



TCC Member's Handbook

2023/2024 R000 – Initial Issue

Endorsed by the TCC Executive 03 Oct 2023

Table of Contents:

- 1) Mission Statement
- 2) Purpose of the Member's Handbook
- 3) Date of issue/endorsement of the Executive
- 4) TCC Constitution/Bylaws
- 5) TCC Executive and Roles/Responsibilities
- 6) TCC Committees and Members and Roles/Responsibilities
- 7) TCC Roles/Responsibilities/Expectations of Members
- 8) Cleaning Expectations
- 9) Bar Expectations
- 10) Club Lockup Expectations
- 11) System of Record for the TCC
- 12) Cancellation of Games
- 13) Important Dates
- 14) Bonspiel Guidance
- 15) In-Kind Donations
- 16) Executive Meeting Agendas and Minutes

- 1) Mission Statement

The Tara Curling Club is committed to providing a positive, welcoming, rewarding, fun and competitive curling opportunities for all members of Arran-Elderslie and surrounding communities.

We desire to create and maintain a dedicated, engaged membership, who commit to volunteer their time and efforts for the betterment of the club. Through our volunteer-run organization, we are able to offer an affordable membership package for curlers of all ages, skills, and abilities. We also strive to offer learning opportunities to

help grow the sport of curling and carry on the valued traditions of curling within our community, as well as offer our club assets for the enjoyment of our community.

## 2) Purpose of the Member's Handbook

The purpose of this handbook is to be a one-stop-shop for reference by all members, or all aspects of the club. It is intended to communicate how our club functions, communicate club policies, what is expected of all members, how the executive functions, the target schedule for club events for the season, and who you can approach with issue, concerns, or feedback. It is intended to assist new and existing members understand the club, and how the club as a whole operates

## 3) Date of issue/endorsement of the Executive

The member's handbook is to be updated and reissued every year, and the endorsement by the executive confirms that the review and update has been completed. This includes the annual review of the club constitution and associated bylaws and is to be completed after each new executive is elected. The date of issue/endorsement of the Executive will be included on the front page of the handbook. The logical timing of the review and issuance of the handbook is for the incoming executive to review and update the handbook between the Spring Banquet/AGM and the Fall Membership Meeting, where the handbook will be issued by the executive to the membership. Amendments or revisions to the content can be issued by the executive at any time through the year as required and communicated to the membership via email and posting of the change to the TCC website, and the TCC Executive reserves the right to provide clarifying statements or interpretation of the intent should there be any ambiguity in the content or disagreement with the content. The issuance of the handbook will be tracked as an annual activity by the Secretary of the Corporation.

## 4) TCC Constitution/Bylaws

The TCC Constitution and associated bylaws are attached to the Tara Curling Club website, and are titled as "TCC Constitution and Bylaws, RXXX", where RXXX is the numerical revision of the document. Due to the outstanding effort to update the Constitution and Bylaws, the future revision of the Constitution and Bylaws will be referenced once accepted by the membership. The current version of the Constitution and Bylaws is dated 14 Jan 1986 with Bylaw 2 (14 Jan 1986) and Bylaw 1 Addendum (Dec 2015).

The Tara Curling Club operates as a registered not-for-profit Corporation under the Ontario Not-for-Profit Corporations Act and is a 100% volunteer-run club; there are no paid positions within the club, and it takes the time, effort, and commitment from all its members to operate the club in this manner.

## 5) TCC Executive and Roles/Responsibilities

The TCC Executive is composed of Directors of the Corporation (who have full voting rights as defined in the constitution and bylaws, as well as member representatives (who are not Directors of the Corporation – no voting rights) who provide input and insight into decisions made by the executive. The voting rights of the Directors cannot be delegated, and thus, a quorum of Directors of the Corporation is required to pass motions.

#### Directors of the Corporation:

President [Marilyn Grahame]: Chairperson of the Corporation, and Head of the Executive. Term is one year, which is typically preceded by a one-year term as the Vice President. The President chairs the meeting of the Executive, decides if and when the Executive is to meet (both on a planned and emergent basis), and is charged with ensuring the Executive functions within the governance of the Constitution and Club Bylaws.

Vice President [Krista Gill]: Alternate chairperson of the Corporation. Job functions are typically set by the President, and usually include strategic tasks or committees. Term is one year, and the Vice President typically progresses to the role of President in the subsequent year pending successful election.

Secretary [Kaye Holmes]: The Secretary is the individual who is responsible for all record-keeping of the Corporation regarding business that it conducts. The Secretary also ensures the legal requirements of the Corporation are adhered to (i.e., registration of the Directors of the Corporation as Directors change, review of the TCC constitution/bylaws and endorsement of the executive, recording and publishing of meeting minutes, record keeping, etc.).

Treasurer [Adam Alpaugh]: The Treasurer is responsible for the financial reporting/record-keeping of the club and provides support to ensure the financial security of the club is maintained.

Ladies Rep [Jerrica Metcalf]/Men's Rep [Jeff Gowan]: The league reps are members of the Games Committee who provide representation for each of their respective leagues and are the single point of contact for league members who have questions or concerns which need to be addressed. The league reps can address concerns themselves or bring concerns to the executive for consideration/decision making. All league reps are expected to be able to engage with their respective league members to ensure club policies are adhered to, and to ensure that the members are appropriately supporting club initiatives (i.e., fundraising activities, club events, etc.).

#### Other Executive Members (no voting rights):

Mixed Rep [Roger Kamrath] – same role as the Ladies/Men's Rep, but for Mixed Curling without voting rights.

Assistant Treasurers [Barb Kelly/Edith Sinclair] – aids in the day-to-day financial operation of the club, and assistance to the Treasurer as-required.

Plant Coordinator/Ice Rep [Mike Medwedyk] – manages the operation of the plant, and maintenance of the facility, as well as provides updates from the Ice Committee

Past President [Chris Mather] – serves as an oversight body for the current executive and provides advice when required.

#### Protocol for voting members who will miss executive meetings:

- Notify President/Vice President if meeting will not be attended
- Review items on the agenda with potential for conflict and notify President/Vice President
- If quorum present, vote proceeds as normal with results binding
- Depending on discussion during meeting, Chairperson to decide if a) motion will be voted on by directors present with missing directors voting in another forum, b) if motion will be voted on by all directors in another forum (e-mail, conference call, alternate meeting), or c) if the decision will be

deferred to the next scheduled meeting. The decision by the chairperson will be recorded in the minutes of the meeting as an open item

- If voting to be completed in another forum (i.e. in-person, via phone, e-mail, etc.), decision to be documented in the minutes of the next meeting to close the open item; this is the responsibility of the chairperson
- Adopted 03 Jan 2023 for 2022/2023 season, and delegation of authority or further protocol updates will be developed in revised constitution/bylaws

## 6) TCC Committees, Members and Roles/Responsibilities

Committees are broken down into regular committees, which function year after year and are considered integral to the day-to-day operation of the club, and ad-hoc committees, which are created as-needed, as-determined by the executive, and operate for a defined purpose or period. The current list of committee members will be reviewed at both the Spring Banquet and AGM, and the Fall Membership Meeting.

### Regular Committees:

- Ice Committee – responsible for the preparation of the ice surface, installation of the ice, whitewash, rings/houses and lines, maintenance of the ice throughout the year (including preparing the ice before each event), maintenance of the rocks, and removal of the ice and clean-up of the ice surface once the ice has melted. This committee is an integral part of the club, and requires many dedicated volunteers for ice in/out, as well as a core team of icemakers working throughout the season to prepare the ice for each event that is scheduled. The Ice Committee has direct representation at the executive level (Ice Committee Rep, which is also the Ice Plant Coordinator).
- Games Committee – responsible for the selection and assignment of the teams for each schedule, including playoffs. The Games Committee has direct representation at the executive (Ladies and Men’s Reps (Directors of the Corporation) and Mixed Rep). The Games Committee will use Uplifter for official communication and will use the contact information provided by each member under their profile, to ensure that members will receive communication after they update Uplifter
- Bar Committee – responsible for the stocking of bar and removal of empties.
- Nominating Committee – responsible to canvass the membership to ensure the executive and various committees are appropriately supported for the upcoming season, and to find support for any new committees established by the executive. Typically the president and vice president.
- Junior Curling – responsible for the coordination of the Junior Curling program.
- Little Rocks – responsible for the coordination of the Little Rocks Curling program.
- Senior Men’s Bonspiel Committee – responsible for the organization and execution of the annual Senior Men’s Bonspiel
- Ladies Bonspiel Committee – responsible for the organization and execution of the annual Ladies Bonspiel
- Men’s Bonspiel Committee – responsible for the organization and execution of the annual Men’s Bonspiel
- Mixed Bonspiel Committee – responsible for the organization and execution of the annual Mixed Bonspiel
- Ladies Steak Night – responsible for the organization and execution of the annual Ladies Steak Night
- Men’s Steak Night – responsible for the organization and execution of the annual Men’s Steak Night
- Mixed Steak Night – responsible for the organization and execution of the annual Mixed Steak Night
- Advertising Committee – responsible for maintaining advertising at the TCC as a source of income for the club

- Webmaster – creation and maintenance of the TCC website and club-related e-mail distribution lists
- Uplifter Coordinator – platform specialist to assist with technical concerns with the platform
- CurlON Rep – represents the club for CurlON concerns
- Facebook Communications – posts club-related content to the TCC Facebook page
- Wiarton Challenge – organizes the annual Wiarton/Tara Challenge
- Golf Tournament – organizes the annual TCC golf tournament as a fundraiser for the club
- Ice Plant Coordinator – organizes the required maintenance and monitoring required for the ice plant and ice surface to function optimally.
- Facility Coordinator – schedules rentals of the club and acts as a liaison between the TCC and the Municipality of Arran-Elderslie, the AGCO, etc.
- 50/50 Coordinator – operates the fundraising 50/50 draw open to all members
- Stubby Cup – organize the annual TCC/ACC mixed curling challenge

#### Ad-hoc Committees:

- 75<sup>th</sup> Anniversary Committee – formed in 2021/2022 to brainstorm and organize and execute events designed to help celebrate the 75<sup>th</sup> anniversary of the TCC. This committee has been dissolved at the end of the 2022/2023 season.
- Constitution Committee – formed in 2021/2022 to update the TCC constitution and bylaws to ensure compliance with the Ontario Not-for-Profit Corporations Act (required by 2024).
- Plant Replacement Committee – formed in 2022/2023 to investigate any and all options available to the TCC for the replacement of the ice plant. Development of the technical requirements of the plant will be the first step in the selection process. This committee will be disbanded when the plant is replaced.
- Plant Replacement Fundraising Committee – formed in 2022/2023 to pursue all opportunities for funding of the plant replacement, including fundraising, grants, and funding agreements with the municipality and/or private enterprise. The committee will be dissolved when the plant is replaced, and plans have been set to pay off all outstanding debt related to the replacement. Actual execution of the fundraising efforts will require the support of other members in the form of leads and helpers.

#### 7) TCC Roles/Responsibilities/Expectations of Members

- Be a good teammate, opponent, club member, and enjoy the benefits of being a member of the TCC
- Volunteer your time and effort to support club activities and fundraising efforts. Past expectations were for a minimum of 5 hrs. of volunteer time per member per year, so please use this as a guideline when assessing your contributions to the club (there are a few members who donate far more than the minimum hours, so if you're having trouble finding ways to help the club by donating your time, just ask any of the executive members for some suggestions on what help may be required).
- Support the club by completing assigned tasks (i.e., club cleaning before/after games, bartending, preparing lunch/snacks, etc.), which are typically assigned by the Games Committee when establishing the schedule – this is a volunteer-run club, and we rely on all members to ensure they are doing their part to help. Regarding lunches, sandwiches have been a tradition, but recently other light meals have been provided to warm reception. Plan to provide enough food for your draw without too much excess, as this is an excellent source of income to the club.
- Become an engaged member and strive to find ways and means to support the club
- Support the executive by volunteering to fill positions on committees and assisting as-needed/as-requested

- Remove all shoes at the door to help keep the club room (and thus the ice) clean and free of debris – consider bringing a pair of shoes to wear inside the club
- Bring feedback and suggestions for improvements to the attention of the executive via the league rep (if applicable) or another member of the executive
- Recruit new members – if you know of someone who may enjoy curling, find a way to bring them to the club and try it out (as a spectator, as a spare, for a bonspiel, etc.)
- Obtain and maintain Smart Serve certification and be available to bartend for assigned shifts and other shifts on a volunteer basis (bonspiels, special events, rentals, etc.); TCC will reimburse the cost of becoming certified/maintaining certification for members who bartend for TCC events upon successful completion of the course (keep receipt for reimbursement/credit, and provide Smart Serve certification number)
- Use TCC-provided equipment as-required, typically for junior curlers and for new curlers until they have determined to commit to purchasing their own equipment for their enjoyment of the sport.
- Ensure that your member profile in Uplifter is maintained current and updated promptly if contact details change, to ensure that you will receive club communication. Official club communication will be issued through Uplifter. Note: if you elect to not receive club communication via Uplifter, you may not receive important updates regarding club activities, so please ensure you consider this before you opt out of communication

#### 8) Cleaning Expectations

As the TCC does not have a resident janitor, it is up to all members to contribute to the cleanliness of the facility. Continuing on the tradition implemented during the COVID pandemic, a rotation for cleaning duties will be established by the Games Committee, and built into the schedule for each league. Below are the expectations for the teams assigned cleaning duties:

Lounge: vacuum the lounge before each event/night of curling. Repeat following if the carpets are soiled

Washrooms: clean toilets, urinals, sinks and mirrors before each event. Remove garbage when full.

Kitchen/Bar: Clean dishes (or use the dishwasher), empty the dishwasher, wipe down counter/bar. Remove garbage when full.

Hallway/Change Rooms: clean up before each event; vacuum as-required

Viewing Windows/Doors: clean as-required

Garbage: bags of garbage to be collected and left in the vestibule Tuesday night for pickup Wednesday morning – current responsibility of Mixed Doubles

Recycling: all recycling to be placed on the East side of Hamilton St. every second Friday morning (in the TCC blue boxes) – current responsibility of Men's Curling

Cleaning Supplies: cleaning supplies are under the sink as well as in the closet in the hallway. Used cleaning cloths are to be placed near the bar cabinet for cleaning

#### 9) Bar Expectations

- All bartenders must be Smart Serve certified with a valid certification number provided to and on-file with the TCC – there are no exceptions to this expectation
- Before the event, open the bar (unlock the storage cabinet, obtain cash drawer and set-up the cash register, set up liquor bottles, unlock the beer and soft-drink fridges)
- Serve patrons as-required throughout the event (before/after curling)
- Maintain the stock of the bar throughout the event

- After the event, close the bar (remove cash drawer and return to cabinet, place all bills larger than \$20 in the lock-box, as well as any more than 5 x \$20 bills, turn off the cash register and leave the drawer open to protect against vandalism, return liquor bottles, lock beer and soft-drink fridges, lock the cabinet)

#### 10) Club Lock-up Expectations

- When leaving the club, try to leave as a group (don't leave one person behind to lock up)
- If there is a significant mess, please clean it up so the next group in to clean does not need to do additional work before an event
- Lock the changerooms, turn off the lights in the washrooms, lock the hall entrance doors, ensure the cash register is empty and the cabinet and fridges are locked, turn off the lights in the club room, and lock the main door. Return the club keys to the bar, and turn the vestibule lights off. Confirm that the main door is locked as you exit.

#### 11) System of Record for the TCC

- TCC currently uses Uplifter as the system of record for registration of members, as well as official club communication. The contact information contained within each member's profile will be used to ensure communication is sent as elected by each member, specifically using the email address provided by each member. Note: if you elect to not receive club communication via Uplifter, you may not receive important updates regarding club activities, so please ensure you consider this before you opt out of communication

#### 12) Cancellation of Games

- With the exception of cancellation of league games when all roads in Bruce County are closed, which will be announced by the Games Committee, it is the responsibility of the skip of the withdrawing team to make arrangements with the skip of the opposing team if circumstances arise where a team is unable to field a team. For the purposes of this policy, a team needs to have two original members to be considered a team. Arrangements for a cancelled game may include a make-up opportunity, to be played at a time agreeable to both teams, which is the preferred resolution, but a forfeit is also a possibility. If a make-up game cannot be completed before the end of a schedule, then the withdrawing team will forfeit the game, and the opposing team will be awarded a win with a score of 1-0, and all points at-stake for the game. In the event that a game is cancelled at mutual request of both teams, and a make-up game cannot be completed before the end of a schedule, then both teams will forfeit the game, and a tie with a score of 0-0 will be recorded.

#### 13) Important Dates

- 01 Oct – TCC assumes control of the TCC facility
- Tuesday after Thanksgiving – Fall Membership Meeting
- Weekend after Thanksgiving – Tara Festival of Crafts; ice plant start following craft show
- First week of November – target for starting league play
- Saturday before 15 Apr – Spring Banquet and AGM
- Sunday following the Spring Banquet and AGM – curling club clean up
- 15 Apr – TCC turns over control of the TCC facility to the Municipality of Arran-Elderslie

Dates of specific club events and league schedules will be established by the Executive and presented to the membership at the Fall Membership Meeting. Additional events may be established as needed throughout the season.

#### 14) Guidelines for bonspiels

- Bonspiels are intended to provide a fun experience for both club members and members of the public. In order to help ensure bonspiels are financially viable, please consider the points below, and seek guidance from the executive if you have any questions
- The TCC-recommended cost for the 2022/2023 season was \$50 per person; this was recommended to ensure bonspiels operated without a deficit and generated income for the club
- Try to fill the bonspiel with two draws – allows teams to rest while the other draw is playing, and permits more time for refreshments (i.e., bar income)
- Consider the cost of extras when planning your bonspiel – if you want to provide prizes or a meal, ensure that you factor this into the entry fee
- Only request the use of the hall when required – each hall rental adds to the cost of running the event, and should be factored into the entry fee as well
- Find other means to provide income to the club (raffle prizes are a way to bring in additional income, as is having food for the meal donated (also a good opportunity for volunteers))

#### 15) In-Kind donations

- As a not for profit corporation, and aligned with the goal of providing a service to the community, use of the resources or assets of the TCC at no, or reduced cost, can be considered by the executive for other community groups, organizations, non-profits, or other worthwhile causes as deemed appropriate by the executive
- Requests for the use of TCC resources/assets shall be made to the executive, and considered in a manner commensurate with the urgency of the request; no requests for personal gain will be considered
- Acceptable examples of the type of in-kind donations possible are the use of club facilities for meetings or events, use of tables/chairs, or the providing of services on behalf of the club
- Consideration of cost shall depend on the nature and purpose of the request; value of in-kind donations is not to exceed \$500.00
- For all approved uses which will take place within the TCC facility, an authorized rental agreement shall be utilized

#### 16) Executive Meeting Agendas and Minutes

- To ensure transparency to the membership, the agenda of any executive meeting (AGM, regular, or otherwise) will be published to the TCC website and available to members only for review
- For requests for additional information on a topic, please see your league rep first, followed by the secretary
- The results of any decision or topic can be requested from the secretary, who will ensure that the information to be provided to satisfy the request does not contain any confidential or sensitive personal information. If unsure, the secretary will engage the executive to ensure the information can be shared. If deemed necessary by the executive, the minutes will be redacted to ensure privacy