

# **SECTION 1**

# **BYLAWS, AND POLICIES**

# **OLDS CURLING CLUB (1975) POLICIES**

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## **POLICY DEVELOPMENT**

Policy development is probably the single most important function of a Board of Directors and the membership. Our workers and membership must have a clear set of policies in place so that they can effectively operate our curling facility.

The responsibility to develop, review and approve all policies that determine how the Olds Curling Club (1975) is to operate is the sole responsibility of the Board of Directors and the Olds Curling Club (1975) Membership. Workers and/or the membership may request a change in policy or may request that a new policy be developed and then submit a proposal to the Board of Directors for consideration. The Board of Directors decision on all policy development is final and will be positively accepted, promoted and followed by all workers and members.

The Board of Directors must ensure that the policies are clear and easily understood. There will be no “grey” areas that may allow different interpretations of the policy. These policies will be documented and will be kept current. A standardized policy template will be used for each policy. Each policy will be named and numbered, and will show the date that the policy was approved by the Board for future reference if required.

A policy manual has been developed and the responsibility to keep the policy manual current is a Board of Directors function.

July 22, 2011  
Ken Weseen  
Secretary Treasurer.

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	001 Guiding Principles Policy
<b>LAST REVIEWED AND APPROVED:</b>	April 1, 2012 Board Meeting

## **Guiding Principles for the Operation of the Olds Curling Club (1975)**

### **Mission Statement**

The Olds Curling Club (1975) will provide an affordable community recreational facility that attracts all skill levels.

### **Purpose of the Board of Directors**

The purpose of the Board of Directors is to administer the affairs of the Olds Curling Club (1975) in order to provide quality services on a consistent basis.

### **The Club's Guiding Principles**

The Club's guiding principles are considered to be our fundamental values, which will be the basis for the development of long range plans and future actions. These fundamental values are:

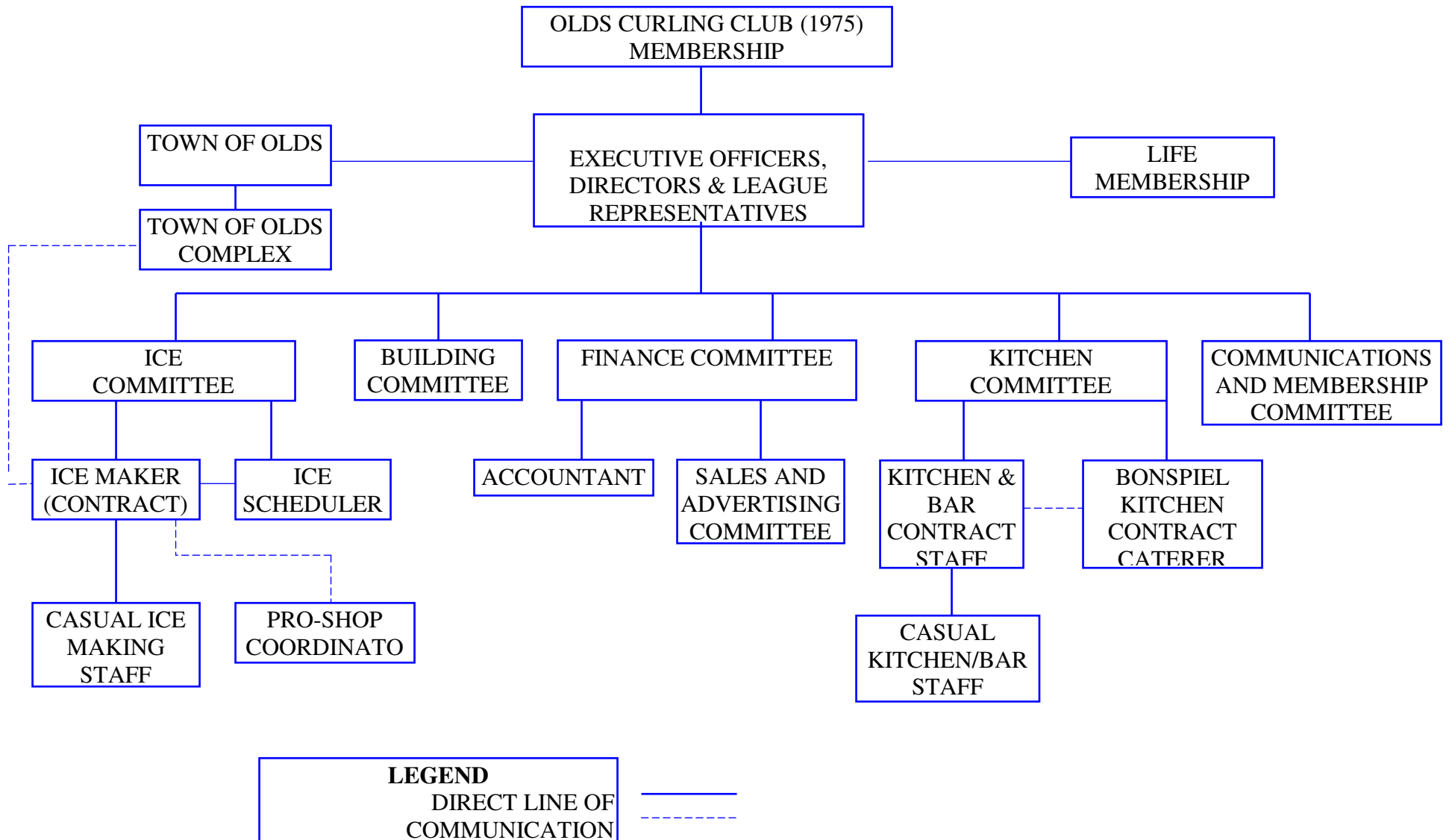
1. Provide an affordable community recreational facility.
2. Encourage community participation in the Club.
3. Provide a level of playability that will fairly challenge all skill levels.
4. Maintain a membership and fee structure that will ensure the long term financial viability of the Club.
5. Maintain or increase the value of the assets of the Club.
6. Establish and maintain standards of operation that will enhance our identity.

THE BYLAWS ARE POSTED SEPERATELY IN PDF. AS WELL.

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	003 Organizational Flow Chart
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

The Board of Directors approved the organizational chart as depicted on the following page of this policy #003.

# OLDS CURLING CLUB (1975) ORGANIZATION COMMUNICATIONS FLOW CHART



<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	004 Board Meeting Frequency Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Board Meeting Frequency Policy**

The Board of Directors will meet on the 1st Sunday of every month from September through April except when the first Sunday is next to a statutory holiday. The board meeting will then be moved to the second Sunday.

In the off season (May – August) Board meetings will be scheduled on an as needed basis.

Meetings commence at 7 p.m. sharp and are held at the Curling Club board room.

The only time the monthly meeting date can be changed to an alternate date is if a quorum cannot be reached due to the absence of several Board members or if other special circumstances warrant such a change.

Developed on December 21, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>



<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	005 Membership Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Membership Policy**

You must be a member of the Olds Curling Club in order to participate in any league curling.

The membership fee and the curling league registration fees will be combined into one fee and will include GST.

These fees will be reviewed during the annual budget development and will be adjusted as required by the Board of Directors.

The registration form will include all league information and options, fees, locker rentals and will include all members listed below.

Members can be full or half time and are defined as:

1. Senior's League registrants.
2. Men's League registrants.
3. Women's league registrants.
4. Mixed league registrants.
5. Junior league registrants.
6. Family Night registrants.
7. Special Olympic registrants.
8. Regular full or half time spares.

Spares who only participate occasionally are exempt and are treated as guests to promote the sport of curling.

Life time members are also exempt as per Life Time Member Policy.

Developed on January 6, 2012.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	006 Life Member Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**LIFE TIME MEMBER POLICY**

Information derived from a committee report on December 17, 1989.

**LIFE TIME MEMBER REQUIREMENTS**

1. Must be a member or former member.
2. Must be 65 years of age or older.
3. Must have been a member in good standing for a period of time not less than 25 years.
4. Must have held a major position on the executive of the Olds Curling Club (ie. President, Secretary or Treasurer).
5. Contributed as a curler, builder of the club or a good will ambassador to improve, develop or enhance the image of the Olds Curling Club.
6. Life members are to be nominated by a member of the Olds Curling Club and reviewed by the Life membership committee and voted in by the executive of the Olds Curling Club.
7. Recipients are to be presented the Life Membership status at an annual meeting.
8. It is recommended that only one Life Member be inducted per year.
9. It is not necessary to induct a Life Member every year.
10. Active Life members will have all curling dues paid for by the Olds Curling Club.

The Life Member Committee was formed in 1985 and presently consists of:

- Larry Flessati
- Brian Krall
- Rob Notley

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>
2017/02/25	Committee member Ralph Richards replaced by Brian Krall.	

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	007 Rules for Guests Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Rules for Guests of the Club Policy**

1. The general public is welcome to visit the Olds Curling Club lounge as guests. There is no sign-in required. Guests are expected to show respect for the facility and the members.
2. Guests may partake in our bar and kitchen facilities when they are available. Hours of operation will not be adjusted to suit guests.
3. Dress code is casual. Work clothes, especially torn, dirty or soiled are not allowed. Outer clothing such as coats should be hung in the closet or on the clothes rack located in the front entrance.
4. Abusive and/or foul language is strictly prohibited.
5. Because of limited seating, the lounge may be restricted to club members and invited guests. The maximum lounge seating capacity is posted in the kitchen area. This must not be exceeded.
6. The lounge is not to be used as a regular gathering or hang-out for non-members.
7. Remember, you are a guest of the Curling Club. Representatives of the club and employees have the authority to request non-members to leave the facility if they are behaving improperly. Directors and employees should never put yourself in harms way in a difficult situation but should call the RCMP for assistance in responding to the situation.
8. Entering and exiting the lounge area via the south door into the hockey rink concourse on a routine basis is prohibited.
9. Minors must be accompanied by an adult. They must never be left unsupervised in the lounge by themselves.

Developed on January 3, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	008 AGLC Compliance Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**AGLC Compliance Policy**

The Olds Curling Club (1975) Board of Directors must ensure that the club is in full compliance with any Alberta Gaming and Liquor Commission rules and regulations. Ensure all the required documentation that is requested to be completed by the AGLC is submitted in a timely manner prior to any deadline date.

All AGLC manuals and documentation is located in the club filing system. This documentation must be kept current and any outdated documents discarded as required.

The Olds Curling Club (1975) I.D. number is 64954.

Ensure all licenses and the maximum seating capacity is posted in the curling facility as required.

The AGLC is basically divided into 2 divisions:

1. **Gaming:** The club has the following licences at present.
  - Raffle licence <\$10k (Snowball licence #319669).
  - Casino licence. (licence # changes for each new casino event).
  - Ladies bonspiel (annual <\$10k licence).

The Club is registered with AGLC to enable us to purchase on-line raffle licences etc. for under \$10k free of charge. We can also view all previous records and any deficiencies that the club has to correct. The AGLC website is [www.aglc.ca](http://www.aglc.ca). The Club's AGLC contact person has the I.D. # and password.

2. **Liquor:**
  - Liquor licence is renewed automatically every year c/w an inspection.
  - Ensure the bar and kitchen area is kept clean and secure as the AGLC do conduct random unannounced inspections.
  - Ensure we abide by the seating capacities that are posted in the kitchen area.

Training courses are available for new volunteers or contract workers who are involved in these departments.

All AGLC contact information is on their website or in their file folders. The AGLC is very helpful if the club requires assistance.

Developed on January 7, 2012.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>



<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	009 Budget Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Budget Policy**

One of the key roles of the Olds Curling Club (1975) Board of Directors is to monitor and administer the overall finances of the Club. In order to accomplish this goal, it is understood that an effective and thorough budgeting process must be implemented on an annual basis. Thus, the Board of Directors believes that all budgets must incorporate each of the following actions on an annual basis.

The Club’s Budget must:

1. Be based on realistic, yet conservative, revenue projections.
2. Be based on realistic, yet aggressive, expense projections.
3. Provide an accounting of the Club’s annual operations. The information must be departmentalized so that the true cost of each of the club’s “departments” may be examined.
4. Seek to maintain or improve the current asset value of the club.
5. Include a summary of the Club’s reserves and investments.
6. Create an easily understood reporting form that will be used on both a monthly and annual basis.

Developed on December 21, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	010 Operating Surplus Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Operating Surplus Policy**

The Treasurer of the Olds Curling Club is responsible for ensuring any operating surplus money is properly invested into a low risk investment in order to maximize our interest income.

These investments are to be divided into smaller amounts and laddered to take advantage of the fluctuating interest rate environment.

The Treasurer will present his investment plans to the Board of Directors for approval before acting.

A variety of flexible investment options are available. They are as follows:

1. T Bill Savings account.
2. Redeemable Guaranteed Investment Certificates.
3. Locked in Guaranteed Investment Certificates.

Developed on March 3, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	011 Rental Rates Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**RENTAL RATES POLICY**

The Olds Curling Club (1975) executive will develop a rental rate system for our facility and will review the rental rates annually at the annual budget review.

GST applies to all rental income unless otherwise proven that the renter is GST exempt.

The rental rates will include the following areas:

1. Ice surface and lower level.
2. Upper lounge area.
3. The entire facility.
4. Special Rates for pre-negotiated events such as the Oilmen’s and Farmer’s bonspiels.

A Rental Agreement form will be developed and utilized for each rental.

The Rental Agreement form will include the following:

1. Renter information.
2. Time and date(s) of rental.
3. Rental type (see items 1 – 4 above)
4. Estimated number of people.
5. Damage deposit requirements.
6. Contact information.
7. Signatures confirming completed agreement.

The facility must be opened and closed by a designated competent member of the Olds Curling Club (1975).

Depending on the event the renter may have to be monitored by a competent member to ensure compliance with our rules and policies.

The rentals will be handled by the scheduling committee who will then pass on the required invoicing information to the treasurer.

Developed on December 19, 2011.

Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>



<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	012 Advertising Revenue and Appearance Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Advertising Revenue and Appearance Policy**

Advertising revenue is an important component of our budgetary process.

The advertising revenue is one of the main areas not affected by membership fluctuations; thus producing a consistent stream of revenue to the club.

The advertising rates are to be reasonable and kept simple so that we do not complicate the invoicing process.

We have the following advertising methods:

1. Wall signs
2. Scoreboard signs
3. In-ice signs ahead of the hack.
4. In-ice signs behind the hack.

Items 1-3 are all the same price as they can be seen from the ice and the lounge area.

Item 4 is at a reduced rate as they cannot be seen from the lounge area. Each sign is \$60 less than the sign mentioned in items 1-3.

**Placement and Appearance:**

At the annual spring meeting on April 7, 2011 the membership discussed this topic. The membership made a decision which prohibits any advertising to be placed on the north wall where our curling mural is located.

The executive does not want the appearance of our facility to become too busy or cluttered by advertising signage. Therefore it is of utmost importance that this is considered before any new installation.

The advertising department is under the control of the Treasurer. The Treasurer may delegate a member to assist or manage the department under the treasurer’s supervision.

Invoices are to be sent out to the advertisers by August 31 of each calendar year.

Developed on March 1, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	013 Pro-Shop Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Pro-shop Policy**

The Olds Curling Club feels it is important to offer a supply of curling products to our members.

The Olds Curling Club purchases products from the following vendors:

1. Curler’s Corner, Calgary
2. Steve Schultz (Shur shot sticks)

Payment arrangements are as follows:

1. Steve Schultz – payment on receipt of merchandise.
2. Curler’s Corner – merchandise taken on consignment. Merchandise sold from the beginning of the curling season to end of December is paid for at the end of December. Merchandise sold from January to season’s end is paid for at the end of March/beginning of April. Consignment merchandise not sold is returned to the Curler’s Corner at this time.

The mark-up from our cost of purchase is 15-20%. We charge the same price that you would pay, should you go to the Curler’s Corner in Calgary.

One club member in good standing is responsible to operate the pro-shop. The Ice Maker will assist the pro-shop coordinator in their absence.

Developed on March 3, 2012  
Ken Weseen and Theresa Coupal

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	014 Grant Applications Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Grant Applications Policy**

The Board of Directors will continually monitor any grants that are available that may be of interest to the Olds Curling Club.

The Olds Curling Club will at times take on special projects such as renovations or new equipment purchases etc. There are several grants available that will match the funds of the curling club. This greatly reduces the amount of money the curling club has to spend on these projects. Every effort must be made to take advantage of these grants.

Some examples are as follows:

1. Community Facility Enhancement Program (CFEP).
2. Community Initiatives Program (CIP)
3. Community Spirit Program.
4. Local Programs such as Nu2U Funding and Olds United Church Miller Funding.
5. Private Firm grants occasionally are advertised.

Developed on February 29, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	015 League and Special Event Bonspiels Charge Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**League and Special Event Bonspiels Facility Charge Policy**

The Olds Curling Club wants to promote the sport of curling and fellowship amongst our surrounding communities. The club will support the various league and special event bonspiels. The club will help the various leagues by keeping our charges at a reasonable level so that entry fees do not become too costly.

It is important to have a minimum rate established so that organizers of these bonspiels can effectively manage their event and so that the Olds Curling Club can effectively manage their budget requirements.

The Olds Curling Club presently has the following open league bonspiels:

1. Seniors Open Bonspiel
2. Ladies Open Bonspiel
3. Year end Open Bonspiel
4. Granny’s Bonspiel

Each of the above bonspiels will return **a minimum of 10%** of the total entries back to the Olds Curling Club (1975).

The Olds Curling Club has the following open bonspiels:

1. Ironman Bonspiel: The organizers of this event have determined that they will return 20% of the total entries collected back to the club.

Developed on January 7, 2012.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	016 Club Financial Support to Leagues Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 10, 2019 Annual Spring General Meeting

**Club Financial Support to Leagues Policy**

The Olds Curling Club has the following Leagues.

1. Monday Senior’s League.
2. Monday Men’s League.
3. Tuesday Ladies’ League.
4. Wednesday Senior’s League.
5. Wednesday Mixed League.
6. Thursday Ladies’ League.
7. Thursday Men’s League.

The Olds Curling Club will support each league with a financial contribution of up to \$300.00 each year. (See below motion)

A Policy Manual Revision #016 Club Financial Support to Leagues - Motion to amend the policy from \$100 to \$300 per League. Membership vote.

Motion: Moved by Ken Weseen to change and amend policy #016 for League Support to increase the financial contribution to each league from \$100.00 to \$300.00. Funds are to be used for trophy engraving costs, yearend prizes and recognition, or towards Olds Curling Club Apparel. League Representatives can allocate funds for apparel as a credit to be spent at a local sporting goods store that carries the Olds Curling Club logo. Gary Head seconded. Carried.

Receipts for the expenditures must be submitted to the treasurer.

Original policy was developed on January 7, 2012.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>
April 10/19	Increased support amount from \$100 to \$300.	Ken Weseen

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	017 Membership Refund Request Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Membership Refund Request Policy**

Any curler who; for medical or other valid reasons is unable to continue curling may request a refund. The request will be presented at the next scheduled monthly Board meeting for consideration.

Each request will be considered on an individual basis.

The refund may be whole or prorated depending on the circumstances.

The Board’s decision will be final and documented in the minutes.

Developed on December 21, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	018 Key Control Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Key Control Policy**

The Olds Curling Club must ensure the security of the facility is maintained.

The Board of Directors must appoint a position to monitor the control of “keys” which permit access to not only the facility itself but to various other places within the facility.

Examples are as follows:

1. The facility, lounge and downstairs entrance.
2. Kitchen entrance.
3. Kitchen storage room entrance.
4. Downstairs office.
5. Filing cabinets in the downstairs office.
6. Lower level storage room.
7. Suggestion box.
8. Snowball box.

As executive members retire from their position we must ensure all applicable keys are returned and distributed to the new executive member.

Keys of major importance will be numbered or coded in some way to ensure an accurate tracking system..

Developed on March 3, 2012  
Ken Weseen and Theresa Coupal

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	019 Hiring Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Hiring Policy**

The Olds Curling Club (1975) must hire competent people in order to operate the club effectively.

There are two departments that are mandatory and these contract positions are paid on a seasonal basis as per their contract agreement.

These two seasonal contract positions are as follows:

1. Ice making and building maintenance contract worker.
2. Kitchen and lounge contract worker and/or workers.

Additional casual staff working the bar for bonspiels will be paid by the club.

Casual staff working for the Ice Maker will be paid by the Ice Maker as an integral part of his contract agreement.

Any maintenance or construction activities that are required will be awarded to an appropriate competent contractor of that particular trade or profession. Estimates may be required for larger projects to effectively manage costs.

The Olds Curling Club will not hire any full time employees.

Developed on February 1, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>



<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	020 Contract Development Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Contract Development Policy**

As stated in the hiring policy two departments are contract positions. These two seasonal contract positions are as follows:

3. Ice making and building maintenance contract worker.
4. Kitchen and lounge contract worker and/or workers.

There must be an active contract in place at all times. The terms of the draft contract are to be decided between the contract worker and the committee that they report to (see organizational chart). Once a mutual agreement is reached the draft contract is brought to the executive meeting for review, discussion and approval.

The information in the contract must be as detailed as possible. Yet; the contract should not be too complicated and kept as simple as possible for easy understanding. Additional information in addition to the bullets below may be required depending on the situation at hand. The following topics are to be a minimum component of all contracts.

1. Title or cover page.
2. Date and state the agreement between Olds Curling Club and name the contract worker.
3. Remuneration and/or payment terms.
4. Reconciliation requirements.
5. Casual staffing.
6. Insurance requirements such as C.G. Liability.
7. Termination of contract agreement.
8. Kitchen and bar responsibilities and terms as stipulated in previous contracts. Some examples are as follows:
  - Hours of operation.
  - Budgetary requirements.
  - AGLC compliance.
  - Training requirements.
  - Maintain supplies.
  - Hygiene, recycling and cleaning.
  - Restrictions such as alcohol consumption and smoking.
  - Year end inventory.
  - Secure facility when closing.
  - Safety requirements.
9. Formal signatures ratifying final contract agreement. The signatures will include the Contact Worker, a Witness (normally the committee representative), the President and the Treasurer. All names must be printed and legible.

The Olds Curling Club has a history of documented contract agreements for reference purposes.

Developed on February 2, 2012  
Ken Weseen

**Revision History:**

Date:	Revision:	Name:

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	021 Inflationary and Cost of Living Calculations Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Inflationary and Cost of Living Calculations Policy**

If the executive is recommending a cost of living increase to our workers one source of reference will be the Bank of Canada Statistics Website where the most current inflation rates are posted.

The website is:

<http://www.bankofcanada.ca/rates/indicators/capacity-and-inflation-pressures/>

Developed on December 21, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	022 Remuneration for Travel Costs Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Remuneration for Travel Costs for Using Personal Vehicle Policy**

Workers, executive members and even member volunteers may be reimbursed for the fuel costs incurred for the purpose of Olds Curling Club business.

The person may elect to fill their vehicle with fuel prior to leaving Town and then re-fill the vehicle when the trip is finished.

It is of utmost importance to determine the least expensive method of purchasing and receiving products required for our operation in order to reduce shipping and/or travel costs.

A receipt for the fuel must be submitted for accounting purposes.

Developed on December 21, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	023 Code of Conduct Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

### **Olds Curling Club (1975) Code of Conduct Policy**

An Employee Code of Conduct document establishes rules for ethical behavior in an organization, as well as outlines recourse in the event of misconduct routes for recourse in the event of abuse. These documents serve to summarize the range of behavioral expectations already introduced across a range of enterprise policies.

**Purpose:**

The purpose of the Code of Conduct policy is to strengthen the ethical environment of the Olds Curling Club by providing guidance on the principles, standards, and responsibilities of conduct for all workers in the performance of their duties. These behavioral expectations are directly derived from the Olds Curling Club’s core values, which are:

1. to provide proper service, superior value and a friendly atmosphere.
2. to provide a fair and respectful workplace.
3. to provide a safe and healthy work environment.

**Scope:**

The Olds Curling Club’s Code of Conduct policy applies to all workers at the Olds Curling Club regardless of employment status.

This Code of Conduct represents guiding principles only – it cannot anticipate all circumstances and situations that workers may encounter. The exercise of good judgment is still expected from workers at all times. If in doubt in regards to appropriate behavior or course of action, the Olds Curling Club strongly encourages workers to seek out guidance from others in the organization. The proper procedure is to contact your committee representative that you directly report to as outlined in the Olds Curling Club Organization Communication Flow Chart. If the committee is unable to resolve an issue they will contact the President who will then call a special meeting of the executive officers and Directors.

**Responsibility and Authority:**

All members of the executive are responsible for implementing and enforcing the Code of Conduct.

All workers are required to sign an acknowledgement that they have read, understand, and agree to comply with the Code of Conduct.

If a worker becomes aware of a serious breach of this worker Code of Conduct, the worker has a responsibility to report that breach to their direct report or committee contact. Any worker who reports a breach in good faith is protected from reprisal for doing so, even if the reported breach is not confirmed through investigation.

Any questions regarding the scope, interpretation, or application of the Worker Code of Conduct should be referred to the president of the Olds Curling Club.

**Worker code of Conduct:**

The ethical behavior of the Olds Curling Club workers is essential to maintaining the member’s and the public’s confidence and trust. This code emphasizes that the Olds Curling Club workers are professionals who are resolved to uphold the Olds Curling Club’s legal obligations and ethical ideals. While workers must always be guided by their own professional judgment, the Olds Curling Club hopes that consideration of this code will help when difficulties arise.

**Rights:**

Workers may be exposed to potential abuse from members, customers, co-workers, and the public. All workers have the right to demand fair and courteous behavior from everyone, including senior management and administrators that might control their positions and manage their paychecks. Workers should not tolerate irate or otherwise disrespectful behavior from anyone. If a worker feels as though he or she has been treated badly, document the event and present it to the immediate supervisor or committee contact (if appropriate).

**Compliance with Laws and Regulations:**

Workers must comply with the laws and regulations that impact the Olds Curling Club and how they do their jobs. All efforts should be made by workers to ensure their co-workers do the same.

**Confidentiality and Privacy:**

Workers may come into contact with privileged information. The worker has the duty to the owners of the information to protect the confidentiality of all such information.

All appropriate effort should be made by the worker to enforce security measures to protect the Olds Curling Club's confidential information and personal worker information.

**Respect:**

The Olds Curling Club values courtesy, honesty, diversity, tolerance, equity and dignity. All employees have the right to feel safe and comfortable in their place of work. Workers must behave respectfully and professionally in all interactions with members, customers, co-workers, and the public at large. Discriminatory, offensive, intimidating, humiliating and otherwise disrespectful behavior will not be tolerated.

**Protection of Assets:**

Workers are provided access to the Olds Curling Club assets for the purpose of performing work-related activities. The Olds Curling Club assets will not be used for anything other than legitimate Olds Curling Club business. Workers are expected to take good care of the Olds Curling Club assets in their possession and will take reasonable actions to protect these assets from damage, loss, misuse or theft.

**Health and Safety:**

Leadership at the Olds Curling Club is committed to providing a clean, safe and healthy workplace for all workers. Workers must comply with all safety policies and directives and must take reasonable precautions to ensure not only their own safety and health, but also that of others affected by their work. Workers are obligated to report any unsafe conditions to their direct committee reports.

Visitors (such as suppliers, delivery persons, sales people etc.) to the Olds Curling Club must be escorted and monitored by a worker at all times while on the premises.

Workers must consider the consequences of work they are conducting when they are near the members and the public. Any action that could result in an injury to any member or the public must be terminated immediately.

**Conflict of Interest:**

A conflict of interest exists if a worker engages in activities or has any personal interests which might conflict with, or even have the appearance of conflicting with, the interests, obligations or duties of the Olds Curling Club or one of our customers. A conflict of interest may arise due to the following circumstances: access to information, community activities, dealings with other clubs, financial interest in another company, giving or receiving of gifts or hospitality, and other employment.

Workers must avoid having financial interests in entities that could jeopardize their objectivity or create the appearance of impropriety in their dealings on behalf of the Olds Curling Club. If a conflict of interest exists or a worker knows of a conflict of interest existing with another worker, this information must be disclosed immediately to their direct report or committee contact.

**Media Relations:**

All inquiries from the media must be directed to President or the President's designate. The Olds Curling Club's confidentiality, privacy, and security policies must be taken into consideration before any information is publicly disclosed.

**Social and Environmental Responsibility:**

Workers are required to maintain and expand their understanding of the legal and social issues that arise in relation to their work environment and communicate that understanding to others where appropriate.

Workers must carry out their work in an environmentally responsible manner.

**Work Ethic:**

A top-notch work ethic will be required to maintain high levels of quality in the work performed. Workers are placed in such a position of impact upon the business of the Olds Curling Club that the required level of trust can only be maintained by outstanding performance and moral conduct.

**Encroachment and Interference:**

Before conducting any type of work activity that causes a distraction or annoyance to the members or public the worker must approach the affected members or public and obtain permission to proceed. The worker must explain their requested actions in a respectful manner. If the member or public requests them to not proceed then the action must be terminated until it is satisfactory to proceed. This would include such activities as operating any equipment that creates a distraction on the ice while active curling is in progress.

**Professionalism:**

Dealing with members, customers, co-workers, and the public requires the utmost care and patience to ensure that the highest level of respect is maintained. The worker will consider themselves an ambassador to the Olds Curling Club and at all times carefully consider the image you project.

Actions that enhance the image of the sport are highly encouraged. Workers will cooperate with members, customers, co-workers, and the public. Workers must act with dignity and avoid any action that is likely to damage the Olds Curling Club's reputation.

**Infringement:**

Workers will not act with, nor tolerate from others, discrimination against other workers in the performance of their work duties.

Workers will not exercise their authority other than is necessary for their role, and then only to a degree that is necessary to perform that role, while remaining within established policies. Any private information obtained by the worker must be kept confidential.

**Harassment and Violence:**

The OH&S Codes of our Province clearly state that harassment and violence in the work place will not be tolerated. Persistent and unwelcome remarks that cause fear, mistrust, awkwardness, embarrassment or humiliation will not be tolerated. Physical assault, fighting, aggression, intimidation or the blocking of movement of another person are acts of violence and will not be tolerated. Verbal abuse or threatening language will not be tolerated.

**Enforcement:**

Any worker who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. (refer to Discipline Policy) The workers direct report or committee contact, the President and the Vice President will determine what action is to be taken. If the group cannot reach a consensus they will involve other executive officers.

**Agreement:**

I have read and understand the Worker Code of Conduct. I understand that if I violate the rules explained herein, I may face legal or disciplinary action.

Worker Name:	
Worker Signature:	
Date:	

Developed on December 19, 2011.  
Ken Weseen

**Revision History:**

Date:	Revision:	Name:

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	024 Progressive Discipline Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

## **PROGRESSIVE DISCIPLINE POLICY**

The Olds Curling Club recognizes that a successful operation is based on the contributions, efforts, and good judgment of all workers. There are components within the program, which require specific compliance with our organizations policies, rules, procedures and other applicable legislation. To deal with matters involving deliberate, repeated, serious, or negligent violations of our organizations policies, rules and procedures, or of any applicable legislation, this “Progressive Discipline or Compliance Policy” has been established. The provisions are intended to apply equitably to all personnel.

### Progressive Discipline Guidelines

1. Discussion of Issue – This is the first step of progressive discipline. This discussion is designed to find out from the worker their perspective on the situation. You must also let the worker know what behavior you expect and how that worker did not meet your expectations. This discussion occurs in a private setting and the discussion is conducted in a friendly but firm “low-key” manner. The discussion is used to bring a problem to the attention of the worker before it becomes so serious that it jeopardizes the employment status of the worker. **The direct report supervisor must write down the details of the discussion. This must be kept in the worker’s file. The worker need not sign this document but can if so desired.**
  
2. Written Reprimand – When the worker has not satisfactorily corrected the problem as outlined during the discussion, proceed to the next step – a formal written reprimand. A written reprimand may also be the initial disciplinary action in cases of a more serious nature. The written reprimand includes a review of any prior related disciplinary action taken, a thorough statement of the circumstances causing the current disciplinary action, and a clear picture of future expectations. **Documentation is critical. The worker and direct report supervisor must sign and date this written document and the original is kept in the worker’s file.**
  
3. Termination of Employment – Termination of employment is the final step in the progressive disciplinary process and is not corrective. Please ensure the necessary paperwork is issued before any worker is involuntarily terminated.

Listed below are a number of offenses, which will result in disciplinary action.

The list does not cover all infractions; some incidents will be acted on based on the direct report’s discretion:

- Violation of Club Policies; Rules and Procedures;
- Absence without proper notification for two or more scheduled days;
- Use of vulgar and/ or abusive language;



- Failure to properly perform work duties;
- Deliberate damage of, defacing of, or wasting of club property;
- Arguing with a direct report; (an example would be if our employee continually refuses to respond and act on a request of the direct report to perform a duty, make a change, change a work habit etc.)
- Repeated lateness or absence;
- Smoking in designated NO SMOKING areas;
- Improper personal appearance;
- Recklessness, horseplay or fighting;
- Unauthorized personal use of the telephone;
- Not following directives set out in the employment contract.

Infractions, which may be grounds for immediate dismissal:

- Drinking while working, or reporting to work under the influence;
- Use of non-prescription drugs or narcotics, or reporting to work under the influence of such drugs;
- Insubordination;
- Acting in a rude or discourteous manner to a member, customer or another worker;
- Falsifying an employment contract or other club records;
- Excessive lateness or absenteeism;
- Theft of any kind.

**Agreement:**

I have read and understand the Progressive Discipline Policy. I understand that if I violate the rules explained herein, I may face legal or disciplinary action.

Worker Name:	
Worker Signature:	
Date:	

Developed on December 19, 2011.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	025 Contractor Annual Performance Review Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Contractor Annual Performance Review Policy**

The performance reviews should be conducted at a special meeting at a time suitable for all those involved.

The Board of Directors will complete performance reviews on the following positions by April 1 of each year.

- Contract Ice Maker
- Kitchen and Lounge Contract Worker

The Ice Maker evaluation will be completed by the President, the Chairperson and other members of the Building and Ice Committee.

The Kitchen and Lounge Contract worker evaluation will be completed by the President, the Chairperson and other members of the Kitchen and Lounge Committee.

Prior to these reviews; this will be put on a monthly agenda and discussed at the executive level so that the entire executive and league representatives can have input into the process. The information gathered here will help those that are conducting the review with the worker. A copy of their respective contracts must be present to ensure all areas of the contract are being fulfilled.

It is of utmost importance that these reviews deal with the positive points as well as any areas for improvement.

This process is not meant to criticize but to identify areas that will improve the overall efficiency of the Club.

The evaluation will be documented and a copy given back to the worker.

Developed on March 5, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	026 Service Awards Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Service Awards Policy**

The Board of Directors has decided to implement a simple yet appreciative program to reward personnel for continued years of service. Cash awards will be presented to full time contract workers who have achieved the specified years of service. Rather than having a predetermined choice of products all of which a recipient may not desire the Board felt that a cash award would be better appreciated by the recipient.

Eligibility: All full time seasonal contract workers are eligible for this award once they have achieved the years of service calculated from their date of hire. If a worker quits the Club and then returns at a later date their previous employment is not to be included.

The workers are responsible for accurately tracking the anniversary dates for themselves and for informing the Board of Directors in the previous year when they are about to receive an award. This is required in order to include this expense in our annual budget review.

The Board of Directors will present service awards to individuals who have achieved the following:

1. 5 years of service: The recipient will receive a cash award valued at \$100 dollars.
2. 10 years of service: The recipient will receive a cash award valued at \$150 dollars.
3. 15 years of service: The recipient will receive a cash award valued at \$200 dollars.
4. 20 years of service: The recipient will receive a cash award valued at \$250 dollars.
5. 25 years of service: The recipient will receive a cash award valued at \$500 dollars
6. 30 years of service: The recipient will receive a cash award valued at \$1000 dollars.

Developed on March 5, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	027 League Awards Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**League Awards Policy**

League representatives are to inform all league winners that their trophies and other prizes will be presented to them at the annual spring meeting.

Pictures are to be taken of the winners and are to be posted on our website.

Local news outlets are to be notified of the meeting and presentations in anticipation that local coverage will be provided at no cost to the club.

Developed on March 1, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	028 Suggestion Box Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Suggestion Box Policy**

Effective April 2004; the Olds Curling Club (1975) will supply a suggestion box for our members to offer suggestions for improvement.

The suggestion box will be placed in an area that is visible and frequented by our members.

These suggestions can be anonymous but we prefer a name so that we can answer the request.

Paper and a writing device are to be kept at the suggestion box.

The suggestions are to be kept confidential if requested.

The suggestions are meant to be a constructive comment which may help improve the operation of the Club. The suggestions should not be meaningless derogatory type statements. If the suggestion is derogatory and meaningless in nature; and is anonymous it will be discarded.

The President is responsible to monitor the suggestion box and bring any suggestions to the monthly meeting.

The President or the President’s designate will follow up on the valid suggestions.

Developed on February 29, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	029 Slow Play Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Slow Play Policy**

**Background Information:** A motion was made on April 3, 2006 by the membership to purchase a notification system that would sound an alarm 15 minutes before the end of the game finishing time in order to control slow play.

A buzzer system was purchased and installed.

Slow play became a problem when we had league draws back to back; especially in the evenings. The draws started at 7 p.m. and are allowed 2 hours thus finishing at 9 p.m. At times they were still playing until 9:30 p.m. Then the ice maker had to prepare the ice and the 9 p.m. draw was not getting on until 9:45 p.m. This was negatively affecting our members as they would quit curling in that league.

Recently our evening leagues do not have a 9 p.m. draw and the day time leagues have a lunch hour space between them so slow play has not directly affected any other teams. For that reason our ice maker has not been using the buzzer system.

However; if our leagues expand and slow play becomes an issue once again; the ice maker may re-implement the use of this notification system at his discretion.

Procedure:

1. The buzzer sounds 15 minutes before the game is to officially end.
2. The curlers now know they have 15 minutes left and must decide when to terminate the game.
3. They are allowed to go until they complete an end as long as it is done before the official end time.
4. No matter how many ends are played the team with the highest score at the final end is the winner.

Developed on March 1, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	030 Charitable Donations Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Charitable Donations Policy**

The Olds Curling Club will not make any donations to any charitable groups, special interest groups, religious groups etc.

When the Board of Directors receives a request that they feel some of the membership may be interested in; the information will be posted on the bulletin boards.

Developed on February 19, 2012.

Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	031 Bulletin Board Use Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Bulletin Board Use Policy**

The bulletin boards at the Olds Curling Club are for curling club use only.

Posting of personal advertising is not allowed and the document(s) will be removed. This would include such things as for sale or rent signs, personal interest group promotions or posters etc.

The bulletin boards are to be used for the following:

1. League Schedules
2. Junior Information
3. Bonspiel Draws
4. Bonspiel Posters
5. General Olds Curling Club Correspondence

Developed on February.19, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>



<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	032 Outside Ticket Sales Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Outside Tickets Sales Policy**

The sale of raffle type tickets by outside groups is permitted. This is for raffle type tickets only not 50/50's etc.

Examples of outside groups are the Elks annual tickets, Legion Grey Cup tickets, Figure Skating Clubs, Minor Hockey, 4H, etc. other youth related fundraisers etc.

If the individuals selling the tickets are being too aggressive and bothering our members and guests they will be asked to discontinue their sales and leave the premises.

When the curling facility is rented to an outside group it is up to the renter if tickets sales are allowed as they are renting the full facility.

Developed on February 19, 2012.  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	033 Eight Ender Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Eight Ender Policy**

The Southern Alberta Curling Association and the CCA send a Congratulations package to the team in recognition of their 8-Ender accomplishment.

The process and information required to complete the recognition is to advise SACA of;

- The date, event (league) and location (name of curling club) in which the 8-Ender occurred
- The names and positions of the team members
- A photograph of the 8-Ender at the rink (must include team members in photo)
- Name and address to send the Congratulations

SACA will send their Congratulations and then forward the information to the CCA to send their Congratulations to the team.

Developed on December 21, 2011.

Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	034 Town of Olds Rental Agreement Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Town of Olds Rental Agreement Policy**

The curling rink is part of the recreational facility owned by the Town of Olds.

The Town of Olds and the Olds Curling Club (1975) have agreed to have a rental agreement in place that stipulates the responsibilities of both parties.

There is no actual rental charge for the curling rink facility.

The Board of Directors will ensure that the rental agreement accurately reflects the operational requirements and associated responsibilities. This will enable the Board of Directors to properly budget for any costs incurred to operate and maintain the curling rink facility.

The rental agreement will be endorsed by both parties.

The rental agreement is kept in the Olds Curling Club filing system.

Developed on March 1, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	035 Workers Compensation Board Insurance Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**Workers Compensation Board Insurance Policy**

Our contract workers can only make application to the Workers Compensation Board for insurance coverage if they are a “Limited Company” or a “Corporation”.

If our contract positions are simply a proprietorship then the Olds Curling Club (1975) is the employer and the Olds Curling Club (1975) has the option of making application for the workers compensation insurance coverage.

Curling Rink facilities under the WCB Act are classified as an exempt organization and they have the option of applying for WCB coverage.

A motion was carried at the April 1, 2012 Executive meeting that the Olds Curling Club (1975) open a WCB account and ensure our workers are insured under the Workers Compensation Act.

Worker coverage includes full time contract workers, casual workers and even volunteers if included in the application process.

The Industry Code for Curling Rinks is 85901.

The purpose of this policy is to ensure the Board of Directors understands our responsibilities in regards to the Workers Compensation Act.

Developed on March 9, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	036 Spare Curler Registration Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2012 Board Meeting

**(CLUB MEMBERSHIP FEE ONLY)**

AS PER OUR BYLAWS ALL ACTIVE CURLERS MUST BE A MEMBER IN GOOD STANDING OF THE OLDS CURLING CLUB (1975) ORGANIZATION.

A FULLTIME SPARE CURLER CATEGORY HAS NOW BEEN ADDED TO THE REGISTRATION FORM AND THE FULL TIME SPARE CURLERS ARE REQUIRED TO PAY A NOMINAL MEMBERSHIP FEE IN ORDER TO COMPLY WITH THE BYLAWS OF THE CLUB.

**DEFINE A FULL TIME SPARE: - (MEMBERSHIP FEE REQ'D)**

THIS IS A SPARE WHO ESSENTIALLY CURLS FULL TIME FOR THE FULL CURLING SEASON OR FULL TIME FOR A HALF CURLING SEASON.

**OCCASIONAL SPARES: (NO FEES REQUIRED – GUESTS)**

WHEN A TEAM INVITES A PERSON TO COME AND SPARE ON AN INFREQUENT OR OCCASIONAL BASIS THEY WILL BE CONSIDERED A GUEST TO THE OLDS CURLING CLUB UNDER THE MEMBERS OF THAT TEAM. THEY ARE NOT REQUIRED TO PAY ANY FEES TO CURL IN THIS SITUATION.

THE BOARD OF DIRECTORS WANTS TO ENCOURAGE NEW CURLERS TO JOIN OUR CLUB AND WANTS OUR TEAMS TO INVITE NEW GUESTS TO CURL WITH THEM WITH THE PURPOSE OF HOPEFULLY GETTING THEM TO JOIN OUR MEMBERSHIP.

**“MEMBERS ARE ENCOURAGED TO USE THE SPARES FROM THE SPARE LISTS. THE SPARE LISTS WILL BE POSTED ON THE LEAGUE BULLETIN BOARDS AND ON THE WEBSITE.”**

Developed on August 15, 2012  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	037 Olds Special Olympics Bonspiel Sponsorship Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 2017 Board Meeting

### Olds Special Olympics Bonspiel Sponsorship Policy

The Olds Curling Club supports our local Special Olympics curlers and as a result will not charge the Olds Special Olympics curlers for their participation in the Olds Special Olympics bonspiel.

The amount Olds Curling Club receives from the Special Olympics organizing committee for the Olds Special Olympics bonspiel ice rental will be calculated as follows:

The total gross ice rental charges for the bonspiel will be divided by the number of participating teams to equal a net cost per team. The net cost per team multiplied by the number of Olds Special Olympics teams will be deducted from the total gross ice rental. The Ice Rental Coordinator will invoice the Special Olympics committee for this adjusted net invoice amount payable to the Olds Curling Club.

The invoice shall display the above method of calculation; thus it is clear to anyone taking over these responsibilities in the future.

Developed on January 21, 2017  
Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>

<b>OLDS CURLING CLUB (1975)</b>	
<b>POLICY #</b>	038 _____ Policy
<b>LAST REVIEWED AND APPROVED:</b>	Approved at the April 20__ Board Meeting

Developed on \_\_\_\_\_, 201\_  
 Ken Weseen

**Revision History:**

<b>Date:</b>	<b>Revision:</b>	<b>Name:</b>