manual on an on-going basis, as new policies are adopted. A copy of this manual shall be posted in the Club at all times. The Board of Directors is responsible to ensure the enforcement of all Club policies with assistance from the Staff of the Club.

26.0 Rules of Play

26.1 In all matches the play shall be governed by the rules of the Nova Scotia Curling Association unless otherwise directed by the Curling Committee for Club competitions or special events.

27.0 Club Representative Teams

27.1 The rinks to represent the Club in any provincial competition that is not an open entry event shall be determined by a playdown, the type of which shall be proposed by the Curling Committee and ratified by the Board. All members participating in playdowns leading to provincial and national play must give satisfactory assurance that they are prepared to represent the Club and also that their Club dues are paid in full upon entering the competition.

27.2 Should more than one member of a winning representative team be unable to participate at a provincial playdown, then the next succeeding team in order of finish shall be named as the representative team. The team members who actually compete at the provincial playdowns shall receive recognition for representing the Club.

27.3 Teams representing the Club at a national championship shall be eligible for monetary assistance from the Club, in an amount to be determined by the Board.

28.0 Staff

28.1 The Board shall determine the complement of staff necessary to maintain the daily operations of the Club. The Board shall present its recommended complement of staff to the semi-annual meeting for consideration and ratification. Any additional changes in staff during the year must be approved by the Board for ratification at the annual meeting. The Board shall determine the salary and duties of each staff person.

28.2 The Board may engage a Club Manager as one of the staff, who shall be responsible for the supervision of the staff. The Club Manager shall receive all Club monies and pay bills as approved by the chairperson of the committee contracting the expense and the signing officers. All accounts shall be paid by cheque. The Club Manager shall report to the President and shall be bonded to the minimum amount of \$5,000.00.

29.0 Borrowing By-Law

29.1 The Club may borrow, raise and secure the payment of money in such manner as it thinks fit and with the sanction of a special resolution, issue debentures or mortgage its real property to secure the payment of money borrowed by it.

29.2 The Club shall file with the Registrar a copy in duplicate of every special resolution within fourteen (14) days after the resolution is passed.

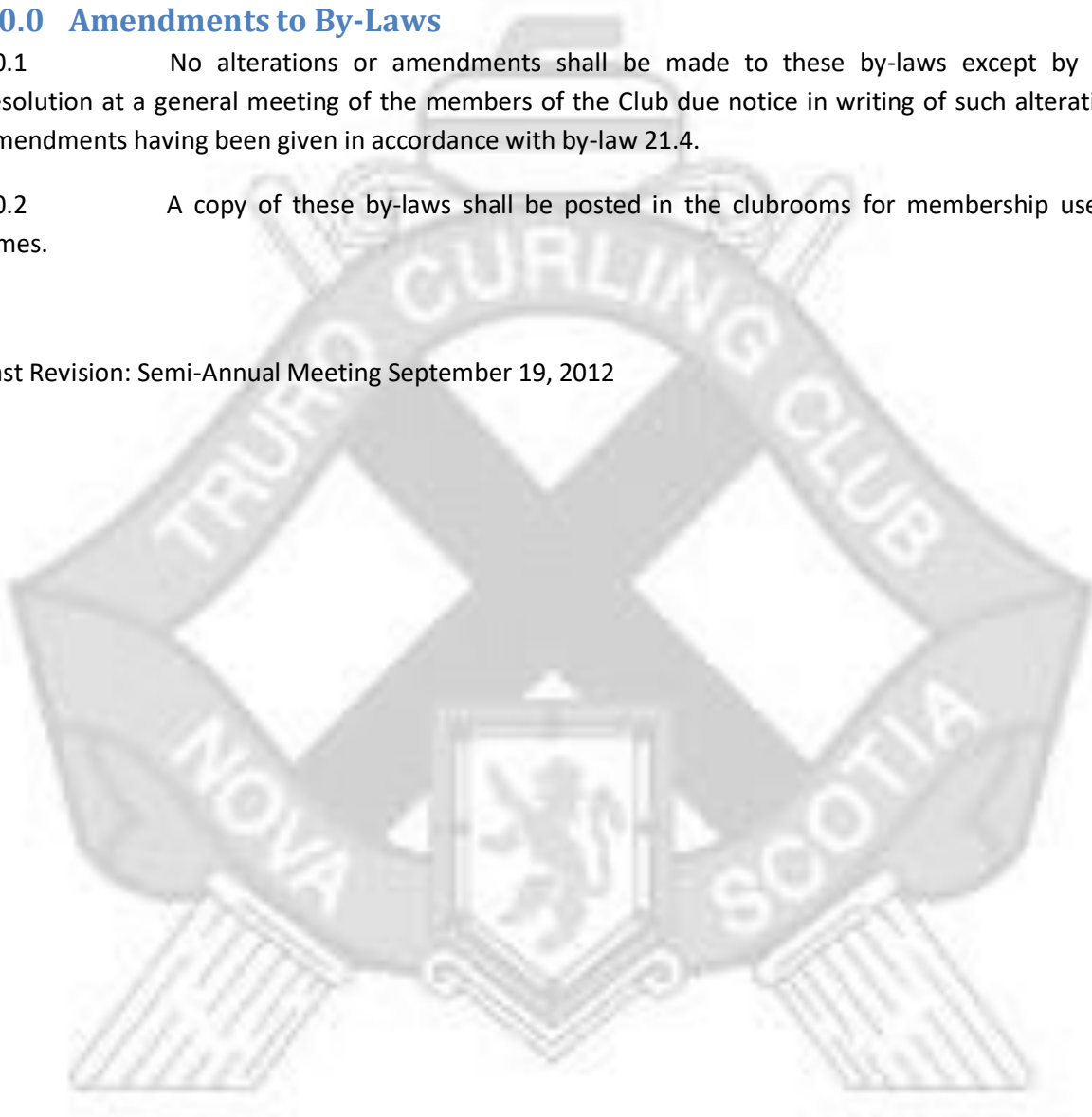
29.3 Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Club by the President and the Secretary, or otherwise as prescribed by resolution of the Board.

30.0 Amendments to By-Laws

30.1 No alterations or amendments shall be made to these by-laws except by special resolution at a general meeting of the members of the Club due notice in writing of such alterations or amendments having been given in accordance with by-law 21.4.

30.2 A copy of these by-laws shall be posted in the clubrooms for membership use at all times.

Last Revision: Semi-Annual Meeting September 19, 2012



PART 2 – ADMINISTRATION AND OPERATIONS - POLICY

Alcohol Service

Policy Statement: The Truro Curling Club (TCC) is a sports and social facility which is dedicated to its customers' pleasure and satisfaction. The TCC has been granted a Club License to facilitate the sale and service of liquor as provided by the Liquor Licensing Regulations made under the Liquor Control Act. It is essential that clear direction is provided on the moral, legal, safety and liability issues as the TCC is responsible for the safety and sobriety of the people who are in attendance.

Policy Objective: The objective of this policy is to ensure effective procedures are in place for all events in which alcohol is provided in order to: minimize the liability for members, the participating public, the TCC and its server personnel (staff and volunteer workers); to promote responsible drinking; and to reduce the potential for litigation or suspension of liquor license privileges.

Policy Directives:

- By law, alcohol will not be served to patrons to the point of intoxication (under the influence of liquor) or to patrons who are already intoxicated. Nor will patrons who are troublesome, dangerous or under the legal drinking age be served at any time.
- The TCC shall not permit:
 - I. The licensed premises to be operated without having a properly qualified individual present who is designated as being in charge.
 - II. Any liquor sold on the licensed premises to be taken from the premises.
 - III. Any liquor, other than that purchased under the authority of the license to be brought upon or sold in the licensed premises. All unauthorized alcoholic beverages will be immediately confiscated.
 - IV. Any person who is or appears to be intoxicated to be on the licensed premises.
- The TCC shall ensure that:
 - I. Liquor served shall be consumed on the premises during the hours serving is permitted.
 - II. There is a mandatory last call one-half hour before the bar closes.
 - III. The bar serving area will close no later than 1:00 am.
 - IV. That all patrons vacate the premises one-half hour after the bar closes.
 - V. Only persons, whom are 19 years of age and older sell, serve or handle alcohol.
 - VI. Under no circumstance shall a person under the age of 19 years be permitted to consume or be provided with alcoholic beverages of any kind.
 - VII. A guest registration book is kept in which the date and name of any guest entering the Club and the name of the member signing him/her into the Club are recorded. Liquor is not served except to a member of the TCC or a registered guest.
 - VIII. Server personnel do not allow patrons behind the bar serving area.
 - IX. An adequate and secure storage facility is provided for the storage of liquor.

- X. For events in the ice shed:
- The minimum number of trained server personnel at an event must be at least two for the first 100 persons in attendance, and one additional server for each additional 100 persons in attendance.
 - It is recommended that all liquor be served in disposable cups.
 - All entrances/exits are to be properly monitored to enforce that alcoholic beverages remain within the licensed area and are not brought in from outside the licensed area.
- Server personnel will serve guests in a responsible, friendly and professional manner and assist guests to drink in moderation and provide a safe and enjoyable atmosphere.
 - To promote responsible drinking the TCC shall:
 - Ensure a provision of a balanced use of alcohol at any event so that alcohol becomes a responsible part of a social function, rather than a reason for it.
 - Honour and abide by the decision of abstainers not to drink and encourage their participation in the event by the provision of alternative non-alcoholic drinks.
 - The sale of tickets slows down the rate of consumption as people are required to make two stops before getting drinks, providing event workers with the opportunity to look for signs of intoxication. If tickets for serving of alcohol are sold, they must be purchased from a designated ticket seller and redeemed at the bar serving area.
 - TCC servers will
 - Restrict the number of tickets purchased at any one time.
 - Redeem for cash on demand at any time during the event any tickets which are unused.
 - Offer customers who are becoming intoxicated non-alcoholic drinks.
 - Treat all guests with respect, using tact, understanding and patience when denying alcohol service to guests.
 - Endeavour to prevent drinking and driving. Assist intoxicated guests to find a safe way home by calling a cab or arranging alternate transportation. If necessary, call the police.
 - The law clearly states the TCC has a duty to control, that is, to protect participants from foreseeable harm to themselves or others. If server personnel were compensated for their volunteer work with free alcohol, and if an accident were to occur, it would be difficult to demonstrate control if the control agents had been consuming an intoxicating substance. Therefore, server personnel will refrain from the consumption of alcohol while on duty.
 - To recognize signs of intoxication and to know how to intervene to keep customers safe, server personnel must have received instruction in the legal and safe service of alcohol to be eligible to work at any function involving alcohol service.

- In case of an incident involving problems like refusing service or ejecting a guest, etc., the details of the incident are to be recorded by the event worker. Minimally, the incident report should include the date and time of the incident; names of guests involved; witnesses; was the guest refused service or asked to leave; were underage guests involved; was there violence, vandalism or fighting; was safe transportation arranged; were the police called; was force used to eject the guest – how much force?; what the event worker(s) did. The event worker shall provide a copy of the incident report to the event supervisor who shall deliver it to the Board of Directors.
- Reducing the risk of litigation requires not only the components of a policy but also the recruitment of appropriately trained supervisors and server personnel. The TCC is morally obligated to inform server personnel of the potential for litigation and to provide them with the tools to avoid such proceedings. The on-duty Supervisor shall:
 - Ensure server personnel are able to recognize the signs of intoxication.
 - Ensure server personnel know the requirements of an incident report.
 - Ensure server personnel have been instructed in emergency procedures.
 - Ensure server personnel sign that they have read and understand this policy.
 - Confirm with server personnel that drinking on the job is not permitted.
- Server personnel represent the TCC and themselves. Proper attitudes and actions that reflect positive public reaction are expected. Any improper actions will not be excused. Violation of the policy as described and/or unsatisfactory performance may result in suspension of employment or volunteer opportunity.

Accountability: During the off-season the 1st Vice President and during the in-season the Bar Manager.

Last Revision: February 24, 2003

I, the undersigned, hereby certify that I understand the policy.

Printed Name

Signature

Date

Bar Operations

Policy Statement: The Board of Directors of the TCC is responsible for the overall financial management and operation of the Club. Where the Bar is a significant source of revenue for the Club guidelines are required to ensure a proper management system is in place to guarantee its successful operation. The 1st Vice President shall audit the bar operations on behalf of the Board of Directors.

Policy Objectives: The objective of this policy is to outline a protocol for the staffing, accounting, product pricing and selection, inventory control, reporting system, and cash management for bar operations during both the curling and off season periods.

Policy Directives:

Staffing (Curling Season)

- Prior to July 1st of each year the Human Resources Committee shall recommend to the Board the total number hours of work per week for the Bar Manager.
- Prior to August 1st of each year the Board shall notify the Rink Manager and Bar Manager of any changes to the regular operational hours of the bar.
- The Bar Manager will establish, maintain and utilize a volunteer pool to supplement staff hours. The Bar Manager shall provide adequate training to meet the operational requirements of the bar. Such training shall include, but not limited to, the following: liquor license regulations, cash management, record keeping, inventory security and the Club's Front Door Security Policy.
- The Bar Manager shall prepare a work schedule to meet bar operational requirements and provision of services, utilizing a volunteer pool as required.

Staffing (off-season)

- The management of bar operations shall be the responsibility of the 1st Vice President. The 1st Vice President will confer with the Bar Manager as to his/her availability for periodic recall during the off-season. If the Bar Manager is unavailable the 1st Vice President will schedule volunteers to work the bar.

Accounting (curling season)

- The Bar Manager, in consultation with the 1st Vice President, shall submit a draft budget of Bar Operations to the Treasurer by August 15th for inclusion in the annual budget of the Club. Categories to be identified are: operational costs, estimated labour costs, proposed product prices, and estimated gross sales.
- The Bar Manager shall ensure a journal entry of daily sales is maintained and shall complete a written weekly and month end bar report and will ensure the month end report is submitted to

the Board. The month end report shall include inventory versus sales, unit cost versus sales and staffing/volunteer hours. All records shall be kept on file for a period of seven (7) years.

- The 1st Vice President may audit the bar operations at anytime and report specific findings to the board.
- The Bar Manager will periodically monitor operations to ensure compliance with liquor license regulations and budget requirements and shall take corrective action as required.
- The Bar Manager shall ensure that the TCC has all required licenses and special permits for the bar operations.

Accounting (off-season)

- The 1st Vice President shall ensure a detailed financial bar report is completed at the conclusion of each event and shall ensure a report of regular weekly bar sales is recorded.

Product Pricing and Selection

- The Bar Manager shall periodically undertake a price comparison with other similar establishments in the area and shall report this survey to the Board.
- A ticket system for sale of alcoholic products may be utilized by the TCC.
- The Bar Manager may authorize occasional “Happy Hour” times with the prior approval of the 1st Vice President, President, or 2nd Vice President.

Prices – the standard Happy Hour price is the regular price less 15% rounded to the nearest \$0.25.

General – group rentals are generally not eligible for Happy Hour privileges.

- The Bar Manager will solicit input from the membership in order to maintain an ample and appropriate selection of alcoholic and non-alcoholic product for the members and guests.

Inventory Control

- The Bar Manager is responsible for maintaining a regular inventory of all bar supplies and security of such, and shall record in detail a weekly and month end inventory of all bar supplies.
- The Bar Manager, in consultation with the 1st Vice President, shall determine who will have access to the bar facilities and inventory.

- The Bar Manager will prepare a weekly bar order to replenish supplies and shall maintain documentation of such purchases and product costs. The Bar Manager will ensure the supplies are purchased and delivered to the Club and that all empties are returned for credit.
- During the off-season the 1st Vice President shall be responsible to ensure proper inventory controls are in place and that adequate product is purchased.

Reporting System

- The Bar Manager will ensure suitable reporting forms are developed and used.
- The Bar Manager shall submit a written report to the membership at the Annual General Meeting of the Club. The report should include an overview of the bar operations for the past curling season.
- The 1st Vice President shall submit a written report to the membership at the Semi-Annual General Meeting of the Club. The report should include an overview of the off-season rentals and bar operations.

Cash Management

- The Bar Manager shall ensure an adequate float is maintained for volunteer workers, if required.
- A daily cash balance sheet is to be completed at the end of each shift.
- The Bar Manger shall ensure all monies from sales are properly secured at the conclusion of each day.
- Credit and bar tabs are permitted but must be paid before leaving the Club. For non-members the credit/bar tabs are to be secured with a debit or credit card.
- Securing all monies during the off-season is the responsibility of the person in charge of the bar operations for that event.

Accountability: The Bar Manager reports to the 1st Vice President and is accountable for all bar operations during the curling season. The 1st Vice President is accountable for bar operations during the off-season. Bar volunteers are accountable to the Bar Manager.

Revised Date: September 5, 2012

Betterment Fund

Policy Statement: The Board of Directors of the TCC has an obligation to develop a policy and fund for the purpose of continuously maintaining and improving the Club's facilities and equipment. Furthermore, the Board of Directors are obligated to ensure due diligence in long range planning to consider maintenance and improvements to this facility and the use of these funds.

Policy Objectives: The objective of this policy is to outline a protocol for the establishment, maintenance, expansion and administration of funds for planned capital purchases. These funds are for the purpose of improving the Club's facilities and equipment as noted in the Club's Betterment Plan.

Policy Directives:

- The Treasurer shall establish/maintain a separate investment account at the Club's financial institution, referred to as "The Betterment Fund". The Betterment Fund shall be in an investment type in which the principal funds do not erode.
- The President, 1st Vice President and Treasurer shall have signing authority for the Board.
- The Board of Directors along with the Finance Committee shall recommend the sources and level of funding to be maintained in the Betterment Fund. This recommendation shall be submitted for approval as part of the annual budget process at the Semi-Annual General meeting.
- Funding will come from an annual charge to membership dues. Funding will also come from a number of sources, but not restricted to: specific fundraisers, rental income, donations, interest on investments, levies on renters/users of facilities, depreciation of Club Assets, etc.
- Circumstances qualifying for expenditure of the Betterment Fund would include items of a capital nature, (i.e. building and equipment) and are contained in the Club's Betterment Plan. The Board will periodically seek recommendations for priority purchases from the Facility Chairperson, staff and the membership at general meetings.
- The Betterment Fund can be accessed by the Board with membership approval at a Semi-Annual, Annual or Special General Meeting of the Club.
- The Board of Directors is responsible to ensure the fund is properly accounted for, properly reported and all information disclosed to the membership at any general meeting.

Accountability: The Board of Directors is accountable to ensure the Betterment Fund exists, that proper accounting methods and controls are used and that full disclosure is made.

Revised Date: September 5, 2012

Booking Ice Time

Policy Statement: Use of ice at the Club will be through a reservation system.

Policy Objective: The objective of this policy is to provide an organized system for members and rentals to utilize the curling ice.

Policy Directives:

- The curling committee chairperson and other league committee chairpersons will book ice as required for league play with the Rink Manager.
- Use of the curling ice during non-scheduled ice times must be approved and booked by the Rink Manager. Bookings shall be posted on a notice board in the main floor common club room.
- The Rink Manager, in conjunction with the curling committee chairperson shall maintain a schedule/calendar of booked curling events at the Club.
- The Rink Manager may book ice rentals in accordance with the rental policy.

Accountability: Members are responsible for booking ice with Club staff. The Rink Manager is responsible for booking ice rentals. Curling committee chairperson must coordinate and book ice requirements with the Rink Manager.

Revised Date: September 5, 2012

Casual Employees

Policy Statement: From time-to-time it is necessary to supplement the Club's regular staff with additional help. This may be accomplished by hiring casual employees or using volunteers.

Policy Objectives: The objective of this policy is to provide direction on when to hire casual employees and when to use volunteers.

Policy Directives:

- Casual employees are generally limited to part time hours and are hourly paid.
- Casual employees are typically hired to only do the type of work done by regular staff, i.e. bar, ice maintenance.
- Casual employees may be hired to: 1) fill in for regular employees who are away from the job because of illness and other unforeseen reasons; 2) work shift schedules in accordance with the staffing and budget plans.
- The Rink Manager (or Human Resources Committee) is responsible for hiring casual employees.
- The hourly rate of pay for employees will be set by the Human Resource Committee and approval by the Board.
- Generally, volunteers for ice, bar and custodial will be used by Management to stay within budgeted staff salaries and wages (i.e. volunteers will be used rather than hiring additional casuals). The Rink Manager, or for Bar Operations, the Bar Manager will be responsible for obtaining volunteers to work in place of paid staff.

Accountability: Rink Manager, Bar Manager, Board of Directors

Reference: Bar operations policy, annual staffing report, staff job descriptions.

Revised Date: September 5, 2012

Club Bonsel Fees

Policy Statement: Fees may be charged to participants in Club bonsel to help defray costs.

Policy Objective: The objective of this policy is to provide guidance for setting and utilizing bonsel fees.

Policy Directives:

- The organizing committees of Club bonsel shall set bonsel entrance fees.
- The Board of Directors may give direction to organizing committees on the establishment of bonsel fees.
- All revenue received from Club spiels shall be reported to the Treasurer, deposited in the Club's bank account and recorded in the Club's financial ledger under bonsel.

Accountability: Organizing Committees, Board of Directors

Revised Date: September 5, 2012

Reference: Former policy document – Fees for Club Spiels and Playdowns

Club Security

Policy Statement: The efficient operation of the TCC depends on the Club being accessible to members and staff. Consequently there is a need for certain individuals to access the Club outside of the hours of operation while at the same time putting in place measures to ensure security of the Club.

Policy Objectives: The objectives of this policy are to outline front door procedures to safeguard the property of the Club and its members and to allow access to authorized personnel.

Policy Directives:

- The front door shall be locked at 9:00 pm on scheduled curling nights by a member of staff.
- During times when there is an event upstairs and no curling, the front door will be locked at the discretion of staff and the event organizing committee chairperson.
- Anyone wishing to gain entry to the Club after 9:00 pm may either: ring the intercom buzzer at the front door and request entrance or if a key holder, use a door key.
- A key will only be provided to members of the current Board of Directors, current Sub-Committee Chairpersons and club staff. Key holders must agree to return their key to Rink Manager at the end of their term of office and to not loan or have their key copied.
- The Rink Manager shall maintain a list of persons who have keys. Each person shall sign for a key upon receipt and return.
- In October of each year the Rink Manager shall advise the Board of Directors of all outstanding keys and make a recommendation as to the changing of locks.
- The Rink Manager at the first Board of Directors meeting after Annual General Meeting shall demonstrate to all Board members the proper use of all locking devices on the Young Street Entrance.
- Authorized persons using the Club during closed hours must ensure the front door is secure during their stay and after their departure.

Accountability: Club staff is responsible for locking the front door at 10:00pm and authorizing entrants after this time. The Rink Manager is responsible for the storage, distribution and collection of keys and the distribution of the code for the front door. Staff and authorized members are responsible for returning their keys and not abusing the privileges that some with having a key.

Revised Date: September 5, 2012

Display of Awards and Pictures

Policy Statement: The TCC generates many awards, trophies and pictures. It is in the best interest of all for the Club to effectively display and store them.

Policy Objectives: It is the objective of this policy to create an orderly, artistic and cost effective display of selected team and individual awards, trophies and pictures.

Policy Directives:

- A committee headed by the second vice president and including the promotions committee chairperson will oversee and undertake the task of displaying awards, trophies and pictures. Locating these displays will be at the discretion of this committee in consultation with club staff.
- The committee will maintain and display the list of honorary members.
- Displays will be erected for members recognized by Halls of Fame.
- Awards and photos will be displayed according to four broad categories: (a) national/international competition; (b) provincial competition; (c) club competition and (d) history.
- The Rink Manager will ensure banners are displayed in the ice shed during the curling season and stored elsewhere in the club during the off season.
- The Promotions Committee will maintain photo/ news clipping scrap books of club events and occurrences. e.g. 8- enders, club bonspiels, etc. This history information shall be stored in the Club vault for long term safe keeping.
- Framing and matting can be expensive. The committee must: be prudent with expenditures, operate within an approved budget and advise the Board of proposed expenditures in excess of \$100.00.

Accountability: Second Vice President and Promotions Committee chairperson.

Last Revision: August 21, 2002

Facility Rental

Policy Statement: The TCC has a mandate to provide curling services to its members. Provided that those services are met and if dates are available on the calendar then the Club will make its facilities available on a rental basis. The facility includes: the ice shed, lounge, kitchen, clubrooms and locker rooms. Rentals may include one component of the facility or any combination of components. Curling rentals are all events that are not Club league/cup play. Social rentals are all events that are not organized by members exclusively for members or the TCC junior program.

Policy Objective: The objectives of this policy are to provide guidance to Club staff and members as to when and how Club facilities may be rented out. The implementation of this policy will result in an orderly procedure for rentals and generation of revenue for the Club.

Policy Directives:

- All rental inquiries and bookings will be directed to the Rink Manager.
- The Rink Manager will prepare a schedule of rental fees in March of each year. The fee structure will be reviewed and approved annually by the Board of Directors (see attached).
- Club sponsored spiels (i.e. cash spiel, prize spiels, provincials, etc.) would be considered rentals, which may qualify for special rental rates. The Board may modify the rental fee schedule to attract a potential client.
- The Rink Manager will be responsible for the collection of all rental fees. A minimum 10% deposit is required at the time of booking, with the balance payable within 7 days following the rental date. Notice of cancellations received within seven days of the rental dates shall result in the forfeiture of the booking deposit (maximum 10%).
- Security of the Club during and after rentals shall be the responsibility of the Rink Manager.
- All Colchester Firefighter and commercial leagues events shall be considered rentals.
- All rental revenue shall be deposited into the general revenue of the Club.
- All renters will be provided with an information/orientation package to help ensure personal safety and enjoyment while using the club facilities.
- All renters will be required to enter into a “Club Rental Agreement” with the TCC. The rental agreement will describe the terms, conditions and responsibilities of each of the parties. The Rink Manager will normally execute the agreements on behalf of the Club.

Accountability: Rink Manager, Board of Directors

Last Revision: February 23, 2003

See Part 4 for a copy of the Facility Rental Agreement and Facilities Rental Conditions Form.

Rental Rates* (Effective Sept.1, 2012)

Type of Rental	Day & Times	Off Season	In Season
		Rate (HST included)	Rate (HST included)
Club Rooms	One Day 8 am – 1 am	235.75	460.00
	One Evening 6 pm – 1 am	235.75	264.50
Ice Shed	One Day 8:00 am – 1 am	235.75	471.50
	Friday 6 pm to 5 pm Sunday	586.50	994.75
	Week	1,173.00	On request
	One Evening 18:00 – 24:00	235.75	431.25
Ice Shed, Per Sheet	Anytime 1) Games	Not available	92.00
	Anytime 2) Other	Not available	17.83
Ice Shed and Club Rooms	Friday 6 pm to Sunday 5 pm	707.25	1380.00
	One Day 8:00 – 1:00	350.75	690.00
	One Evening 18:00 – 1:00	293.25	460.00
Meeting Room	Max. 4 hours, 15 people	60.95	60.95
Practice Fees	Non-members	Not applicable	\$5/hour
Spare Fees	Non-members	Not applicable	\$10/game

* The most current rates are posted in the Rink Manager's office.

1. All voting members of the Club qualify for a 15% discount on the rental rate fee for the Club rooms and meeting room, anytime, and in the ice shed in the off season. Discount does not apply to ice.
2. The fees may be altered by the Board at their discretion.
3. The Rink Manager has the authority to reduce fees charged to non-member rentals by a maximum of 15% provided there are extenuating circumstances and that he/she reports to the Board at the earliest opportunity.
4. The Board will consider proposals/requests for reduced rates greater than 15% from clients who upon comparing our rates with competitors may take their event elsewhere. This provision will generally apply only to full day or greater, full ice shed events with large numbers of people and that would potentially have high bar sales. The Rink Manager will bring the request to the Board for a decision prior to booking.
5.
 - 1) The ice shed per sheet anytime rate applies to most rentals and where all of the customers are properly signed in as guests of club members and are curling with those members. This rate entitles customers to a maximum 8 ends of curling.
 - 2) The "other" rate applies only to groups of school students and members of other clubs for practice purposes.
6. The times shown in the table should be considered as "windows" for the start and stop times for event rentals. The actual time the event runs may be any time within the bounds of the window.

Financial Emergency Fund

Policy Statement: The Board of Directors of the TCC has an obligation to ensure the viability of the Club by developing the capability to react to emergency financial circumstances. One of the ways this can be accomplished is to maintain a fund specifically for this purpose.

Policy Objectives: The objectives of this policy are to provide a source of funds should an emergency financial situation arise within the Club and to establish the protocol for accessing and spending the fund.

Policy Directives:

- The Treasurer shall establish/maintain a separate Investment Account at the Club's financial institution for emergency funding.
- The President, 1st Vice President and Treasurer shall have signing authority for the fund.
- The Board of Directors shall recommend the level of funding to be maintained in the Emergency Fund. This recommendation shall be submitted for approval as part of the budget process at the Semi Annual General Meeting.
- The Board shall devise ways and means for stocking the fund.
- Circumstances qualifying for expenditure of the Emergency Funds would generally include items and events of a catastrophic and unforeseen nature which if left unattended could result in closure in all or parts of the club.
- The Emergency Fund can only be accessed with membership approval at a Semi-Annual, Annual or Special General Meeting of the Club.

Accountability: The Board of Directors is responsible to ensure that an adequate emergency fund exists. The Treasurer is responsible to ensure the Emergency Fund is maintained at a level as determined during the budget process and that it is invested in a safe and prudent manner. The Treasurer is responsible to complete the financial transactions.

Revised Date: September 5, 2012

Fixed Asset Disposal

Policy Statement: It is recognized that equipment and furniture on the inventory of the Truro Curling Club will become obsolete, worn out, broken, or redundant.

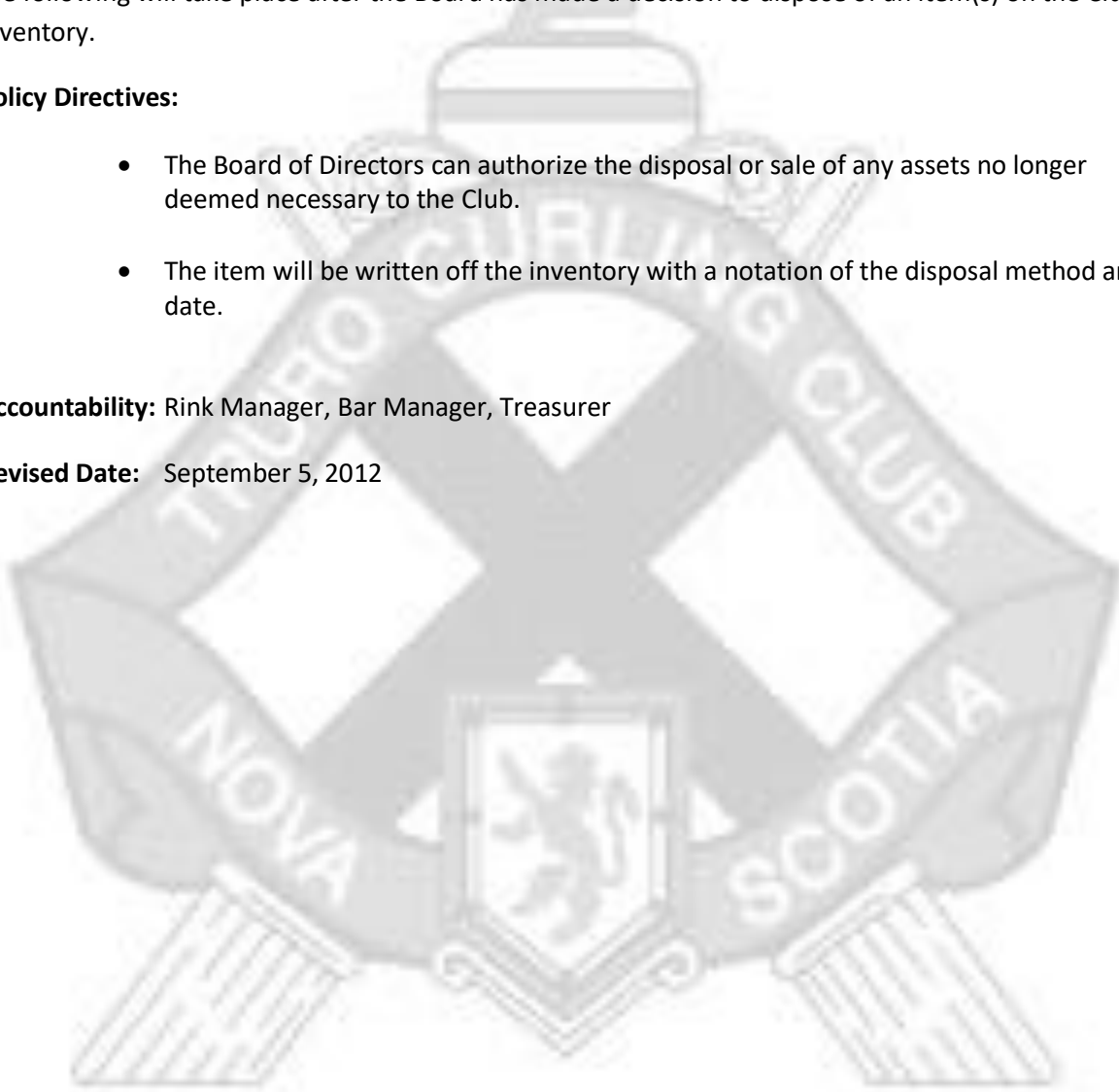
Policy Objective: In order that all Club members have an equal opportunity to obtain these items, the following will take place after the Board has made a decision to dispose of an item(s) on the Club inventory.

Policy Directives:

- The Board of Directors can authorize the disposal or sale of any assets no longer deemed necessary to the Club.
- The item will be written off the inventory with a notation of the disposal method and date.

Accountability: Rink Manager, Bar Manager, Treasurer

Revised Date: September 5, 2012



Guests and Visitors to the Club

Policy Statement: TCC supports club members having guests at the club and having visitors to the club.

Policy Objectives: The objectives of this policy are to provide guidance to club members and staff regarding the attendance of guests at the club and to describe the responsibilities of members and staff when guests are in the club. The implementation of this policy will help ensure the safety, security and enjoyment of those who use the club.

Policy Directives:

- Non member visitor to the club may only be admitted as guests of members or with authorization from staff (e.g. service personnel, rentals, special events and spiels).
- The NS Liquor Board requires that all guests be signed in. A guest sign in book will be kept at the bar for this purpose.
- Guests and visitors are expected to abide by all club rules and policies.
- Pets are not allowed inside the Club facilities at any time.

Accountability: Club members and staff are responsible for ensuring that the policy directives are implemented. The Board is responsible for approving and periodically reviewing the policy.

Last Revision: February 4, 2001

Hosting of TCC Bonspiels

Policy Statement: The Board of Directors of the TCC has an obligation to ensure that good financial management practices are followed by all TCC hosting bonspiel committees. The Board of Directors shall approve all budgets of any bonspiel hosted by the TCC outside of those held in the regular scheduled curling leagues.

Policy Objective: To develop an orderly management system for the approval and budgetary controls on bonspiels hosted by the TCC.

Policy Directives:

- All bonspiels shall be headed by a chairperson.
- The chairperson shall be responsible for submitting a proposed budget to the Board for approval. Any subsequent changes to the agreed budget must be submitted to the Board.
- The chairperson shall be responsible to the Board.
- The chairperson shall make all necessary changes to the budget if requested by the Board.
- The chairperson shall make known to the Board all sources of revenue pertaining to the event.
- The chairperson shall ensure a complete set of financial records of the event are kept and available to the Board.
- The chairperson shall submit to the Board an income statement within 14 days of the bonspiel closing.

Accountability: The Board is responsible to ensure that financial matters of the TCC are carried out with due diligence and in the best interest of the membership. The chairperson shall ensure that the financial position of the TCC is protected and that due diligence is practiced in the planning of and hosting of bonspiels.

Last Revision: April 27, 2005

Hours of Operation

Policy Statement: Truro Curling Club will advertise its hours of operation to members.

Policy Objectives: The objective of this policy is to make members aware when the Club is open and closed.

Policy Directives:

- The Board of Directors shall periodically review and set the standard open hours of the Club facilities.
- The Rink Manager will post a schedule of the standard open hours on the front door, on the Club's website and other prominent locations within the club.
- The Rink Manager has the authority to make temporary changes to the Club's standard open hours.
- Any member or their guest(s) may enjoy the use of the Club facilities during the standard open hours in accordance with the Club by-laws.

Accountability: The Rink Manager and Board of Directors are responsible for implementation.

Last Revision: October 27, 2002

Ice Maintenance

Policy Statement: TCC will adopt and implement an ice maintenance program to help ensure the availability of high quality curling ice throughout the curling season

Policy Objective: The objectives of this policy are to provide high quality curling ice and to describe the responsibilities of staff, members and guests in ice maintenance.

Policy Directives:

- Staff will develop a schedule for ice maintenance and implement appropriate ice maintenance practices.
- There will be no curling after the ice has been flooded for a period of time to be determined by the ice makers. This is generally thought to be at least 16 hours.
- The optimum temperature in the ice shed for curling shall be 34 degrees Fahrenheit. The furnace may be used to achieve this temperature.
- The furnace should not normally be run during curling games as it has an effect on the ice surface.
- The operation of the furnace will be at the discretion of the Rink Manager or his designate.
- Members, guests and rentals will only wear appropriate, clean footwear on the ice.
- A boot brush will be maintained and its use will be encouraged particularly with guests, youths and rentals.
- Staff has the authority to take corrective action against ice activity or users which is either causing damage to or has the potential to cause damage to the ice.

Accountability: The Rink Manager and Facility Chairperson will be responsible for the development and implementation of ice maintenance schedule and practices. This schedule will periodically be reviewed with the Curling Chairperson. Members, guests and rentals are responsible for ensuring that their footwear is appropriate and clean.

Last Revision: February 25, 2001

Ice Shed Advertisements

Policy Statement: It is financially advantageous for the Club to sell advertising space in the ice shed to commercial ventures. This policy is related to the Club policy on Sponsors.

Policy Objectives: The objectives of this policy are to establish the terms and conditions for commercial advertising in the ice shed. Implementation of this policy will result in aesthetically pleasing advertising which meets a high quality standard and provides revenue to the Club.

Policy Directives:

- The Club, primarily through the Ways and Means, will solicit advertising for the ice shed. Inquiries about advertisements should be directed to the Ways and Means Chairperson.
- The solicitation and acquisition of advertisements for the ice shed must be coordinated through the Ways and Means Chairperson. Members must direct all leads, possibilities and information regarding potential advertisers at the earliest opportunity. The Rink Manager may be asked to assist as time permits.
- Wall advertising will be subject to a standard size. Fees for wall advertising must be received by December 1st.
- In-ice advertising will be subject to a choice of sizes. Fees for in-ice advertisements must be received before October 1st.
- A fee schedule shall be approved by the Board of Directors as soon as possible after the annual general meeting of the Club.
- The Ways and Means Chairperson shall be responsible for invoicing the advertisers and all subsequent follow-up to ensure invoices are paid.
- The Rink Manager, Facility Chairperson and Ways and Means Chairperson will collectively prepare a location plan for both wall and in-ice advertisements and will periodically revise the plan.
- Paid commercial advertising will not normally be covered up for any reason during the curling season; i.e. special event bonspiels. However special consideration may have to be given to the contractual agreements with major CCA and NSCA sponsors.

Accountability: Ways and Means Chairperson, Board of Directors

Revised: March 10, 2013

Junior Curling Program

Policy Statement: The Junior Curling Program is a very important component of the Truro Curling Club. Guidelines are required to ensure that the Junior Program fits within the structure of the Club and that the relationship between the TCC and the Junior Curling Program is such to ensure a successful operation and delivery of services by both parties.

Policy Objectives: The objective of this policy is to describe the relationship between the TCC and the Junior Curling Program.

Policy Directives:

- The Junior Curling Program is responsible for the coordination, development, administration and promotion of all junior curling programs and competitions within the Club, including the Little Rocks program.
- The Junior Curling Program chairperson shall be a member of the TCC curling committee.
- The Junior Curling Program shall liaise directly with Sport NS and the NSCA on all programs relating to junior curling.
- The TCC is responsible for registering all Junior members with the NSCA.
- The Junior Curling Program shall make a financial contribution to the TCC in an amount to be specified annually by the Board of Directors but not less than \$1000.00, for the use of the facility. The Board of Directors shall notify the Junior Curling Program by September 1st if they are requesting an otherwise specified amount. The annual donation from the Junior curling Program to the TCC is due as follows: minimum of 50% by January 15 and the balance in full by April 1.
- The Board of Directors, through the Curling Committee Chairperson, will advise the Junior Curling Program of the schedule of ice time available for the upcoming curling season prior to October 1st.
- The Junior Curling Program shall require from each volunteer associated with the program, a "Police Records Check" which is available from the RCMP. The Police Records Check must be renewed at least every two years and shall be available to the President upon request.
- Before November 30th of each year the Junior Curling Program shall file with the Board of Directors: a list of committee members and volunteers, junior program membership list, and a projected annual program budget.

- At the request of the Rink Manager, the Junior Curling Program shall recruit volunteers to assist with the operation and maintenance of the Club during Junior bonspiels.
- The Junior Curling Program shall organize the Club's annual Family Bonspiel.
- Junior Curlers shall not be allowed in the ice shed unless supervised by an adult Junior Curling Program volunteer and with respect to junior curlers under the age of 12 years, unless wearing a CSA approved hockey or bicycle helmet. Upon application from the Junior Curling Program the Board of Directors may exempt a junior curler under the age of 12 years from wearing a CSA approved helmet.
- The Junior Curling Program shall be responsible for the general safety of all junior curlers and shall further be responsible for monitoring any potential hazardous situation which may arise during Junior Curling Programs or competitions. Any hazardous situation shall be reported directly to the Rink Manager who shall either rectify the situation or make sure the area is cordoned off.
- The Junior Curling Program shall submit a written report for presentation to the Annual and the Semi-Annual general meetings of the TCC.
- Junior High School as per the by-laws (11.2) is defined as Grade 7 and above.
- The Junior Curling Program may operate a Curling Supply Store subject to the following conditions:
 - The rental fee for the space is \$1.00 per year payable to the TCC prior to November 30th.
 - The space for the store is at the discretion of the Board of Directors. Any changes to the occupied space must be approved in writing by the Board of Directors.
 - Shall maintain a set of books for the store and will make those books and all other records and financial statements available to the Board of Directors upon request.
 - Profits from the curling supply store will be used for the Junior Curling Program at the discretion of the Junior Curling Program.

Accountability: The Junior Curling Program is accountable to its members, volunteers and to the Board of Directors.

Revised Date: March 10, 2013

Membership and Dues

Policy Statement: The selection of the appropriate membership category and dues is important to ensure fair and equitable application of the benefits of membership in the Truro Curling Club.

Policy Objective: This policy will ensure that members are assessed or refunded the appropriate dues for each membership category and that all members are assessed fairly and equally.

Policy Directives:

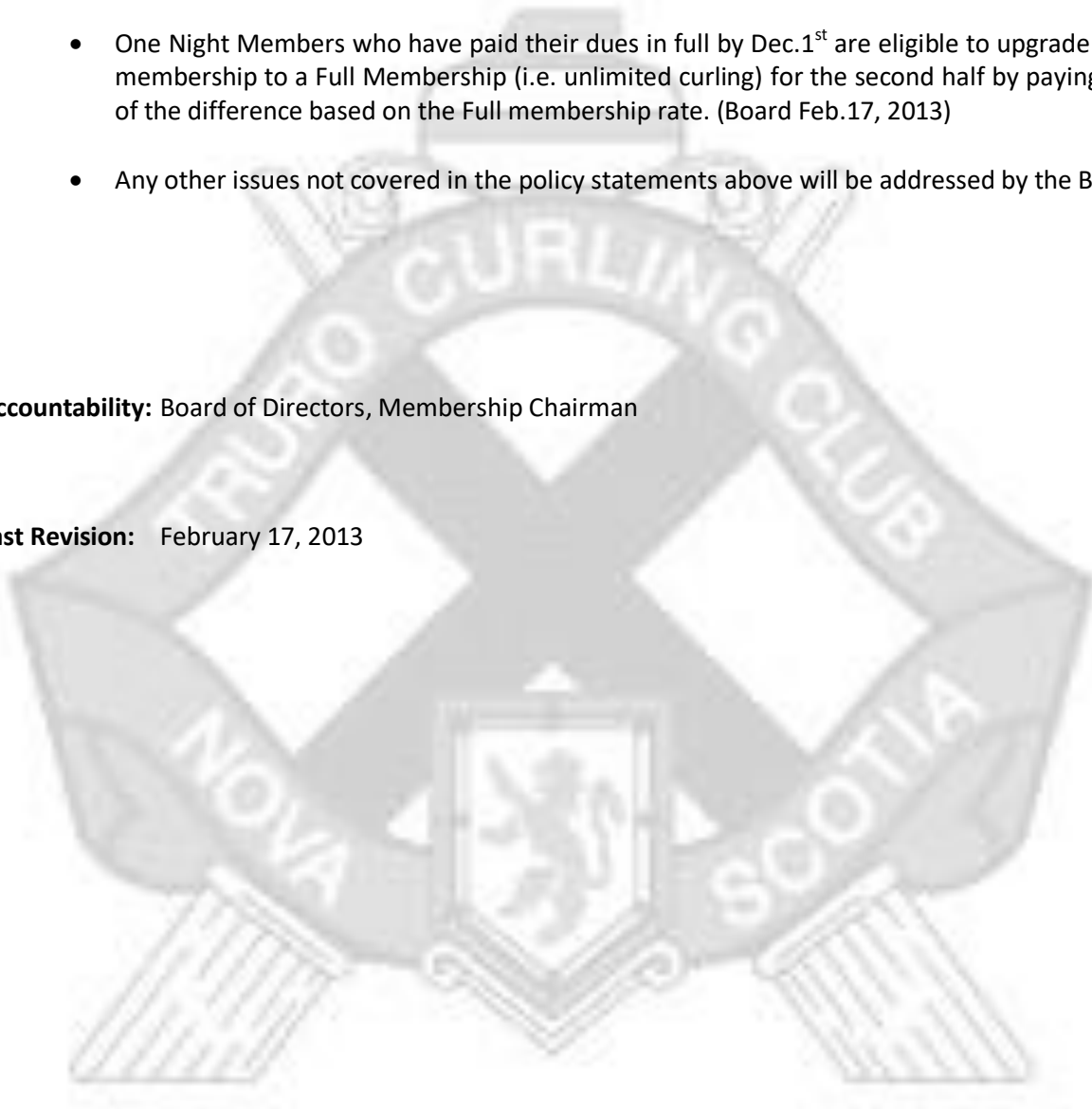
- Members who **resign and request a refund** of membership dues shall make application to the Board in writing. Valid reasons for refund may include long-term illness or disability/injury, job transfer, and family illness.
- **New curler** category – the by-laws pertaining to this category were revised on September 19, 2012 at the semi-annual meeting of the Club. New curlers are now defined as “persons who have not curled before.” To be eligible for this membership category the applicant must never have curled before other than in an occasional fun game. The applicant may have had several instructional opportunities as would have been provided in school recreational programs or work related recreational events. Applicants who have curled in a recreational, rental, or commercial or industrial league are not eligible for this category. Participation in junior-aged competitions, for example, provincial championships including zones and qualifiers, beyond the age of 14 also excludes eligibility.
 - The Board (Oct.21, 2012) determined that participation in a recreational, rental, commercial or industrial league for more than half a season excludes eligibility for the new curler rate.
- There will be no discounts for new curlers taking the **Learn to Curl program** in the first half and joining for the club for the second half. They will be eligible to pay the new curlers membership half year rate (Board Oct.21, 2012).
- There is no “one-day” rate for the **Daytime Member** category. Members that select the Daytime Members category may curl as often as they would like in the morning and afternoon leagues.
- **Half year members** who have not indicated by Dec.1st their desire to curl in the 2nd half must pay a full half year membership again as opposed to paying the difference between the full year and half year rates. Note: the Dec.1st deadline was extended in 2012 to Dec.15th to ensure all members were made aware.
- **Senior curlers** who decide to join the second half are not eligible to curl prior to the start of the second half unless they have paid spare fees.
- The **social membership** category includes the use of the club for practice ice. The times available for this practice ice will not be outside of regular club hours as determined by the

Board. Social members may also play in club fun spiels and attend social events. Social members may not spare in Club play.

- The Betterment fee is charged to all members regardless of membership category or term, i.e. half year members are charged the full fee. (Board Feb.17, 2013)
- The Student rate for half year is set at half the full year Student rate. (Board Feb.17, 2013)
- One Night Members who have paid their dues in full by Dec.1st are eligible to upgrade their membership to a Full Membership (i.e. unlimited curling) for the second half by paying half of the difference based on the Full membership rate. (Board Feb.17, 2013)
- Any other issues not covered in the policy statements above will be addressed by the Board.

Accountability: Board of Directors, Membership Chairman

Last Revision: February 17, 2013



Memorial Donations

Policy Statement: From time-to-time the Truro Curling Club (TCC) Board of Directors may decide it is appropriate to make a memorial donation on behalf of the membership. A memorial donation is a meaningful way of honouring the life of a friend and can be used to express sympathy to the family.

Policy Objectives: The objective of this policy is to provide clear consistent criteria for making a memorial donation.

Policy Directives:

- The President is authorized to make a monetary donation in the event of a death of a:
 - a) Staff member, or a member of his/her immediate family (i.e. spouse, child, parent)
 - b) Past President
 - c) Current club member
 - d) Past member who made a special contribution to the TCC.
- A memorial contribution of \$25.00 to provide financial support to a specific cause or charity which may have been a favourite of the deceased will usually be made in lieu of flowers.
- Donations will be in cheque form, not cash.
- Donations will be posted as “Donations – Outgoing”.
- A moment of silence of recently deceased members shall be observed at the following General Meeting and club banquet.

Accountability: President

Last Revision: February 24, 2003

Practice Times and Fees

Policy Statement: The Truro Curling Club encourages and supports personal (individual and team) practice for skills improvement.

Policy Objective: To provide a consistent procedure for use of ice time for practice that is fair and available for all Club members.

Policy Directives:

- Weekdays – The ice will be available for drop-in practice on a first come first served basis. Practice times may vary depending on league play or bonspiels but will generally be of one (1) hour duration from noon to 1:00 pm.
- Weekday Evenings – Club members may practice any evening during league play providing there is an open sheet of ice. This will be on a first come first served basis. Postponed league games to be played in this time slot need to be booked with the Rink Manager.
- Weekends – The ice will be available on Saturdays and Sundays from noon to 4:00 pm when there are no other commitments (bonspiels, rentals, etc.). Individuals are not required to book the ice. Teams wishing to practice or schedule a practice game should book a time slot with the Rink Manager by the previous Thursday. Particular sheets will not be reserved. Ice will be available on a first come first served basis. Postponed league games to be played in this time slot need to be booked with the Rink Manager. The Weekend practice ice will be prepared before noon by members of the Club's Junior Curling program who will also be responsible for the Club during this practice time.
- There will be no loaning of the Club keys for the purpose of practice ice.
- Members will recognize that our Club is a significant financial asset which cannot be exposed to untrained or inexperienced operation. The Rink Manager will have the discretion to limit use of the Club should privileges be abused.
- Non-members will be charged the current fee (inclusive of HST) which is to be collected by the Club member who is responsible for the non-members being at the Club at this time.
 - I. Fees as of November 21, 2011 are \$5.00 per hour per sheet per person.
 - II. Student and Junior curlers are members of the Club and are not required to pay a practice fee.

Accountability: Rink Manager, Club Members

Last Revision: March 10, 2013

Program Management

Policy statement: The continued successful operation and expansion of the TCC depends on increasing awareness of the TCC facilities and the development of programs to allow non-curlers to experience the sport of curling and provide an opportunity for competitive curlers to strive for excellence. Consequently, there is a need for the TCC to develop and operate programs which further the TCC mission statement. A program shall be comprised of persons for whom there is no membership category per the TCC by-laws, eg. Learn to Curl program, Junior Curling program.

Policy objective: The objective of this policy is to ensure that all programs are organized and managed in a manner which is acceptable to the Board of Directors and that all programs comply with the Club's Constitution. The Board of Directors and the program's Chairperson are obligated to ensure that all participants are treated fairly, respectfully and that any participants under the age of 19 are safe from harms way.

Policy directives:

- Development and operating programs at the TCC require annual approval by the Board.
- Programs must be headed by a Chairperson who is a member of TCC.
- Program's individual user fees must be approved by the Board of Directors.
- All program's individual user fees are payable in full to the TCC.
- Prior to use program enrollment forms must be submitted to the Board for approval.
- The Board of Directors reserves the right to cancel and/or request that amendments be made to any program to ensure their program is in compliance with TCC by-laws and policies.
- The Chairperson shall submit to the Board the current list of volunteers involved in a program and all program supervisors are required to be members of the TCC.
- The program's Chairperson shall submit to the Board annual police record checks on all program volunteers involved with participants less than 19 years of age. Police record checks are to be renewed and submitted to the Board every two years.
- The program's Chairperson shall submit written reports to the Board of Directors for the Club's Semi and Annual Meetings.

- A carrier of any program participants involved in travel outside of the TCC facilities must provide to the program's Chairperson a proof of auto and liability insurance in the amount prescribed by provincial statutes.
- The program's Chairperson must immediately report any misconduct by any program participants and/or program volunteers to the President of TCC.
- Program participants under the age of 19, travelling outside of the TCC facilities must be accompanied by a chaperone approved by the program's Chairperson.
- Chaperones of program participants must advise the program's Chairperson of travelling agendas, names of participants, participant's guardians and home phone numbers of each participant.
- Program Chairperson shall develop operating guidelines for specific programs suitable to the Board.

Accountability: The Board of Directors is responsible to ensure that all programs are run in such a way that the by-laws and policies of the TCC are followed. The Treasurer is to ensure that all individual user fees are collected, accounted for, and deposited into a TCC account. The Chairperson of the program is accountable to the Board of Directors. Volunteers are accountable to the program's Chairperson.

Last Revision:

Request for Use of Facilities

Policy Statement: The effective operations and management of the TCC depends on groups requesting the use of the TCC facilities provide the Board and Management of the TCC with all pertinent information regarding their request, by way of “TCC Requisition for Use of Facilities” form.

Policy Objective: To maintain an effective reservation system for the approval of groups wishing to use the TCC facilities and the posting of these approved events.

Policy Directives:

- Groups wishing to use the TCC facilities shall submit a “TCC Requisition for Use of Facilities” form to TCC Management in time for the TCC Management or Board to review and approve (approximately 30 days).

Accountability: The TCC Management or Board are responsible for approving requests for the use of TCC facilities. The Rink manager is responsible for posting all approved uses of the TCC facilities on the event board. Parties wishing to use the TCC facilities shall be responsible for submission of a “TCC Requisition for Use of Facilities” form to TCC Management.

Last Revision: April 10, 2005

See Part 4 for a copy of the TCC Requisition for Use of Facilities Form.

Sponsors

Policy Statement: The Club solicits and encourages the involvement of sponsors in its business plan. Sponsors may be individuals, agencies and organizations who assist with the operation of the Club by providing financial or in kind support in return for certain benefits from the Club. Commercial advertisement is one of those benefits. Advertising in the ice shed is covered under a separate policy entitled “Ice Shed Advertisements”.

Policy Objectives: The objectives of this policy are to set out guidelines for the solicitation of sponsors, their roles, responsibilities, privileges and benefits. The implementation of this policy will help ensure that sponsors know what is expected of them and what they can expect from the Club. This policy will help eliminate potential conflict between competing sponsors and help to minimize over using sponsors thus prevent wearing out our welcome with them.

Policy Directives:

- The solicitation and acquisition of all sponsors for the: facility; its contents; social and curling events of the Club, must be coordinated through the Ways and Means Chairperson or in his/her absence, the Treasurer. These people must advise the Ways and Means Chairperson of sponsors at the earliest opportunity. It is essential to avoid multiple “hits” on the same sponsor.
- To be a sponsor of Cup play (division within a league); a sponsor is required to pay a fee of \$100.00 annually to the TCC. In return the Club will guarantee an advertising benefit, to be determined through negotiation, and appropriate recognition to the sponsor when the Cup is presented.
- Sponsors of Club events and fixtures (e.g. stone handles) will be recognized in a manner consistent with their donation within the Club.
- The Club, under the guidance of the Ways and Means Chairperson, will give consideration to the establishment and display of a sponsor recognition board within the Club for the purpose of expressing appreciation.
- Individual teams may solicit their own sponsors for the purpose of supporting the activities of their team. Each team would negotiate with sponsors the terms, conditions and benefits of their support.

Accountability: Ways and Means Chairperson, Individual Teams, Rink Manager

Last Revisions: February 4, 2001

Staff Performance Appraisals

Policy Statement: A staff performance appraisal system is a useful personnel management tool for the Board of Directors and Club employees. It is a formalized process where the performance of each employee is monitored on a regular basis. The benefits of such a system include employees knowing: what is expected of them, how well they are doing, what actions are required to alter performance and what training and development is appropriate. The policy applies to all Club employees excluding casuals.

Policy Objective: The objective of this policy is to establish a standard performance appraisal process and format for monitoring the performance of each employee.

Policy Directives:

- Performance appraisal will be conducted on all staff on a regular basis. A review period for each employee will begin with the start of the curling season, i.e. September – early October. The minimum review period is annual but may be more frequent.
- The President will do the appraisal of the Rink Manager and the 1st Vice President will do the appraisal of the Bar Manager.
- All appraisal information will be submitted to the Chairperson of the Human Resource Committee (HRC). Employees will be provided with a copy of their own appraisal.
- HRC reviews all appraisal information for each employee.
- HRC reports to the Board upon request or at its discretion.
- Appraisals will be treated as confidential between the employee, reviewer, HRC and Board members on a need to know basis.
- Appraisals are recorded on the form, “TCC Employee Performance Appraisal”.
- At the beginning of the review period, the reviewer will complete Part 1 of the appraisal form. Record the expected results for the employee and identify any training or development requirements for the employee.
- At the end of the review period, the reviewer completes Part 2 of the appraisal form. Record achievements related to each expected result contained in Part 1 and assign performance ratings to individual achievements. Record training completed and assigns an overall performance rating.
- Notwithstanding any other factors, employees receiving overall performance ratings of “meets most, meets all, exceeds” will generally be looked upon favourably. Employees receiving a rating of “not meets” may be required to undertake a plan of improvement.

- Upon completion of Part 2, a new review period is started with the completion of Part 1.
- Employees are required to sign Part 1 and 2. Their signature indicates they have read and understand the content of each part of the appraisal. The employee's signature on either Part 1 or 2 does not necessarily mean he/she agrees with its content. Regardless of whether or not the employee agrees, they are obligated to undertake the tasks in Part 1 provided they reasonably relate to the job description for that employee, and, the content of Part 2 will stand; unless either part is overturned by a successful appeal.
- An employee may appeal the content of Part 1 or 2 or the process. Grounds for an appeal may include: the content not being pertinent, reasonable or accurate, or, the process not being followed. Appeals will only be considered by and ruled upon by the HRC. In the case of an appeal by the Rink Manager, the President will be replaced on the HRC by another member of the Board. Such replacement will be appointed by the Board. Appeals will only be considered by HRC after they are assured the reviewer and the employee has made sincere and repeated efforts to resolve the dispute. Appeals must be filed in writing, stating the grounds for the appeal and details surrounding the grounds, to the Chair of the HRC within ten days of the performance review. HRC rulings are final. Appeal records will be kept on file with performance appraisals.
- In addition to the completion of the standard appraisal form, the reviewer will coach the employee throughout the review period on their performance toward achieving expected results. Coaching consists of providing constructive feedback regarding performance and, listening and responding to employee ideas, suggestions and concerns. The reviewer will maintain notes and records of employee coaching sessions in the appropriate Club files.

Accountability: President, 1st Vice President, Human Resources Committee

Last Revision: March 10, 2013

See Part 4 for a copy of the TCC Employee Performance Appraisal Form.

Stone Maintenance

Policy Statement: High quality curling depends on having well maintained curling stones. This policy applies to full size stones, not little rocks.

Policy Objective: The objective of this policy is to ensure that the Club's curling stones are well maintained.

Policy Directives:

- The Rink Manager will periodically and systematically examine the curling stones for fitness.
- At the direction of the Facility Chairperson and with the approval of the Board, the Rink Manager will periodically conduct a stone matching study.
- All studies and reports on stone matching and maintenance will be promptly made available to Club members.
- The Rink Manager in conjunction with the Facility Chairperson will make any necessary upgrades and repairs to stones in a timely manner.
- All significant expenditures on stones require prior approval by the Board.
- Curlers should immediately report any stone defects and performance problems to the Rink Manager and/or Facility Chairperson.

Accountability: Rink Manager, Facility Chairperson, Board of Directors.

Last Revision: February 25, 2001

Team Financial Assistance

Policy Statement: The Club recognizes that attending national and international curling bonspiels requires a significant financial commitment by team members. The Club wishes to support those teams.

Policy Objective: The objective of this policy is to provide support for teams from the Club who attend national and international curling bonspiels.

Policy Directives:

- TCC teams attending any national or international bonspiel of the Canadian Curling Association qualifies for assistance provided in this policy.
- Teams or individuals who have qualified for national or international bonspiels may be entitled to financial assistance from the Club at an amount to be determined by the Club's Board of Directors on a case by case basis.
- In order to qualify for assistance from the Club, all four regular players on a team must be members in good standing of the TCC.
- The TCC may donate up to 70 club pins to any team or individuals of the TCC who participate in national or international bonspiels.
- TCC teams attending provincial bonspiels are not eligible for financial assistance from the Club.

Accountability: Board of Directors

Last Revision: March 10, 2013

Volunteer of the Year Award

Percy Caudle Award

Policy Statement: The operation of the Club relies upon the contribution of volunteers in order to provide its members an enjoyable environment as well as the opportunity to learn and appreciate the game of curling and maintain membership fees at a level where as many as possible will be able to participate. This award recognizes an individual or group who has made an outstanding contribution as a volunteer during the current fiscal year.

Policy Objective: The objective of this policy is to provide a basis for the selection of the recipient of this award.

Policy Directives:

- It is the responsibility of the Directors at Large to submit the name of their nominee for this award to the Board of Directors no later than March 31st each year.
- The determination as to who will be recommended for this award will be as a result of consultation with other individuals such as members of the staff, committee members, Board of Directors, etc.
- Nominees to be considered for this award will have made an outstanding contribution to the operation of the Club in areas such as:
 1. Special events (i.e. bonspiels, socials, open houses, etc.)
 2. Building renovations or upgrades
 3. Program development
 4. Fund raising
 5. Membership recruitment or retention
 6. Volunteer recruitment or retention
 7. Instructors
 8. Board membership
- It is the responsibility of the Board of Directors to approve the recommendation of the nominee for this award.
- The award will normally be presented at the Club's annual closing awards banquet. The recipient will be given a suitable memento and the Club's plaque will be appropriately engraved and displayed at a prominent location within the Club.
- Nominees of this award must be a Club member in good standing.

Accountability: Directors at Large, Board of Directors

Last Revision: February 23, 2003

Youth in Club Facilities

Policy Statement: Youth are important users of the TCC facilities for both curling and social events. Guidelines are required to ensure all age groups are able to enjoy club facilities. The interests of youth and adults may be opposite at times. For the purpose of this policy youth are people less than 19 years of age.

Policy Objectives: The objectives of this policy are to give guidance as to when, where, and how youth may make use of club facilities. The implementation of this policy will help ensure that the use of the Club by youth will be safe, enjoyable and in keeping with regulations thereby minimizing conflicts with adult use.

Policy Directives:

- All Junior and Pre-junior curling events must be arranged through the Junior Curling Program, the curling committee chairperson, and Rink Manager.
- Youth must have adult supervision when using the ice shed.
- Youth using the upstairs area must be accompanied by an adult guardian except: (1) when they are participants in a scheduled curling event of the Truro Curling Club; (2) when they are participants or guests in a junior bonspiel that is generally supervised by adults; (3) when they are patronizing the Broom Closet; (4) when the bar is closed to serving alcohol; (5) in the case of emergency.
- Youth may be restricted from accessing the upper lounge at any time.
- Youth may use locker rooms when: (1) they are participants in junior competitions and spiels; (2) they are members of TCC leagues.
- Youth shall adhere to the Junior Curling Program Code of Conduct.

Accountability: Club members, staff, coaches and bonspiel organizers have a shared responsibility to advise youth of these policy guidelines and to enforce them. Parents or guardians are responsible for the conduct of their children/minors while in the Club.

Last Revision: October 10, 2011

PART 3 – CURLING

All Star Team Selection

Policy Statement: To annually select and recognize members who have earned all-star status during the season's play.

Policy Objectives: To provide a fair and clear procedure for awarding all-star designation on annual basis to members of the Club.

Policy directives:

- Two All Star Teams shall be selected, a Competitive All Star Team and a Recreational All Star Team. In order to qualify for the Recreational All Star team that member must not have curled in any Club playdown that lead to a Provincial Playdown.
- Each member of the team that finishes first in Cup play shall be awarded two (2) points. Each member of the team that finishes second in Cup play shall be awarded one (1) point.
- Each member of the team that wins a Cup playoff shall be awarded two (2) points. Each member of the runner-up team in a Cup playoff shall be awarded one (1) point.
- Each member of a team that represents the Club in the below named Provincial Playdowns shall be awarded one (1) point. However, the number 1 seed out of the Club shall be awarded an extra point - for a total of two (2) points.
 - Masters
 - Senior Mens
 - Branch Junior
 - Intermediate (Johnson Cup)
 - Tankard Zone Play
- Each member of the team that wins the competition for curlers not entered in the Tankard Play downs (Pro Cresting Cup) shall be awarded two (2) points. Each member of the runner-up team in the competition for curlers not entered in the Tankard Play downs (Pro Cresting Cup) shall be awarded one (1) point.

- Each member of the team that wins the Competitive Club Championship (Thomas Shield), and the Recreational Club Championship (President's Cup) shall be awarded two (2) points. Each member of the runner-up team in the Competitive Club Championship (Thomas Shield), and the Recreational Club Championship (President's Cup) shall be awarded one (1) point.
- There shall be a selection of four (4) players to each All Star Team. Each player may not necessarily be selected to the position they usually played throughout the year.

Accountability: Club staff, Curling Committee and all curlers

Last Revision: Reviewed March 10, 2013



Bell Ringing for Games

Policy Statement: It is important for league games to begin at their scheduled draw times. A bell ringing system shall be employed to ensure that games begin and conclude on time.

Policy Objective: The objective of this policy is to: start games on time, control slow play and to keep games on schedule during league play; and to provide adequate time between games for ice cleaning.

Policy Directives:

- This policy may be applied to any TCC league games at the discretion of the curling committee but it most particularly applies to night time league games
- The start bell will be rung 5 minutes (or when the ice is ready, whichever is later) before the scheduled start time of each draw of the night to ice the teams.
- The end bell will be rung 25 minutes before the starting time of the next draw to indicate that the end in progress is the last end of the game. Cup/league playoff games may be exempted from this bell at the discretion of the curling committee. The following rules apply:
 - I. If all stones from the two competing teams have not been delivered when the bell sounds the teams will only be allowed to complete the end being played and the game will conclude.
 - II. If the two competing teams have determined the score of the end when the bell sounds, they will be allowed to complete the next end.
- The bell will normally be rung by Club staff or a member of the Curling committee. In their absence any curler in the upcoming draw is to ring the bell. In any case the clock nearest the draw board shall be used to determine the time.

Accountability: Club staff, Curling Committee and all curlers

Last Revision: January 14, 2008

Playing Scheduled Games

Policy Statement: It is important to play games in their entirety as scheduled in order to protect the integrity of the game of curling and to ensure that Club members get the curling value they expect.

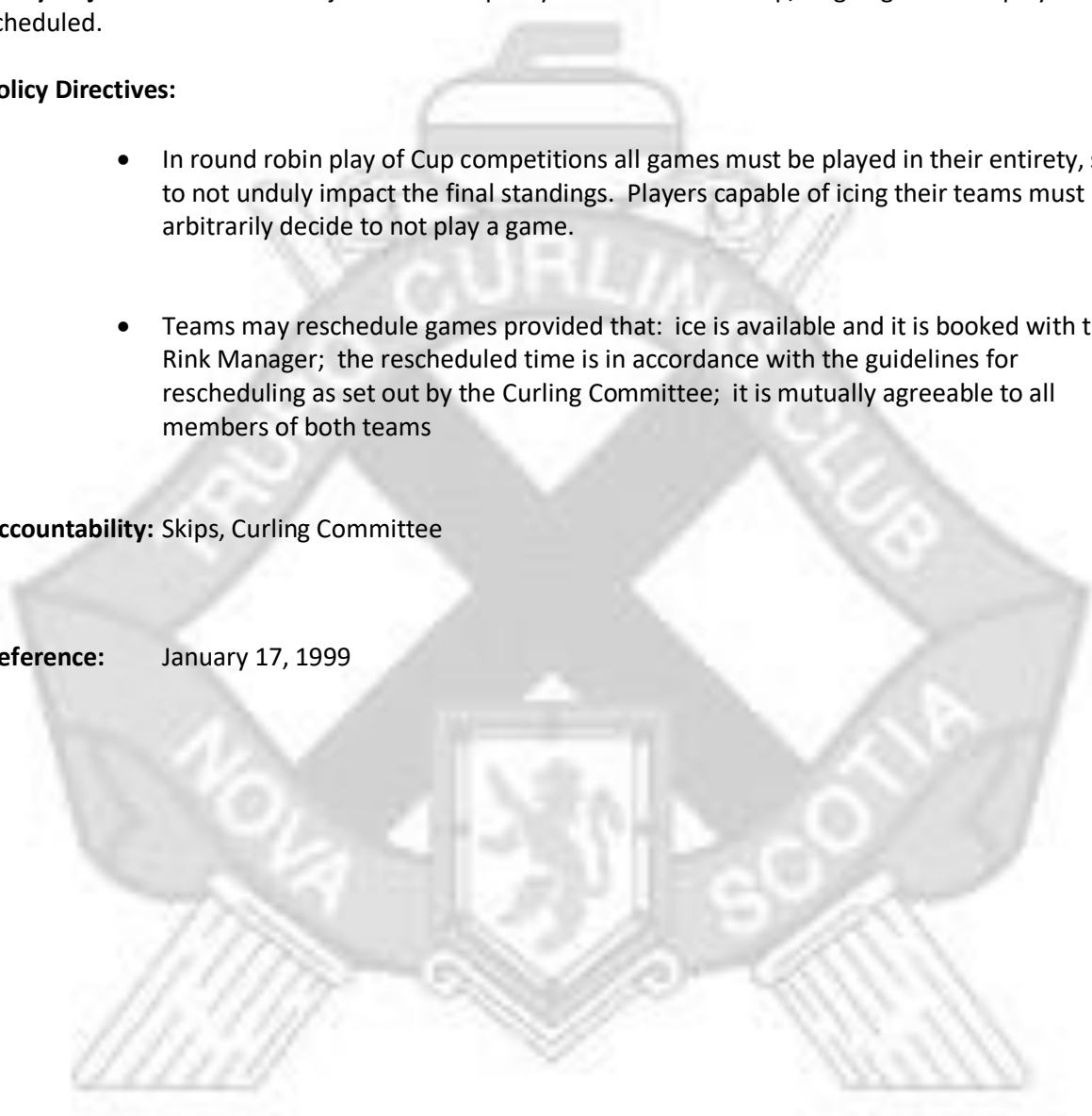
Policy Objectives: The objective of this policy is to ensure that Cup/league games are played as scheduled.

Policy Directives:

- In round robin play of Cup competitions all games must be played in their entirety, so as to not unduly impact the final standings. Players capable of icing their teams must not arbitrarily decide to not play a game.
- Teams may reschedule games provided that: ice is available and it is booked with the Rink Manager; the rescheduled time is in accordance with the guidelines for rescheduling as set out by the Curling Committee; it is mutually agreeable to all members of both teams

Accountability: Skips, Curling Committee

Reference: January 17, 1999



Prizes and Awards for Curling

Policy Statement: The TCC will give prizes and awards to member curlers for curling accomplishments throughout the year.

Policy Objective: The objectives of this policy are to recognize teams and individuals for curling accomplishments by awarding prizes in a fair, consistent and affordable manner.

Policy Directives:

- Prizes for all Club leagues and competitions will usually be awarded at the Clubs annual closing awards and social night. Exceptions to this may be made at the discretion of the Curling Committee.
- Prizes will be awarded to Cup winners in each league. Winners may be determined by round robin record or a playoff, at the discretion of the curling committee.
- Prizes will not normally be awarded to runner ups or second place finishers. If a league chooses to award prizes to teams other than Cup winners then the league members must fund those prizes, not the TCC.
- Prizes will not be awarded to winners of club competitions leading to a provincial championship. Competitors in provincial events will be recognized by recording their names on the annual master plaque for the Club's wall of fame.
- The budget for prizes for all leagues and competitions will be negotiated by the Curling Committee Chairperson and the Treasurer. The budget will be based on a standard allocation per qualifying team for all leagues and Cups. The budget must be approved by the Board.
- The type of prizes will be determined by the league representatives of the curling committee.

Accountability: Curling chairperson and committee, Treasurer, Board of Directors.

Last Revision: December 18, 2000

Rookie of the Year

Gordon T. Purdy Trophy – Men’s League

Gerry Glinz Award – Women’s League

Helen Fullerton Award – Day Ladies League

Policy Statement: The Club wishes to encourage first year members to participate fully in the life of the Club. This award recognizes a first year member for his/her contribution to the social and curling activities of the Club.

Policy Objective: The objective of this policy is to provide the criteria and process for selection of the rookie of the year award.

Policy Directives:

- The awards shall be presented to first year curlers (i.e. must have not previously held a membership in any curling club) who best meets the following criteria.
 - Has curled in the Club for the full season.
 - Has exhibited a high level of interest and participation in the activities and affairs of the Club.
 - Has shown reliability and dependability in respect to his/her team mates.
 - Has exhibited willingness and effort to learn and improve his/her skills in the game of curling.
 - Has demonstrated significant progress and improved skills in curling during the season.
 - Has exemplified the qualities of good sportsmanship and fair play.
- The selection of the award recipients is the responsibility of the curling committee, who shall use the following process.
 - The curling committee shall nominate a list of candidates from each league at least twenty (20) days prior to the annual closing awards banquet.
 - The committee shall meet to jointly discuss the qualifications and merits of the nominees.
 - If there is one nominee per league then that person will win by acclamation. If there are two or more nominees per league then the committee members will vote to decide the winner(s). The committee will determine the voting procedures.
- The winners will be presented with the awards at the Club's annual closing banquet.

Accountability: Curling Committee

Last Revision: March 10, 2013

Spares in Club Play

Policy Statement: When teams experience vacancies during Cup/league play it is desirable to fill them with spares.

Policy Objective: The objectives of this policy are to provide guidance on how spare players may be utilized to fill vacancies during round robin League play and League playoffs in all TCC leagues. The implementation of this policy will provide an equitable system for obtaining and utilizing spares and thus help ensure fair competition.

Policy Directives:

- This policy applies to League play in all leagues except senior men and senior women.
- All TCC members in good standing, except social members may spare.
- Prospective members and visitors to the Club, as defined in the Club by-laws, may be permitted to spare no more than three (3) times per curling season and only in regular round robin League play. A fee as determined by the board shall apply.
- Juniors must at least be in Senior High School or a minimum age of 16 years, to spare in league play unless approved by the Junior and Curling Committees (By-law 11.1(c)).
- The Curling Committee will prepare a spare list from information recorded on membership registration forms. This list will be included with the curling schedules and posted at the club.
- During League play a person may spare for any team.
- During League playoffs a person may not spare for a team in his/her division.
- Teams may not use more than two spares per game. Spares may curl in the vacant position(s) or in any position that precedes the vacancy (ies).
- Repeated continuous sparing by the same person on the same team is to be discouraged. Occurrences will be dealt with on a case by case basis by the Curling Committee Chairperson and/or the Board.
- Teams using ineligible spares will forfeit their game. Objections should be addressed as soon as they are noted but no later than the time of recording the final score on the

game record sheet. If the two skips cannot agree on a resolution then the matter will be referred to the Chair of the Curling Committee for a final ruling.

Accountability: All members are accountable for sparing within the rules. Skips are encouraged to utilize people from the spares list first and are responsible for ensuring that they utilize eligible spares.

Last Revision: September 19, 2012



Part 4 – DISCONTINUED CLUB POLICY

Members Buddy System¹

Smoking¹

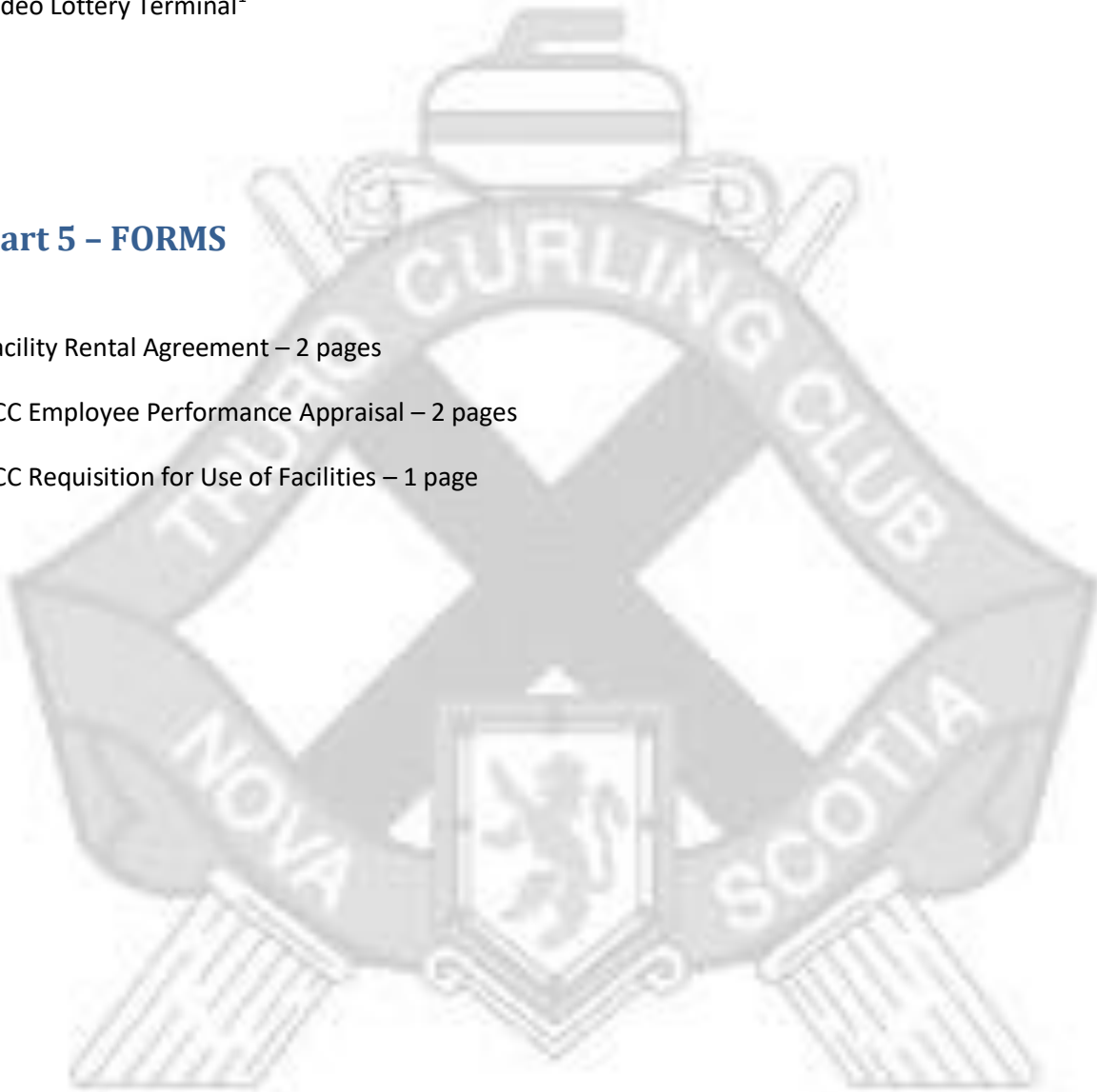
Video Lottery Terminal¹

Part 5 – FORMS

Facility Rental Agreement – 2 pages

TCC Employee Performance Appraisal – 2 pages

TCC Requisition for Use of Facilities – 1 page



¹ Rescinded by the Board, March 18, 2012



TRURO CURLING CLUB

56 Young Street
Truro, NS B2N 3W5

Facility Rental Agreement

Date of booking _____

Time: Start _____ Finish _____

Group _____

Contact Person _____ Phone _____

Email _____

Billing Details & Address _____

Services to be provide by the Truro Curling Club:

Lounge _____ Bartender _____ Meeting Room _____

Ice Rental _____ Catering _____ Use of Kitchen _____

Type of Function _____

Notes: _____

Bartender can accept debit, cash, or credit card. A non-refundable deposit of \$50.00 is required at time of rental confirmation. The deposit will be applied to the total account. An arrangement for payment of the account is to be made prior to the event.

Rental Rate quoted: _____ HST _____ Total _____

_____ Rental Contact

_____ TCC Contact

_____ Date confirmed

Facilities Rental Conditions

No alcoholic beverages, for either personal consumption or prizes, are to be brought on to the TCC premises from outside the Club. Failure to adhere to this condition will result in the immediate cancellation of the function by the Bar Steward without refund as it will jeopardize the Club's liquor licence. Alcoholic beverages are served from the bar on the second floor, and they may be consumed on the first floor and in the ice shed only in plastic containers. Beverages are not to be consumed on the ice surface, but only along the standing area near the observation windows.

Curling shoes or clean shoes are required for use in the ice shed. Please do not wear footwear that has been worn outside. To ensure a clean and safe playing surface, all persons entering the ice shed must use the shoe cleaners prior to entering the ice shed. Sliders and grippers are available on the first floor.

The Renter is responsible for the behavior of all guests in attendance at their function.

The Renter acknowledges and understands that the sport of curling can, by its very nature, be dangerous as it is played on a frozen ice surface. The Renter also acknowledges that there is an inherent risk in performing any physical activity. It is the Renter's responsibility to determine which activities and exercises are safe for them and their guests, to use all equipment properly, and to assume the risk for them and their guests associated with those activities.

Although the Club attempts to achieve maintenance standards, the Club cannot assume the risk associated with the use of the premises. Therefore access and use of the Club facilities is entirely at the Renter's own risk. The Renter will not hold TCC liable for any accidents or injury during the rental function.

The TCC will provide a Bar Steward and an Ice Maintenance person when required. This is included in the rental fee unless otherwise stated.

The Renter will ensure that when kitchen facilities are used the kitchen is left clean and tidy after use.

Acknowledged and agreed to by:

Renter and Guarantor:

Print _____ Sign _____ Date _____

Address _____

Telephone _____ Cell _____ Email _____

Deposit Received: _____

Truro Curling Club Contact:

Print _____ Sign _____ Date _____

TCC EMPLOYEE PERFORMANCE APPRAISAL

Name:

Position:

Review Period:

Part 1

Review date:

(a) Expected results

(b) Training and development planned for the review period

(c) Signatures

Reviewer:

Employee:

TCC EMPLOYEE PERFORMANCE APPRAISAL

Part 2

Review date:

(a) Achievements related to expected results	Rating (N,M,E)
(b) Training and development completed this period:	
(c) Overall rating: Not Meet Meets Most Meets all Exceeds	
(d) Reviewer's comments:	
(e) Employee's comments:	
(f) Signatures	
<p>Reviewer</p> <p>Employee</p>	

Rating Codes: N=not met; M=meets; E=exceeds

TCC Requisition for Use of Facilities

GROUP _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ (Work)

_____ (Home)

EMAIL: _____

DATE & TIME(S) REQUIRED _____

FACILITIES REQUIRED ICE SHED _____ # OF SHEETS _____

LOUNGE _____ KITCHEN _____

BAR STEWARD _____

APPROXIMATE # OF PEOPLE _____ or TEAMS _____

Your request will be considered and you will receive a reply within 7 days of this date _____

A deposit of \$50.00 is required at the time of confirmation.

ADDED COMMENTS:

DEPOSIT RECEIVED DATE _____

CLUB OFFICIAL _____ DATE _____

Part 6 – BOARD OF DIRECTORS JOB DESCRIPTIONS

The president is responsible to the Board of Directors and Club Membership. All other positions on the Board of Directors are responsible to the President and the Board of Directors.

The last update of these job descriptions was done in April 2012.



President

Purpose: The president is an elected member of the Board of Directors and is the Chief Executive Officer of the Club. Subject to the authority of the Board and the By-laws, the President is responsible for the overall operation of the Club and is the direct liaison between the Manager and the Board of Directors.

Duties:

- Provide leadership in all decision-making regarding the direction and operation of the Club.
- Monitor the functions of each Board member and the Manager. Monitor the organization and functioning of all activities and special events of the Club.
- Preside as Chairperson at all Board of Directors and all general meetings of the Club. The President will cast the deciding vote at any meeting, if required.
- Ensure that the rules of procedure and other matters as provided for in the Club By-laws are strictly adhered to.
- Call special meetings when deemed necessary, in accordance with the By-laws of the Club.
- Act as official spokesperson of the Club and represent the Club at functions and activities, as required. Attend NSCA general meetings as a voting delegate.
- Appoint members to special committees as required.
- Ex-officio member of all committees of the Club.
- Chair the Hiring Committee responsible for selecting Club employees, if one is established.
- Serve as a member of the Finance Committee and the Human Resources Committee.
- Act as an official signing officer of the Club.
- Prepare a successor for office.
- Act as custodian of the manual of duties and responsibilities for all Directors. This manual shall be reviewed annually by the Board prior to the Semi-Annual meeting.
- Submit a written report to the Annual and the Semi-Annual general meetings of the Club.
- Be familiar with all programs and activities of the Club.
- Perform such other duties as generally the responsibility of a President, or as directed by the Board.

First Vice President

Purpose: The 1st Vice-President is an elected member of the Board of Directors, and shall assist the President in providing leadership to the Club. The 1st Vice President shall be the Chief Operating Officer of the Club and will prepare to assume the position of President following his/her term of office.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership.
- Contribute to the decision-making process regarding the direction and operation of the club.
- Work closely as a consultant and advisor to the President regarding the Club's operation.
- In the absence or disability of the President assume all duties and responsibilities of that office.
- Act as an official signing officer of the Club.
- During the curling season perform a monthly audit of Bar Operations and maintain an on-going liaison with the Bar Manager regarding the operations of the bar. During the off-season responsible for all bar operations (refer to Bar Operations Policy).
- Serve as a member of the Finance Committee and the Human Resources Committee.
- Ex-officio member of all committees of the Club.
- Attend NSCA general meetings as a voting delegate.
- Act as custodian of the manual of policies of the Club. This manual shall be reviewed prior to the Semi-Annual meeting. Responsible for updating the manual on an on-going basis, as new policies are adopted.
- Act as custodian of the manual of duties and responsibilities for standing committee chairpersons.
- Submit a written report to the Annual and the Semi-Annual general meetings of the Club.
- Assist when necessary with the organization of all functions and events of the Club. Chair any Club sponsored closing bonspiels.
- Perform such other duties as required by the President or the Board of Directors.

Second Vice President

Purpose: The 2nd Vice-President is an elected member of the Board of Directors, and shall assist the President and 1st Vice President in providing leadership to the Club. The 2nd Vice President will prepare to assume the position of 1st Vice President following his/her term of office.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership.
- Contribute to the decision-making process regarding the direction and operation of the club.
- Work closely as a consultant and advisor to the President regarding the Club's operation.
- In the absence or disability of the 1st Vice President assume all duties and responsibilities of that office.
- Ex-officio member of the Curling Committee.
- Conduct an annual review of all Club insurance coverage and present a report to the Board prior to December 1st.
- Act as custodian and maintenance of all Club records, trophies and the Club directory. Ensure all trophies/plaques are properly engraved at the end of the season.
- Responsible for the implementation of the "Display of Awards and Pictures" Policy.
- Assist the 1st Vice President in chairing any closing bonspiels of the Club. Submit a draft budget to the Treasurer by August 15 for inclusion in the annual budget of the Club.
- Submit a written report to the Annual and the Semi-Annual general meetings of the Club.
- Assist when necessary with the organization of all functions and events of the Club.
- Perform such other duties as required by the President or the Board of Directors.

Past President

Purpose: The Past President is a member of the Board of Directors and shall provide an advisory role to all members of the Board.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership.
- Contribute to the decision-making process regarding the direction and operation of the club.
- Act as Chairperson of the Nominating Committee. Assist in recruiting members to complete the slate of officers and chairpersons for the Board of Directors and subcommittees. Submit a written report to the membership at the Annual General meeting.
- Review the membership list for any possible candidates for honorary membership and present any recommendations to the Board of Directors at least one month prior to the Annual General Meeting for consideration.
- Responsible for recommending to the Board of Directors nominations to the Truro Sports Heritage Committee or other special recognition bodies.
- Act as Chair of the Human Resources Committee.
- Serve as a member of the Hiring Committee responsible for selecting Club employees.
- Submit a written report to the Annual and Semi-Annual General Meetings of the Club.
- Assist when necessary with the organization of all functions and events of the Club.
- Perform such other duties as required by the Board of Directors.

Treasurer

Purpose: The Treasurer is an elected member of the Board of Directors and is responsible for the overall management and control of finances of the Club and also for establishing and maintaining quality accounting practices and procedures. The Treasurer shall be bonded by the Club to the minimum amount of \$5000.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the club. Prepare and submit financial reports for the Board of Directors meetings as required and review outstanding receivables on a frequent basis.
- Ensure an accurate account of all financial transactions is maintained. Monitor all financial activities of the Club. Obtain written financial reports from all Club committees including income and expenditure forecasts as required. The Treasurer is an ex-officio member of all committees of the Club.
- Arrange for appropriate signing authority at the Club's financial institution and act as an official signing officer of the Club.
- Arrange for external accountant to review financial operations and prepare an annual financial statement.
- Present to the Semi-Annual General Meeting the (un) audited financial statements for the preceding year.
- Submit an annual budget for approval to the Semi-Annual General Meeting for the current year, including the dues structure and membership classifications.
- Submit a report to the Annual General Meeting of the Club outlining the financial position of the Club.
- Ensure all financial policies of the Club are being followed and monitor investments and make recommendations to the Board of Directors.
- Act as a Chair of the Finance Committee.
- In conjunction with the Secretary, ensure that the annual registration to the Registry of Joint Stocks is paid.
- Assist when necessary with the organization of all functions and events of the Club.
- Perform such other duties as are generally the responsibility of a Treasurer, or as required by the President or the Board of Directors.

Secretary

Purpose: The Secretary is an elected member of the Board of Directors and is responsible for preparing and maintaining a record of official proceedings of all meetings of the Board of Directors and all general meetings of the membership, as well all official correspondence pertaining thereto.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the club.
- Responsible for the distribution of notice of all meetings of the Board of Directors and general membership. Receive agenda items and reports for Board of Directors and general meetings.
- In conjunction with the President, develop and issue the agenda for all meetings of the Board of Directors and all general meetings of the membership.
- Maintain an attendance record of all Board of Directors meetings. Record and maintain the official record of the proceedings of all Board of Directors and all general meetings of the Club.
- Circulate the minutes of meetings, for approval, to members of the Board of Directors and others as approved by the Board, in a timely manner. Minutes are to be placed in the club mail box during the curling season, and may be mailed in the off-season.
- Post a copy of Board of Directors and general meeting minutes for the membership, after they have been approved.
- Prepare and issue correspondence as directed by the Board of Directors or general membership in association with the President.
- Ensure the annual registration of the Club with the Registry of Joint Stocks.
- File with the Registry of Joint Stock Companies an annual financial statement, list of Directors, and copies of Special Resolutions passed by the membership. Make all filings within 14 days of the meeting at which they were approved.
- Maintain the security of the Club "Seal" which may be affixed to any document upon resolution of the Board of Directors.
- Assist the President with administrative duties as required.
- Assist when necessary with the organization of all functions and events of the Club.
- Perform such other duties as required by the President or the Board of Directors.

Curling

Purpose: The Curling Committee Chairperson is an elected member of the Board of Directors and shall be responsible for all curling activities including local curling, foreign matches, Club play downs for Provincial competitions, selection of teams, scheduling of matches, preparation and distribution of the Club curling schedules, and establishing rules and regulations.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the Club.
- Establish a committee, including an assistant chairperson with representation from all curling leagues within the Club. Serve as the liaison between the Board of Directors and the various curling leagues within the Club. Oversee and report on all of the leagues activities.
- Prepare a planning report of the Committee and present this report to the Board of Directors prior to the start of the curling season for consideration and approval.
- Submit a draft budget of the Committee, including all Club leagues, to the Treasurer by August 15 for inclusion in the annual budget of the Club.
- Submit a written report, including all Club Leagues, to the Annual and the Semi-Annual general meetings of the Club.
- Responsible to deal with any concerns of the membership relative to this Committee, and shall plan, organize and publish the curling events, league schedules and competitions for the membership. Responsible for the creation/posting/updating of a Club calendar of events.
- Appoint people to attend to evening Board Duty to ensure games begin and conclude on time. Refer to the “Bell Ringing” Policy.
- Ensure the planning and organization of the Club Championship competitions and other special events.
- Maintain records of all competitions, including winners, runners-up, pertinent statistics, etc.
- Oversee the selection and purchase of appropriate prizes/awards for each Club league for the closing awards banquet. Responsible for the selection of Rookie of the Year award. Conduct the presentation of awards at the Closing Banquet.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the President or the Board of Directors.

Facility

Purpose: The Facility Chairperson is an elected member of the Board of Directors and is responsible for the maintenance of the Club assets. The Facility Chairperson shall provide direction and guidance in the maintenance of the present facility as well as provide leadership on the issue of the need for upgrading.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the club.
- Establish a committee of not less than three people including an Ice Coordinator and the Club's staff ice maker. Conduct committee meetings and delegate tasks as required.
- Gather information and resources related to future upgrade possibilities.
- Regularly assess and determine if the current facility is meeting the needs of the organization.
- Work with the Board in planning and implementing any major acquisitions and renovations for the facility.
- In conjunction with the Club Manager, responsible for the interior decorating and upkeep of the Club.
- Submit a draft budget of the Committee to the Treasurer by August 15th for inclusion in the annual budget of the Club.
- Maintain an on-going inventory of all club property and provide a written copy to the Secretary prior to Oct. 15.
- In conjunction with the Club's ice maker and Ice Coordinator, responsible for the maintenance of the ice plant and the making and maintenance of ice.
- Responsible for overseeing all safety aspects of the club, example: fire extinguishers, first aid kits, blankets, etc.
- In conjunction with the Club Manager, annually submit a schedule of rental fees to the Board of Directors for approval. The schedule is usually submitted during the period January-March for implementation in the next fiscal year of the Club. Refer to the "Facility Rental" Policy.
- Submit a written report to the Annual and the Semi-Annual general meetings of the Club.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the President or the Board of Directors.

Director at Large

Purpose: A Director at Large is an elected member of the Board of Directors and shall act as a liaison between the Board of Directors and the Club membership. There shall be three (3) Directors at Large positions on the Board of Directors.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the club.
- Serve as the liaison between the general membership and the Board of Directors.
- Responsible for the planning, coordinating and running the Club's annual opening spiel, closing social events and other special events/meetings as required.
- One Director at Large, selected amongst the Directors at Large, shall serve as liaison between the Board of Directors and the Entertainment Committee. The Director at Large shall oversee and report on the Entertainment Committee's activities.
- Liaise with the Promotions Committee to ensure timely updates to Club website, notice boards and other communications.
- Submit a written report to the Annual and Semi-Annual meetings of the Club.
- Responsible for recommending to the Board of Directors the annual recipient of the "Percy Caudle Award for Volunteer Service". Recommendations should be made to the Board in March to ensure acceptance for the April AGM and/or Awards night.
- Report regularly to the Board of Directors on any assigned duties or tasks.
- Assist when necessary with the organization of other functions and events of the Club. May be required to assist other Board members in carrying out their responsibilities.
- Responsible for engraving plaques such as A1 Tire, Percy Caudle Award, etc.
- Responsible for updating the Directory Board.
- Ensure Registry of Joint Stocks renewed and updated each year.
- Perform such other duties as required by the President or the Board of Directors.

Membership

Purpose: The Membership Committee Chairperson is an elected member of the Board of Directors and shall be responsible for promoting Club membership, recruiting new members and maintaining membership numbers to provide for a high level of proficiency and stability of the Club.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the club.
- Establish a committee of not less than two people, including an assistant chairperson. Conduct committee meetings as required.
- Prepare a planning report of the Committee and present this report to the Board prior to the start of the curling season for consideration and approval. The report will outline plans for obtaining and retaining members.
- In conjunction with the Promotions Committee, promote, advertise and solicit new members to the Club through public notice, recruitment programs and personal contacts. Advertising and promotional information for membership must be approved by the Board of Directors in advance of implementation.
- Scrutinize the membership lists of previous years in an attempt to recover some former members who have left the Club.
- Submit a written report, including sub-committees, to the Annual and the Semi-Annual general meetings of the Club.
- Coordinate and host the annual Open House at the beginning of the curling season..
- Prepare and distribute New Members package to all new members to the Club. Assist and encourage new members to participate in Club activities.
- Prepare an updated membership list, which shall be posted in the Club at all times. A copy shall be given to the Rink Manager, Bar Manager, Secretary and Directors at Large.
- In conjunction with the Promotions Committee Chairperson maintain active contact with all members, including social members, to advise them of Club activities.
- Answer concerns, complaints and compliments of all Club members to ensure they are comfortable within the Club and bring those forward to the Board of Directors.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the President or Board of Directors.

Ways and Means

Purpose: The Ways and Means Chairperson is an elected member of the Board of Directors and is responsible for raising revenues for the Club, other than funds raised through dues, bar revenues and rentals, so as to meet the needs of the Club.

Duties:

- Attend all meetings of the Board of Directors and all general meetings of the membership. Contribute to the decision-making process regarding the direction and operation of the club.
- Responsible for the developing, organizing and supervising fund-raising projects to provide additional funds for the Club. Fund raising projects may have a specific purpose for the need of additional funds beyond the budgetary amounts of the Club.
- Submit a draft budget to the Treasurer by August 15th for inclusion in the annual budget of the Club.
- Obtain Board approval before initiating any action on a fund raising project.
- Report regularly to the Board of Directors on the progress of any fund raising project.
- Ensure that all necessary licenses and permits are obtained before commencing a fund raising project.
- Is responsible for commercial advertising in the ice shed. Refer to the "Ice Shed Advertisements" Policy.
- Responsible for the coordination of the "Sponsors" Policy.
- Use the resources of the Club to promote and solicit membership involvement and participation in fund raising projects.
- Submit a written report to the Annual and the Semi-Annual general meetings of the Club.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the Membership Committee Chairperson or the Board of Directors.

Part 7 – COMMITTEE JOB DESCRIPTIONS

Curling League Representative

Purpose: The League representative is responsible for the planning and organizing of the respective curling league within the Club and reports to the Curling Committee Chairperson who shall ensure the following leagues have representation on the Curling Committee: Day Ladies, Junior, Daytime Men's, Men's, Women's and Mixed.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Curling Committee Chairperson. Attend meetings of the Curling Committee as requested.
- Submit a draft budget of the League to the Curling Committee Chairperson by August 1st for inclusion in the annual budget of the Club.
- Consult with the Curling Committee Chairperson respecting the planning and organization of the league, including ice times, schedules, special events, Club use, etc. ensuring the registered members get a reasonable and suitable amount of curling.
- Submit a written report to the Curling Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Obtain prizes, trophies and awards for winning teams in coordination with and with the approval of the Curling Committee Chairperson. Participate in the organization of the Club's annual closing awards night on behalf of the league.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the Curling Committee Chairperson.

Catering

Purpose: The Catering Sub-Committee Chairperson is responsible for the operation of the kitchen facilities and catering to all Club functions. This position reports to the Ways and Means Chairperson.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Ways and Means Chairperson. Attend meetings as requested.
- Establish a committee of not less than six people including an assistant chairperson to coordinate the various kitchen events. The assistant chairperson should be primarily responsible for enlisting additional help for kitchen events.
- Conduct Committee meetings to plan for kitchen events, as required. Ensure effective communication amongst committee members. Ensure an ample number of Committee members have obtained the Food Handlers Course Certificate.
- Submit a draft budget of the Committee to the Treasurer and the Ways and Means Chairperson by August 15th for inclusion in the annual budget of the Club.
- Submit a written report to the Ways and Means Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Prepare an annual inventory of all items and equipment in the kitchen and post this list in the kitchen. Provide a written copy to the Secretary prior to Oct.15th.
- Plan, coordinate and arrange kitchen service for the various catering requirements of the Club, including Opening and Closing Banquets, lunches, dinners, receptions, special events, etc., as necessary.
- Confer with the Chairperson of each event respecting numbers, menu, costs, hours, etc. to ensure satisfactory service. Responsible for the purchase of all necessary supplies required.
- Prepare a financial report of each event and present it to the Ways and Means Chairperson with a copy to the Club Manager along with revenues from the event.
- Ensure that the kitchen area is kept clean, tidy and presentable at all times. Replenish broken or missing articles as necessary, and purchase additional items as required to ensure quality service and performance.
- Assist when necessary with the organization of other functions and events of the Club. Perform such other duties as required by the Ways and Means Chairperson or the Board of Directors.

Entertainment

Purpose: The Entertainment Committee Chairperson is responsible to coordinate and plan the social functions and activities of the Club and shall assist the Board of Directors in extending hospitality to visiting curlers and guests. This position reports to a designated Director at Large.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the club.
- Establish a committee, including an assistant chairperson. Conduct committee meetings as required.
- Submit a planning report to the Directors at Large prior to the start of the curling season for consideration and approval of the Board of Directors.
- Submit a draft budget of the Committee to the Treasurer by August 15th for inclusion in the annual budget of the Club.
- Submit a written report to the Annual and the Semi-Annual general meetings of the Club.
- Provide periodical reports including financial information to the Directors at Large on the planned and completed activities of the Committee.
- Responsible to deal with any concerns of the membership relative to this committee, and shall attend to the Club matters relating to social events of the Club.
- Plan, coordinate and conduct social events such as: sponsor nights, holiday events, special dinners, etc.
- Attempt to have all planned events produce at least a "break even" financial result.
- Ensure that all necessary permits, licenses, etc. are obtained before commencing a planned event.
- Promote and advertise upcoming social events well in advance to the membership, including all relevant information respecting the event.
- Consult with and enlist the services of the Catering Committee when planning entertainment and social events that involve food and the use of the kitchen.
- Assist when necessary with the organization of other functions and events of the Club and perform such other duties as required by the Directors at Large or the Board of Directors.

Club Historian

Purpose: The Club Historian shall identify, collect, organize, preserve, and make available records and materials which pertain to the origin and history of the Club, from its inception in 1875 to the present day, adding to the collection with current material, including new documents, newspaper clippings, and photographs. These include not only the official papers of past administrations but also materials reflective of individual achievement in the sport of curling while a member of the Club. The Club Historian shall be appointed by the Board and shall remain in office during the pleasure of the Club Historian and shall cooperate with and report to the President.

Duties:

- Receive from the Board and have charge of all documents, records and papers of the Club, having continuing value for historical use or as a matter of record and shall be responsible for the preservation and safekeeping of all documents.
- Provide aid and support to the Board in stimulating an interest in, and appreciation of, the history of the Club.
- Acquire, manage, store and preserve textual material, pictures, maps and multimedia materials.
- Attend Board meetings if requested.
- Submit a draft budget of the Committee to the Treasurer by August 15th for inclusion in the annual budget of the Club.
- Submit a written report for presentation to the Annual General meeting of the Club.
- The Board provides the Club Historian with the authority to approve destruction of no longer necessary records and to acquire historical records for permanent preservation.
- The vault shall be the place of deposit of all records that have been determined by the Club Historian to be of significant archival value.
- Permission for access to the historical documents must be sought from the Club Historian as occasion may require.

Instruction

Purpose: The Instruction Sub-Committee Chairperson is responsible for providing instruction to all members who desire assistance in improving their curling skills, including such things as fundamentals of curling, rules of the game, etiquette, equipment and strategy. This position reports to the Membership Committee Chairperson and may attend Membership Committee meetings as requested.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club..
- Establish a committee of not less than four people, including an assistant chairperson. Conduct committee meetings as required.
- Obtain competent and reliable instructors, preferably those with at least Level 1 certification, who are capable of providing quality help and direction to the members. Charge your instructors with an obligation to observe and detect curlers who could benefit from additional instruction, and offer assistance to those people.
- Submit a draft budget of the Committee to the Treasurer and Membership Committee Chairperson by August 15th for inclusion in the annual budget of the Club.
- Submit a planning report to the Membership Committee Chairperson prior to the start of the curling season for consideration and approval of the Board of Directors.
- Submit a written report to the Membership Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Promote and advertise instruction periods well in advance of date, showing all relevant information needed by the members.
- Plan and organize instruction classes/seminars/groups for the members, particularly new members of the Club; with an emphasis on holding these events early in the curling season when the new members need it most. Offer and provide individual teaching/instruction to any member who seeks it, or who you feel would benefit from personal instruction.
- Responsible for arranging technical development courses during the curling season to improve the curling skills of the membership.
- Assist when necessary with the organization of other functions and events of the Club and perform such other duties as required by the Membership Committee Chairperson or the Board of Directors.

Promotions

Purpose: The Promotions Sub-Committee Chairperson is responsible for all aspects of public relations on behalf of the Club. This position reports to the Membership Committee Chairperson.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Membership Committee Chairperson. Attend Membership Committee meetings as requested.
- Establish a committee of not less than three people, including an assistant chairperson. Conduct committee meetings as required.
- Attend to all Club matters relating to public relations, promotion, media coverage of events, and arranging photos and interviews. Obtain approval from the Membership Committee Chairperson for promotional activities.
- Ensure that all significant Club events are promoted through the media for community coverage and that suitable photo and write-ups are made available.
- Prepare and distribute a club bulletin and/or newsletter to all members including social members.
- In conjunction with the 2nd Vice President, responsible for the implementation of the “Display of Curling Awards and Pictures” Policy.
- Appoint a committee member to serve as the Club Historian who shall prepare and maintain a record of events and activities of the Club, e.g. album of photo and newspaper clippings, Wall of Fame display, etc.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the Membership Committee Chairperson or the Board of Directors.

Senior Men's Curling

Purpose: The Senior Men's Curling Sub-Committee Chair is responsible for the planning and organizing of the daytime senior men's curling leagues within the Club and is responsible to the Curling Committee Chairperson.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Curling Committee Chairperson. Attend meetings of the Curling Committee as requested.
- Establish a committee of not less than two people, including an assistant chairperson. Conduct committee meetings as required.
- Submit a draft budget of the Committee to the Treasurer and Curling Committee Chairperson by August 15th for inclusion in the annual budget of the Club.
- Consult with the Curling Committee Chairperson and the Board of Directors respecting the planning and organization of the daytime senior curling leagues, including ice times, schedules, special events, Club use, etc. ensuring the registered members get a reasonable and suitable amount of curling.
- Submit a written report to the Curling Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Plan and coordinate the Masters Club Playdowns, if required.
- Organize special events for the Senior Curlers, such as Home and Homes with other Clubs, Battle of the Sexes, etc.
- Obtain prizes, trophies and awards for winning teams in coordination with and with the approval of the Curling Committee Chairperson.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the Curling Committee Chairperson or the Board of Directors.

Daytime Women's Curling

Purpose: The Daytime Women's Curling Sub-Committee Chair is responsible for the planning and organizing of the daytime women's curling leagues within the Club and is responsible to the Curling Committee Chairperson.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Curling Committee Chairperson. Attend meetings of the Curling Committee as requested.
- Establish a committee of not less than two people, including an assistant chairperson. Conduct committee meetings as required.
- Submit a draft budget of the Committee to the Treasurer and Curling Committee Chairperson by August 15th for inclusion in the annual budget of the Club.
- Consult with the Curling Committee Chairperson and the Board of Directors respecting the planning and organization of the daytime senior curling leagues, including ice times, schedules, special events, Club use, etc. ensuring the registered members get a reasonable and suitable amount of curling.
- Submit a written report to the Curling Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Plan and coordinate the Masters Club Playdowns, if required.
- Organize special events such as Home and Homes with other Clubs, Battle of the Sexes, etc.
- Obtain prizes, trophies and awards for winning teams in coordination with and with the approval of the Curling Committee Chairperson.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the Curling Committee Chairperson or the Board of Directors.

NOTE: This job description has not been approved by the Board and is provided only as an example.

Mixed Curling

Purpose: The Mixed Curling Sub-Committee Chairperson is responsible for planning and organizing the Club's Mixed Competitive and Social Curling Activities and reports to the Curling Committee Chairperson.

Duties:

- Attend all general meetings of the membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Curling Committee Chairperson. Attend meetings of the Curling Committee as requested.
- Establish a committee of not less than three people, including an assistant chairperson. Conduct committee meetings as required.
- Submit a draft budget of the Committee to the Treasurer and Curling Committee Chairperson by August 15 for inclusion in the annual budget of the Club.
- Submit a written report to the Curling Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Plan and organize competitive and recreational mixed curling.
- Plan and organize mixed curling social events e.g. mixed fun nights.
- Plan and coordinate the Mixed Club Playdowns.
- Consult with the Curling Committee Chairperson regarding ice times, schedules, etc.
- Participate in the organization of Club's annual closing awards and social events on behalf of Mixed Curling.
- Obtain prizes, trophies and awards for winning teams in coordination with and with the approval of the Curling Committee Chairperson.
- Assist when necessary with the organization of other functions and events of the Club.
- Perform such other duties as required by the Curling Committee Chairperson or the Board of Directors.

Junior Curling

Purpose: The Junior Curling Sub-Committee Chairperson is responsible for the coordination, development, administration, and promotion of all junior curling programs and competitions within the Club.

Duties:

- Attend all meetings of the general membership and contribute to the decision-making process regarding the direction and operation of the Club.
- Cooperate with and report to the Curling Committee Chairperson. Attend meetings of the Curling Committee as requested.
- Establish a committee of not less than two people, including an assistant chairperson. Conduct committee meetings as required.
- Responsible for the organization and administration of junior curling programs including registration of curlers, fees, scheduling, competitions, instruction, etc.
- Recruit committee members to supervise and instruct junior and pre-junior curlers.
- Responsible for the operation of the Club's curling supply retail outlet. Maintain inventory and provide periodic financial reports to the Curling Committee Chairperson.
- Submit a draft budget of the Committee to the Treasurer and Curling Committee Chairperson by August 15 for inclusion in the annual budget of the Club.
- Submit a written report to the Curling Committee Chairperson for presentation to the Annual and the Semi-Annual general meetings of the Club.
- Liaise with Sport NS and the NSCA on all programs relating to junior curling. Communicate with the appropriate provincial body and within the Club on all aspects related to junior curling administration and events.
- Arrange meetings with instructors and coaches as necessary to ensure a smooth-working operation and to address concerns, problems, and creative ideas for the junior program.
- Organize the Club's annual Family Bonspiel.
- Maintain a close working relationship with the Rink Manager respecting the administration and conduct of the program.
- Assist when necessary with the organization of other functions and events of the Club and perform such other duties as required by the Curling Committee Chairperson or the Board of Directors.

Part 8- STAFF JOB DESCRIPTIONS

Both of the following job descriptions were approved by the Board on September 28, 2012. They may be revised as job duties change from time to time. Hours of work are approved at the start of each curling season.



Bar Manager

The job description for Bar Manager, Truro Curling Club, includes, but is not limited to, the following (additional duties may be assigned by the Board of Directors):

- To tend bar Monday to Friday and as required for special events.
- To provide light meals as part of the bar service.
- To maintain inventory and to order new stock when required.
- To keep the lounge area and kitchen area clean.
- To accept membership dues and other payments on behalf of the TCC.
- *When on duty* the Bar Manager acts as the face of the TCC and welcomes members and guests to the Club.
- To enforce all regulations pertaining to the TCC liquor license including the signing in of guests.
- To train and schedule volunteer bar tenders as required.
- To be familiar with all Club policy and in particular the Alcohol Service and Bar Operations policy documents.

The Bar Manager is responsible for the kitchen and its contents. Any use of the kitchen will be coordinated by the Bar Manager. The Bar Manager will ensure that any regulations and guidelines pertaining to the safe handling of food will be enforced. The Bar Manager will be required to have taken the Safe Food Handling course offered by the provincial government.

The Bar Manager will report directly to the First Vice President of the TCC. All matters pertaining to the operation of the bar and kitchen including hours of operation, products and pricing, special events, rentals, and volunteer staffing are the responsibility of the Bar Manager but need to be first reviewed with the First Vice President.

Hours of work are primarily from 4:00 pm to 12:00 am with 35 hours guaranteed per week. The terms of employment will have the potential to be renewed on an annual basis.

The Bar Manager, when unable to report for scheduled work, is responsible to find a replacement. The Bar Manager will notify the Rink Manager by noon if unable to report for work and advise who the replacement will be (from the list of volunteers). If unable to contact the Rink Manager then the First Vice President should be notified (followed next by the President, Second Vice President, and then any member of the Board).

Rink Manager

The job description for Rink Manager, Truro Curling Club, includes, but is not limited to, the following (additional duties may be assigned by the Board of Directors):

- Provide ice maintenance which includes scraping, cleaning, pebbling, nipping, etc. as well as the daily recording of ice and plant readings.
- Coordination and *training* of volunteers to assist in ice maintenance, general facility maintenance, and special events as required.
- Janitorial services of the entire building and ice shed. Includes purchase of supplies.
- Responding to all inquiries throughout the day including the booking of ice rentals, membership, club rentals, etc.
- Dealing with suppliers including heating oil, cleaning supplies, Jet Ice, etc.
- Ensuring that the Club is current pertaining to all regulations from the Fire Marshall's office, Town of Truro, Club's insurer, etc.
- Maintenance of Club facilities and equipment within level of expertise and to coordinate repairs and maintenance of facilities and equipment by contractors and suppliers when required.
- Minor administrative duties such as assisting the Curling Committee Chairperson regarding scheduling of Club play, rentals and booking of same, receiving membership applications and payment of dues, sale of curling supplies, etc.
- Assist Bar Manager as required and provide bar services as required. This includes enforcement of all regulations pertaining to the TCC liquor license including the signing in of guests.
- Oversee Club security and maintenance of a key register.

The Rink Manager will be expected to familiarize themselves with all aspects of the physical structure, equipment, and contents of the Club. The TCC will encourage further training in the making and maintenance of curling ice.

The Rink Manager will also be expected to interact with the membership on a daily basis. When on duty the Rink Manager is the public contact for the Truro Curling Club. Any issues that arise that are not part of the day to day job description will be directed to the President.

Hours of work are primarily from 8:30 am to 5:30 pm with 40 hours guaranteed per week. The terms of employment will have the potential to be renewed on an annual basis. The Rink Manager reports directly to the President.

Part 9 – COMMITTEE TERMS OF REFERENCE

Finance Committee

Membership:

- The committee shall consist of a chairperson and at least three other members.
- The chairperson of the committee shall be the Treasurer.
- The term of office for committee members shall be for one curling season.
- The committee, at its discretion, may consult with or add people from the Club membership as required for the purpose of acquiring particular information and expertise.

Responsibilities:

- Reports to the Board of Directors.
- Meets regularly throughout the year as frequently as deemed necessary by the committee and Board.
- Assists with the preparation of the Club's annual budget and financial policies.
- Advises and recommends to the Board on matters related to: borrowing, load management, investing, bank accounts, accounting practices, the financial duties in the job descriptions of staff and volunteers, the development of financial policies.
- Monitors and makes recommendations on all financial activities of the Club.
- Ensures proper financial controls are developed, put in place and practiced, e.g. monthly trial balance, procedures for counting money, internal audits.
- Conducts short and long term financial planning.
- With regards to long term planning, monitors and recommends strategies and actions concerning the Club's emergency fund and capital betterment fund; and liaises closely with the Facility chairperson/committee who has the responsibility of developing priorities for capital improvements.
- Conducts cost accounting analysis on any aspect of Club operations as required.

Human Resources Committee

Purpose: To oversee and conduct Human Resource functions for Club employees.

Membership:

- The committee shall consist of three Board members; the President, Past president and 1st Vice President.
- The chairperson of the committee shall be the Past President.
- The Committee, at its discretion, may consult with or add people from the Board or Club membership for the purpose of acquiring particular expertise.

Responsibilities:

- Reports to the Board of Directors.
- Meets regularly throughout the year as frequently as deemed necessary by the committee and Board.
- May participate in and conduct staff hiring.
- Review the performance appraisals for Club staff.
- Conduct an annual review of the complement of Club staff, including number of staff, duties and functions, pay scale, hours of work, hours per week, weeks per year. Reports to the Board in the month of June.
- Review and oversee the implementation of Occupational Health and Safety needs and requirements with staff.
- Review staff training needs.
- Oversee and review staff position descriptions.
- Develop administrative procedures and format for personnel reports.