



Policy & Procedures Manual

*The Lethbridge Curling Club, serving the community with
FUN, FITNESS, and FRIENDSHIP*





Policy & Procedures Manual

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This manual is to be used by the Lethbridge Curling club staff, members and Board of Directors as a guiding document.

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Document History

Revision History

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1	2017	New manual, new curling club	Board of Directors 2016-2017

Approvals

This document requires following approvals:

Name	Date
2017-2018 Board of Directors	May/June 2017

Distribution

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Name	Date
The General Membership	May 16, 2017

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About this manual

Who Should Use this Manual

This manual is intended for members of the Lethbridge Curling Club, Lethbridge Curling Club Staff, and Lethbridge Curling Club Board of Directors.

This manual will be updated by the Board of Directors at the LCC. The secretary will maintain all changes.

Typographical Conventions

- Font style: Georgia
- Font sizes: Section Headings 22, Sub-Section Headings 16 (All Caps), main body 12
- Pre-made headings must be used to update table of contents

Introduction

This Operations Manual has been prepared for the Lethbridge Curling Club, to be referenced by club and staff members alike.

The contents of this manual are to be followed closely; the policies and procedures have been compiled broadly enough to allow for changes to be made. Members should make themselves aware of any changes or additions to this manual.



Lethbridge Curling Club

1. Section One: The Societies Act

CONSTITUTION AND BYLAWS OF LETHBRIDGE CURLING CLUB

- 1.1. NAME
- 1.2. MEMBERSHIP AND FEES
- 1.3. MEETINGS
- 1.4. BOARD OF DIRECTORS
- 1.5. ELECTION OF OFFICERS
- 1.6. REMUNERATION
- 1.7. BORROWING POWERS
- 1.8. BANKING AUTHORITY
- 1.9. AUDITOR
- 1.10. SEAL
- 1.11. BYLAWS

1.1. NAME

1.1.1 The name of the club shall be “Lethbridge Curling Club”.

1.2. MEMBERSHIP AND FEES

1.2.1 Any person residing in the City of Lethbridge or surrounding district shall be eligible for membership in the Club. Upon acceptance by the Board of Directors of an application in writing and on payment of the league or other membership fees as hereinafter mentioned, such person shall be deemed to be a member of the Club in good standing for the current fiscal year and entitled to all the rights and privileges of such membership.

1.2.2 Any member may at any time resign his/her membership by notice in writing to the Board of Directors and may be entitled to such proportionate refund of fees paid as the Board of Directors in its sole discretion may decide.

1.2.3 Any member may be suspended or expelled from the club for failure to comply with the Club Bylaws, Club Regulations, for misconduct or for any other cause which, in the opinion of the Board of Directors, is not in the best interest of the Club. Any such suspension or expulsion shall be by two-thirds (2/3) vote of the Board of Directors and any suspension may be revoked by the will of the Board of Directors.

1.2.4 There may be one or more classes of membership in the Club and the class or classes together with the amount of fees to be payable by each, shall be set from year to year by the Board of Directors.

1.2.5 A class of membership was created in September 2008 called “volunteer member”, to enable non-members of the Lethbridge Curling Club to be elected to the Board of Directors. The annual fee for the 2008-2009 year was set at \$1.00.

1.2.6 The fees as established by the Board of Directors shall be paid by the date set from year to year by the Board of Directors.

1.3. MEETINGS

1.3.1 The Club shall hold an Annual General Meeting no later than the 18th day of May each year. Notice stating the date, time and place of the Annual General Meeting shall be given to all members, by posting on notice boards within the club and/or posting on the Lethbridge Curling Club website not less than fourteen (14) clear days prior to the date of the meeting.

1.3.2 A General Meeting of the Club may be called at any time by the Secretary upon instruction of the President by notice given to all members by posting on notice boards within the club and/or posted on the Lethbridge Curling Club website not less than fourteen (14) clear days prior to the date of the meeting.

1.3.3 A Special General Meeting shall be called by the President or Secretary upon receipt by him/her of a Petition signed by at least twenty-five (25) members in good standing setting forth the reasons for calling such a meeting. Notice stating the date, time and place of the meeting shall be given to all members by posting on notice boards within the club and or posted on the Lethbridge Curling Club website not less than fourteen (14) clear days prior to the date of the meeting.

1.3.4 Any member in good standing, who has not withdrawn from membership nor been suspended or expelled as hereinbefore provided, shall have the **RIGHT TO VOTE** at any meeting of the Club. In the event of a tie, the presiding officer will cast a deciding ballot. Twenty - five (25) members in good standing shall constitute a quorum at any meeting.

1.4. BOARD OF DIRECTORS

1.4.1 The Board of Directors shall consist of not less than nine (9) and not more than fifteen (15) Directors, which shall include the Past-President of the Lethbridge Curling Club.

1.4.2 The Directors of the Club excluding the Past-President shall be elected and shall retire in rotation. As of March, 2010 following the Annual General Meeting and the date of registration of this bylaw with the Registrar, Board of Directors' terms will be for three years.

1.4.3 If one-half (2) of the Directors to be elected is not a whole number, then the even number nearest to one-half (2) shall be elected for a term of two (2) years and the remaining Directors shall be elected for a term of one (1) year.

1.4.4 A retiring Director shall be eligible for re-election. The Past-President shall act as chairman of the nominating committee

1.5. ELECTION OF OFFICERS

1.5.1 The members of the Board of Directors at its first meeting to be held within ten (10) days after the annual meeting shall elect a President, a Vice-President, and a Secretary, from its own members by a secret ballot. The President-Elect is required to have been a Director for at least one (1) year. Notice of the first meeting of Directors shall be called by the Past-President. The President subject to the approval of the Board of Directors shall appoint the Treasurer.

1.5.2 Five (5) members shall constitute a quorum at a Board of Directors meeting and the presiding officer shall have the deciding vote in case of a tie as well as a deliberative vote. A Director missing three (3) consecutive meetings thereof without sufficient cause shall be automatically suspended there from.

1.5.3 The Board of Directors shall have power to fill any vacancy occurring on the Board between annual meetings and the person so appointed shall hold office until the next annual meeting. The Board of Directors may appoint Committees and define the duties thereof.

PRESIDENT

1.5.4 The President shall:

- a. When present, preside at all meetings of the club and of the Board of Directors.
- b. Sign the minutes of all such meetings upon their adoption.
- c. Be ex-officio member of all Committees.
- d. Oversee the management of the business and affairs of the Club.
- e. See that all orders of resolutions of the Board of Directors and members are carried into effect.
- f. Perform such duties, exercise such power, and function as may be assigned from time to time by the Board of Directors.

VICE-PRESIDENT

1.5.5 The Vice-President shall:

- a. Perform the duties of the President when the President is absent.
- b. Assist the President in the discharge of duties.

SECRETARY

1.5.6 The Secretary shall:

- a. Perform the duties of the President in the absence of both the President and the Vice-President.
- b. Attend all meetings of the Club and the Board of Directors and record facts and minutes of all proceedings in the books kept for that purpose.
- c. Give all notices required to be given to members and directors.

- d. Be the custodian of the seal of the Club and of all books, papers and records belonging to the Club which shall be delivered only to his/her successor in office or as may be authorized by a resolution of the board.
- e. Perform such other duties as may from time to time be determined by the Board of Directors.

TREASURER

1.5.7 The Treasurer shall:

- a. Keep full and accurate accounts of all receipts and disbursements of the Club in proper books of account.
- b. Deposit or cause to be deposited all moneys or other available effects in the name and to the credit of the Club in such bank(s) or financial institutions as may be from time to time designated by the Board of Directors.
- c. Invest, and disburse the funds of the Club under the direction of the Board of Directors, taking proper vouchers thereof.
- d. Render to the board at the regular meetings thereof or whenever required of him/her an account of all transactions as Treasurer.

The Secretary and Treasurer may be allowed such remuneration for their services as may be authorized by the Board of Directors.

1.6. REMUNERATION

1.6.1 Unless authorized at a meeting and after notice for same shall be given, no Officer, Member or Director of the Society shall receive any remuneration for his/her services.

1.7. BORROWING POWERS

1.7.1 For the purpose of carrying out the objective of the Club, the Board of Directors, with the approval of the general membership of the Club may borrow money upon the security of the assets of the club and may draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments on behalf of the Club, provided further however, the Board of Directors may borrow up to FIVE THOUSAND DOLLARS (\$5000.00) without the approval of the general membership.

1.8. BANKING AUTHORITY

1.8.1 Any two of the following: President, Vice-President, Secretary, Treasurer, and General Manager, shall be authorized to sign all cheques on behalf of the Club and the Treasurer shall receive from the Clubs bankers all canceled vouchers and verify the balance of the bank account. All funds received shall be deposited forthwith with the Clubs bankers.

1.9. AUDITOR

1.9.1 The Board of Directors shall appoint an auditor to audit the books, accounts and records of the Secretary and Treasurer at least once each year, by a duly qualified accountant or by two (2) members of the Society elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books of the Club for the previous year shall be submitted by such auditor at the Annual General Meeting of the Club. The fiscal year of the club in each year shall be May 1 to April 30.

1.9.2 The books and records of the club may be inspected by any member of the Society at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of same. Each member of the Board shall, at all times, have access to such books and records.

1.10. SEAL

1.10.1 The Club shall have an official seal and when attached to any document to be executed by the Club shall be authenticated by the signature of the President or Vice President and Secretary. The seal, at all times, shall be in the custody of the Secretary.

1.11. BYLAWS

1.11.1 The Bylaws may be altered, rescinded, or added to by special resolution of the members.

1.11.2 A general meeting called for such purpose of which not less than twenty-one (21) days notice shall be given to all members in good standing, shall require the vote of not less than 75% of those members who, if entitled to do so, vote in

2. Section Two: Mission and Vision

MISSION STATEMENT, VISION STATEMENT, CLUB RULES

LETHBRIDGE CURLING CLUB

The Lethbridge Curling Club is registered under the provincial Societies Act as a not-for-profit organization. It was registered January 22, 1949 with a constitution and by-laws. It is governed by an elected Board of Directors and, by definition, is a policy making board.

MISSION STATEMENT

The Lethbridge Curling Club, serving the community with fun, fitness and friendship.

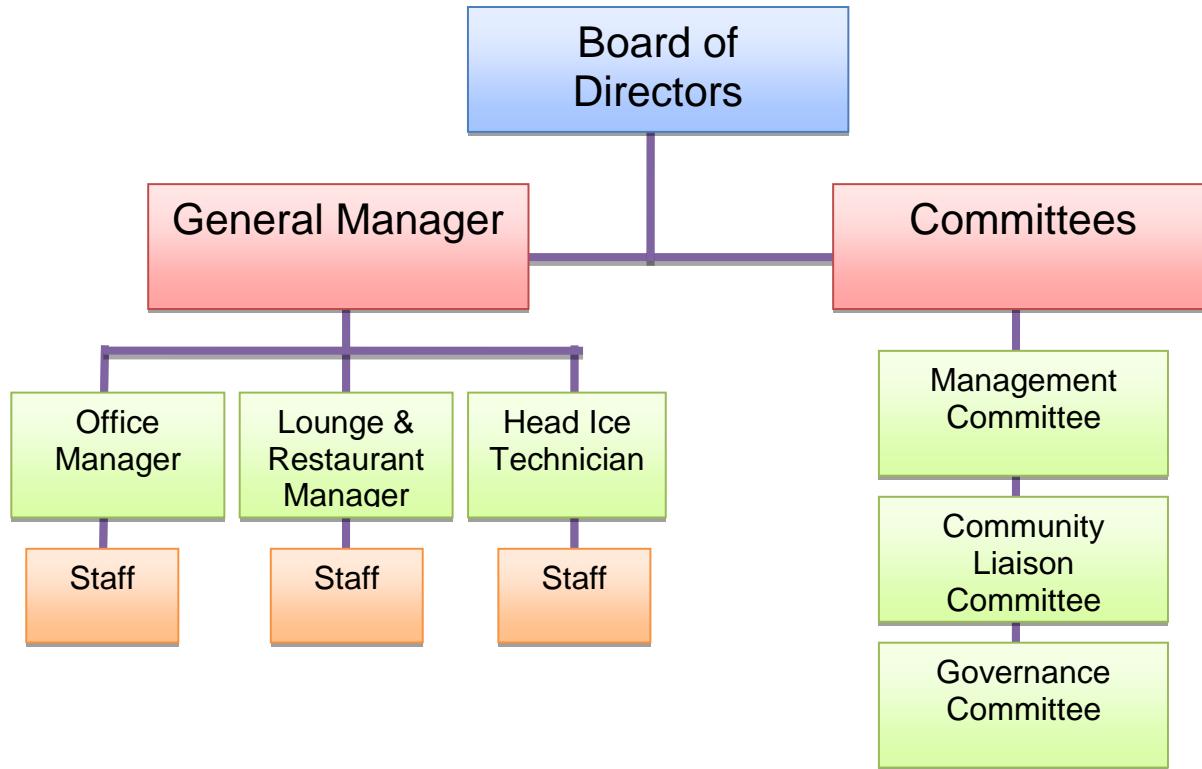
VISION STATEMENT

The vision of the Lethbridge Curling Club for 2020 is that:

- ➲ Curling is recognized as a *healthy, fun, activity*, integral to all ages, genders and abilities in the community.
- ➲ We have an *environmentally-friendly curling facility* designed as the year-round hub of social and business functions in the area.
- ➲ The Lethbridge Curling Club has a *strong, strategic partnership with community group or groups* positioned to deliver complementary services.
- ➲ In addition to providing for all aspects of curling, the Lethbridge Curling Club *is open year-round providing the opportunity for a variety of social and recreational activities.*
- ➲ Our club fosters *the growth of new, developing and continuing curlers.*



2.1. LCC ORGANIZATIONAL CHART



2.2. LETHBRIDGE CURLING CLUB RULES

1. All curling games in the Lethbridge Curling Club are played under the Canadian Curling Association Rules of Curling for general play.
 - i. If a team does not commence play at the designated time, unless otherwise stated, for each five (5) minutes that the offending team does not commence play the non-offending team shall be granted one point and one end shall be considered to have been played. 16(3)
 - ii. In the delivery of a stone, the stone shall be released before the stone has completely crossed the nearer hog line. 8(3)

2. A spare list will be clearly posted at the rink and will also be printed in the roster book and on our website. **Teams, not the office, will be responsible for getting a spare.** A substitute who has paid the annual spare fee may play any position in any square draw league. If a substitute is a member of a regular team, he/she must play in the missing players' position or lower.

3. Teams consist of 4 players. An additional player(s) must pay the spare fee. The extra player(s) can be noted on the spare lists or may not have their name published and play only for a certain team. Spare fees entitle you to full membership in the club.

4. Each team must have two regular members and at least one substitute to comprise a team.

5. Any game not under way within 20 minutes of the starting game time will be defaulted and the sheet(s) thrown open for pick-up games or practice.

6. All games will be played by the buzzer, with the buzzer sounding 25 minutes prior to completion of the game time (2 hours), with teams completing the end they are playing and one more end. An end is deemed to be completed when the rocks have come to rest and the score has been agreed upon by the thirds.

7. No square draw games may be postponed. If a rink is unable to ice a team, the game must be defaulted to the team prepared to play as scheduled. If you cancel, **inform the opponent and the office well in advance** so that the ice can be made available.

8. All scorecards must be carefully made out and returned to draw board.

9. Practice ice is available to members on a first come first serve basis. Check and sign the practice board for a sheet.

10. Club members wishing to reserve or rent ice may do so by contacting the Office.

11. Rocks are numbered by pairs and under no circumstances may be transferred from one sheet to another.

*Created September 2014
Revised Dec 2016*

3. Section Three: Terms of Reference

BOARD STANDING COMMITTEES, AD HOC COMMITTEES

- 3.1. BONSPIEL TERMS OF REFERENCE**
- 3.2. FORRY SENIOR CURLING CLASSIC TOR**
- 3.3. GENERAL MANAGER SEARCH COMMITTEE TOR**
- 3.4. LETHBRIDGE CASH LEAGUE COMMITTEE TOR**
- 3.5. ROOKIE LEAGUE TOR**

3.1. BONSPIEL TERMS OF REFERENCE

GENERAL PURPOSE

To assist and guide individual bonspiel committees in the organization and hosting of LCC bonspiels throughout the curling season based on the schedule submitted by the General Manager and approved by the Board of Directors each summer.

KEY DUTIES AND RESPONSIBILITIES

Each individual Bonspiel Committee will assume the responsibilities for the following activities, all of which must be approved by the General Manager

- Prepare and submit a budget to the General Manager for approval
- To determine the bonspiel format
- To determine the registration fee
- Secure sponsorship for the bonspiel if so required
- Determine the cash or prize award/payout structure
- Identify ways to promote registration to fill the bonspiel
- Arrange for meal (if required)
- Prepare or arrange for preparation of the draw
- Monitor the bonspiel
- If major sponsors are involved, arrange for them to be present for award Presentations
- Wrap up the event by finalizing the budget information and the After-Action Report
- To ensure that financial feasibility of the bonspiel is maintained by reviewing and receiving approval for the bonspiel budget with the General Manager

COMPOSITION AND APPOINTMENTS

Each Bonspiel Committee should be made up of enough volunteers to accomplish the Key Duties and Responsibilities list in section 2. The Bonspiel Committee will appoint the Chairperson. The Chairperson is responsible to submit necessary reports to General Manager regarding the individual bonspiel.

MEETINGS

Meetings should commence 90 days prior to bonspiel to facilitate planning for Key Duties and Responsibilities (section #2). Additional meetings should be held to finalize the details of the bonspiel. Within one month following the bonspiel, finalize the financial information, prepare and submit the final evaluation report to the LCC General Manager.

RESOURCES

Financial resources will be given to each Bonspiel Committee in line with the individual bonspiel budget.

Lethbridge Curling Club staff will be available for resources that fall into acceptable requests (taking registrations, preparing draws, programs, tickets, etc. and any other requests from the individual Bonspiel Committees to help ensure a successful bonspiel.

ANNUAL OBJECTIVES

- To fill the designated number of entry slots
- To hold a first rate, enjoyable bonspiel for all curlers
- To ensure the individual Bonspiel Budget is met
- To entertain any ideas that might improve the bonspiel
- Enhance the profile of the Lethbridge Curling Club

REPORT AND TARGET DATES

The Bonspiel Committee will submit a written report (Bonspiel Action Report) to the General Manager following the spiel, for presentation to the Board. Minutes from committee meetings are placed on file in the office.

REVIEW AND EVALUATIONS

Reviews, evaluations, observations and recommendations will be due within one month after the conclusion of the event and will include the final financial statement and wrap up report.

APPROVAL OF REVIEW DATES

Terms of Reference will be reviewed annually and amended as required.

Utilization of LCC staff and resources as required with the approval of the General Manager.

REPORT AND TARGET DATES

The committee will submit a report, either written or verbal to the Board from each meeting.

APPROVAL AND REVIEW DATE

The Terms of Reference will be reviewed at least annually, within one month of the committee formation and amended as required.

Created February 19, 2014

Reviewed N/A

3.2. COMMUNITY LIASON COMMITTEE TOR

GENERAL PURPOSE

Engage and communicate with the community, and region at large, including current members of the LCC, at events and promotional opportunities for the LCC.

Promote the LCC at events within the community.

Engage and interact with Lethbridge Curling Club membership, and assist the GM with membership engagement when required or approached to assist.

KEY ROLES & RESPONSIBILITIES

- Develop a long-term engagement plan (within the community and within the LCC)
- Develop communication strategies and key messaging
- Assist GM and Events Coordinator with event planning when required
- Assist in promotion of current LCC programs and events
- Create and maintain a form of information technology
- Be present at “x” number of events throughout the year
- Assist the Treasurer and General Manager with fundraising activities and grant applications

COMPOSITION AND APPOINTMENTS

The committee will consist of approximately fifty percent (50%) of members from the Lethbridge Curling Club board. The committee will appoint a chair for a one year term.

MEETINGS

The committee will hold meetings at least once a month.

RESOURCES

The committee may utilize the Lethbridge Curling club staff and resources as required with the approval of the General Manager.

REPORTING

The committee will submit a report, either written or verbal to the board of Directors at each board meeting.

*Created August 2016
Reviewed N/A*

3.3. FORRY SENIOR CURLING CLASSIC TOR

GENERAL PURPOSE

To specifically organize and promote the Cliff Forry Bonspiel in order to provide and develop competitive opportunities for senior curlers. Established in 1997, in memory of Cliff Forry, to honour and remember his dedication and enthusiasm for the game of curling.

To encourage senior curlers, 50 years and older, to be community aware while remaining active in an event that is recreational and that also inspires our competitive spirit.

KEY DUTIES AND RESPONSIBILITIES

The Bonspiel Committee will assume the responsibilities for the following activities:

- Determine the bonspiel format and rules
- Identify methods of promoting the event through various advertising means and media, utilizing updated mailing lists/websites and adopting themes in order to recruit teams both locally and outside the club to fill the bonspiel
- Promote the event through soliciting Corporate and Private Sponsorship for the prize pool
- Establish a budget to determine the registration fees and the cash payout structure
- Arrange for meals, entertainment, keynote speakers, sponsorship representation for recognition and award presentation
- Work with LCC administration to prepare; Spiel poster and signage, registration and forms, prepare the draws and manage results
- Monitor the bonspiel
- Wrap up the event by concluding the budget information and the After Report

COMPOSITION AND APPOINTMENTS

The Bonspiel Committee will be made up of any number of volunteers. The Bonspiel Committee will appoint the Chairperson.

MEETINGS

Meetings should commence in early fall to facilitate preliminary planning and particularly to organize the campaign for securing sponsors.

In October commence formalizing promotional, registration, fees, bonspiel format and other information to transmit to other curling clubs, SACA and specific (targeted) individuals. Additional meetings will be used to finalize the details of the bonspiel.

Within one month following the bonspiel, finalize the financial information, prepare and submit the final evaluation report to the Board.

RESOURCES

- Financial resources will be required for printing, sponsorship information packages, signage and all administrative costs.
- Administrative staff will be responsible for preparing requested information for mailings as well as accepting registrations/payments and providing general bonspiel information. They will also be responsible for posting and entering the draw information and results and work with the bonspiel committee member(s) to determine the ceding of the final draws after the round robin based on win/loss records and the Skills Competition. After the spiel they are responsible for the display and yearly updating of the Forry plaque.
- Ice and Lounge staff will be responsible for preparing, cleaning and service to their areas of responsibility.

ANNUAL OBJECTIVES

To provide an annual first class event centered on our senior curling community by:

- a) Host a high profile senior event that is fun and competitive
- b) Fill the bonspiel with twenty teams which is the ideal
- c) Provide an attractive Cash Prize purse
- d) Attract, at least, as many Sponsors as there is participating teams
- e) Partner with a charitable youth organization
- f) Enhance the profile of the Lethbridge Curling Club

REPORT AND TARGET DATES

The Bonspiel Committee will submit a written report (Bonspiel After Action Report) to the LCC Board meeting following the spiel. Minutes from Committee meetings are placed on file in the Administrative office.

REVIEW AND EVALUATIONS

Reviews, evaluations, observations and recommendations will be due within one month after the conclusion of the event and will include the final financial statement and wrap up report.

APPROVAL OF REVIEW DATES

The Cliff Forry Senior Curling Classic Committee will review and approve these Terms of Reference in December following the bonspiel and every year thereafter.

*Created September 1997
Revised December 2016*

3.4. GENERAL MANAGER SEARCH COMMITTEE TOR

GENERAL PURPOSE

To identify and employ a General Manager for the Lethbridge Curling Club.

KEY RESPONSIBILITIES

- To define core competencies of the position, with authority to use these competencies to draft a job description to be used in advertising for candidates
- To advertise, through any/all means agreed upon in committee, for prospective candidates
- To review candidate resume(s), set interview dates and bring forward to the board the committee's choice(s) for presentation and approval by the board.
- To prepare an information package for prospective candidates

COMPOSITION AND APPOINTMENTS

- The committee will be made up of:

MEETINGS:

Meetings will be held as needed until a successful candidate has been employed.

RESOURCES:

- Financial resources as requested by motion to the board by the committee
- Utilization of office staff to facilitate administrative tasks as requested by the committee
- The committee reserves the right to approach any present or past board members, or any members of the club or general public as it sees fit for help or advice as deemed necessary.

REPORT AND TARGET DATES:

- The committee will set the following dates and inform the board, via email of the decisions made:
 - Deadline date for applications
 - Interview date(s)
 - Goal start date for new GM
- Reports on the committee's progress will be given written and/or verbally at each board meeting

REVIEW AND EVALUATIONS:

The committee will present to the board a report identifying the candidate(s) and a Special Board meeting will be called for Board evaluation of the final candidate(s).

APPROVAL DATE:

Terms of Reference will be reviewed and approved at nearest opportunity. As this is a task committee there will be no renewal date. These terms of reference will be in place for this committee only until a successful candidate is employed.

*Created January 13, 2015
Reviewed N/A*

3.5. GOVERNANCE COMMITTEE TOR

GENERAL PURPOSE

To openly and effectively move forward in the formation of policy and by-laws for the growth, stability and success of the Lethbridge Curling Club.

KEY DUTIES AND RESPONSIBILITIES

Implement the Strategic Plan by providing direction with purpose and clarity to Staff and the Board of Directors by reviewing and updating the following:

POLICY

- review present policies
- recommend revisions/deletions
- update Operations manual

BY-LAWS

- review of present by-laws
- changes presented to Board for discussion
- look into AB non-profit regulations
- seek legal consultation
- notification and presentation to membership at next AGM

Club Rules revised as changes made to policies and by-laws

Club Awards criteria and history – Dale Coyle, Min Koyata/Dave Forry, Ladies Award

Club History updated and included in Operations Manual

COMPOSITION AND APPOINTMENTS

Committee shall consist of 3 or more Board Members and will appoint a chair for a 1 year term.

MEETINGS

Meetings will be held at least once a month.

ANNUAL OBJECTIVES

Complete the Policy section of the Operations Manual. Present By-Law changes at the 2017 AGM.

RESOURCES

Utilization of LCC staff and resources as required with the approval of the General Manager.

*Created August 03, 2016
Reviewed N/A*

3.6. LETHBRIDGE CASH LEAGUE COMMITTEE TOR

GENERAL PURPOSE

Support and promote competitive curling within the club.

KEY DUTIES AND RESPONSIBILITIES

- The Lethbridge Cash League Committee will present concerns and suggestions to the Lethbridge Curling Club Board
- Set rules for league operation
- Set season Lethbridge Cash League fees (membership portion of fees set by the Lethbridge Curling Club), format of play, payouts, etc.

COMPOSITION AND APPOINTMENTS

The Lethbridge Cash League Committee will be composed of a minimum of four people that are members in good standing of the Lethbridge Cash League.

MEETINGS

As required prior to the information booklet printing to ensure that rules, etc. are set for the upcoming season.

As required during the season when issues arise.

RESOURCES

- Utilization of Office staff for scheduling, tracking results, reporting results to media, collecting fees and distributing winnings
- Standing Board posted in a prominent location in the club
- Fundraising and sponsorship for the Lethbridge Cash League will be the shared responsibility of the Lethbridge Cash League Committee and the Lethbridge Curling Club.

ANNUAL OBJECTIVES

To encourage the growth of competitive curling in our club for all ages of curlers.

To encourage and prepare all levels of curlers for play down competitions.

REPORT AND TARGET DATES

Report the proposed Lethbridge Cash League Rules to the Board prior to submission for the information booklet.

Report any issues or concerns to the LCC Board once a month during the season.

APPROVAL AND REVIEW DATES

Terms of Reference will be reviewed annually within one month of the new committee being formed and amended as required.

*Created February 11, 2014
Revised November 24, 2015*

3.7. MANAGEMENT COMMITTEE TOR

GENERAL PURPOSE

To evaluate the By Laws and oversee the management activities of the Lethbridge Curling Club.

KEY DUTIES AND RESPONSIBILITIES

BY LAWS:

- Review and recommend changes to By Laws if required.

MANAGEMENT:

- Review Management issues throughout the year and propose actions to the Board for approval
- Compile Management issues, suggestions and complaints from the members and recommend appropriate responses
- Review Management Employment Structure, Evaluation procedures, Remuneration and bonus structures and suggest changes necessary to make structure relevant to future business model
- Provide to the Board, prior to the AGM, a forward-looking succession report outlining key action items and ideas for consideration by the next board.

NEGOTIATIONS

- Conduct scheduled consultations and evaluations of personnel and business issues with the General Manager.

COMPOSITION AND APPOINTMENTS

Committee membership shall include the Board President and Vice President. The Vice President shall be the chair person.

MEETINGS

To be held as required.

RESOURCES

Must have access to all club business information.

REPORTS

Submit regular Management Committee reports to the Board.

REVIEW DATES

Terms of Reference will be reviewed annually and amended as required.

Created May 2010, Revised June 2015

3.8. ROOKIE LEAGUE TOR

GENERAL PURPOSE

This league will provide an opportunity for any novice curler to participate and learn the game in a casual environment.

To provide the resources for new curlers to learn the sport of curling.

To encourage participation by offering instruction to the beginner level curler.

BACKGROUND

It has been found that after curling clinics there are no openings for new curlers to improve on the skills that they had just acquired.

GUIDELINES

1. Must be a novice curler.
2. An individual can only play in the Rookie League a maximum of two (2) seasons.
3. Volunteer instructors be present at all Rookie League games to assist and instruct.

PROCEDURE

The Rookie League will spend the first few weeks learning the basics of curling and then move on to game play instructions. Depending on the progression of the new curlers, teams will be formed and regular games will start, always with instructors available to assist.

RESOURCES

The General Manager will be responsible for the organization of this league. This includes the recruitment of individuals to participate, draw times and schedule.

Advertising and promotion along with the resources to adequately support this league, as well as the coordination of volunteers needed to assist.

REVIEW AND EVALUATION

Reviews, observations and recommendations by Management after the conclusion of the league.

*Created November 2012
Reviewed N/A*

4. Section Four: Policies

BOARD POLICIES

- 4.1. CHARGE ACCOUNT POLICY**
- 4.2. CLUB CHAMPIONSHIP POLICY**
- 4.3. CONDUCT POLICY**
- 4.4. HANDLING COMPLAINTS POLICY**
- 4.5. HEALTH AND SAFETY POLICY**
- 4.6. INSTRUCTION WITHIN THE LETHBRIDGE CURLING CLUB POLICY**
- 4.7. LIFE MEMBERSHIP APPOINTMENT POLICY**
- 4.8. MINORS IN THE LOUNGE POLICY**
- 4.9. NEW BOARD MEMBERS ORIENTATION POLICY**
- 4.10. PRACTICE ICE POLICY**
- 4.11. PRIVACY POLICY**
- 4.12. REFUND POLICY**
- 4.13. REIMBURSEMENT FOR TECHNICAL AND THEORY COURSES FOR COACHING AND INSTRUCTING**
- 4.14. SACA Representation Policy**
- 4.15. SPARE POLICY**
- 4.16. FOR THE SUPPORT OF ADULT COMPETITIVE CURLING**

4.1. CHARGE ACCOUNT POLICY

POLICY

It is the policy of the Lethbridge Curling Club that members in good standing shall have charging privileges in the Lethbridge Curling Club Lounge, Concession and Pro Shop.

PREAMBLE

One of the benefits of being a member Lethbridge Curling Club is the privilege and convenience of having a charge account.

GUIDELINES

Charge Account Statements will be issued on or before the 5th day of following month and shall be paid in full by the 30th day of the month that the Charge Account Statement is issued.

The charge account limit is \$400.

PROCEDURES

Interest will be applied at a rate of 2% per month.

Management has the authority to revoke charging privileges.

*Created March 16, 2011
Reviewed Oct 2016*

4.2. CLUB CHAMPIONSHIP POLICY

POLICY

It is the policy of the Lethbridge Curling Club to hold a Club Championship to recognize a championship team from all applicable LCC leagues.

PREAMBLE

The LCC strives to encourage participation by recognizing club championship winners.

GUIDELINES

1. Determined by league play in all leagues.
2. Format of any playoff to be established at the start of the season by the General Manager.

PROCEDURES

The General Manager is responsible for the overall implementation of this policy. All Champions will be recognized at the Annual General Meeting.

*Created Nov 2012
Revised October 2016*

4.3. CONDUCT POLICY

POLICY

The Lethbridge Curling Club follows and enforces the principles, protocol and intent of Curlers Code of Ethics that is part of the Curl Canada rulebook.

PREAMBLE

This policy is designed to provide guidance to members and staff for situations that could possibly occur. Members are drawn to our club for more than just the 2 hours of ice time. We come for the people, the socializing, the exercise and the culture of the game. Disruptions are not part of the curling etiquette.

DEFINITIONS

Members of the Lethbridge Curling Club shall participate in the game of curling with honesty, integrity, courtesy and sportsmanship. Harassment, such as, bullying, profanity, violence, plus broom slapping are not necessary. Harassment can be words or action, verbal aggression or yelling. Profanity includes calling someone derogatory names or loudly swearing. Violence is defined as any form of physical contact such as pushing or fighting. In addition any form of facility abuse (damage to the ice, lockers or any part of the physical facility) is included in this policy.

GUIDELINES

For members the only guideline is to seek out the Manager or any member of the Ice Staff.

PROCEDURES

1. When a member brings a concern to staff they will gather such information that is deemed necessary from any source and initiate discussion with the individual(s) involved. An apology or hand shake would end the situation.
2. The second offence would be removal from the ice area or viewing area and a verbal reprimand (return to game or seat).
3. The third offence (after discussion) would be removal from the facility followed by a letter with a copy placed on file. Letter will state the length of ejection and/or return date.

Confidentiality will be upheld by all involved.

Annually review this policy statement and procedures.

*Created June 2015
Revised Dec 2016*

4.4. HANDLING COMPLAINTS POLICY

POLICY

This policy provides direction to the Board of Directors on actions to be followed when they receive a complaint from a member or user group of the Lethbridge Curling Club.

PREAMBLE

As with every organization of any size, there are times when it is difficult to satisfy the needs or expectations of all the membership. Therefore, we must have a mechanism in place where members who have concerns may make them known. At the same time, we must be careful not to respond to the wishes of a small minority to the detriment of the majority of our membership.

DEFINITIONS

The Lethbridge Curling Club defines a complaint as “a written comment from a member in good standing or user group of the Lethbridge Curling Club”.

GUIDELINES

There will be many times during the curling season when our membership will make positive and/or negative comments to the Staff and Board of Directors regarding the operations of the Lethbridge Curling Club. All parties should acknowledge the concerns of the member, and at the same time advise them as to procedures to follow should they wish to make their comments a formal complaint. In the best interests of our membership, any issues brought forward to the General Manager are in an informal atmosphere for discussion.

PROCEDURES

When a member voices a concern to a staff member or to a Director, the member should be advised that any formal complaints must be made in writing and addressed to the Board of Directors of the Lethbridge Curling Club.

The complainant is expected to provide as much information as necessary to state the case along with recommendations how to correct. The written complaint will be passed to the Management Committee for review.

A formal reply advising receipt of the complaint will be provided to the complainant, and a follow up formal reply will be made as soon as reasonably possible once final action has been taken.

In the event the complaint cannot be acted upon without a Board meeting, the applicable Director will advise the complainant and an expected date for resolution will be provided. Again follow up action may be required.

Confidentiality will be upheld by the Board of Directors.

*Created March 2011
Reviewed 2016*

4.5. HEALTH AND SAFETY POLICY

POLICY

To promote health and safety within the Lethbridge Curling Club and to proactively reduce incidents by establishing systems and practices to manage any risk.

PREAMBLE

To encourage involvement in safe practices by our employees, volunteers and club members.

KEY DUTIES AND RESPONSIBILITIES

As a registered non-profit we are governed by the regulations of the Alberta Occupational Health and Safety Act, and as a lessee we are obligated to comply with the Health and Safety by-laws of the City of Lethbridge (Refer to Risk Management Policy).

PROCEDURES

Basic safe work practices included in orientation of all employees.

TRAINING

Safety awareness emphasized to members (head protection available)

First-Aid courses a requirement for senior staff.

Ensure employees are provided the necessary resources and mandated training courses.

EQUIPMENT

First-Aid kits, Defibrillators

PLANS

- Hazard Assessment of each area with staff involved;
- Action Plan for accidents/incidents - Site specific procedures;
- Procedures and regulations followed for all accidents/incidents;
- Maintain a first-aid log;
- Preventive measures discussed at staff meetings;
- Opening/Closing Security Procedures;
- Emergency response procedures ; and
- Building evacuation plan

GUIDELINES

The commitment to health and safety is shared between staff, management and the Board of Directors. Effective Health and Safety programs have been proven to reduce accidents, injuries and illness. Work Safe and Play Safe!

*Created 2016
Reviewed N/A*

4.6. INSTRUCTION WITHIN THE LETHBRIDGE CURLING CLUB POLICY

POLICY

It is the policy of the Lethbridge Curling Club to promote instruction to existing and prospective curlers.

PREAMBLE

The Lethbridge Curling Club will promote training and development of qualified instructors and make these resources known and accessible to its members, both existing and prospective.

GUIDELINES

1. The Lethbridge Curling Club will maintain a current list of qualified instructors. This list will be posted in a visible area of the club and in various publications as applicable.
2. The instructor and student(s) are responsible for any expenses not covered by the club; this is not the responsibility of the club.
3. The Lethbridge Curling Club will pay for the cost of the instructional certification courses and may assist with other costs to a maximum of \$100.00 for courses within the SACA area. This is available for instructors working with the Junior Curling Program.

PROCEDURES:

The General Manager is responsible for the overall implementation of this policy.

*Created February 16, 2011
Reviewed Sept 2016*

4.7. LIFE MEMBERSHIP APPOINTMENT POLICY

POLICY

It is the policy of the Lethbridge Curling Club to officially recognize members and former members who have made significant contributions to the Lethbridge Curling Club.

PREAMBLE

This honor is given to a member or former member who has contributed to the Lethbridge Curling Club to improve, develop or enhance the image of our Club.

GUIDELINES

1. Must be 50 years or older
2. A member of the Lethbridge Curling Club for 25 years or longer
3. Must have contributed to the LCC as a curler, a builder or as a goodwill ambassador
4. Member must be in good standing
5. Application form to be completed in full, detailing contribution
6. Submit completed form to the LCC Board.

PROCEDURES

- An application for the Life Membership honor must be made on the form provided by the office.
- Applications may be submitted by the LCC member or by any LCC member on behalf of another member.
- All applications are confidential and will be considered by the Lethbridge Curling Club Board of Directors.
 - Members acknowledged with the honor of Life Membership will be awarded a plaque at the next AGM.
- In addition, awarded members will receive full membership privileges paid on the first league they register for each season.
- Previously designated Honorary Members are to be grandfathered into this policy and will retain the benefit of one-half (1/2) membership reduction in the first league they register for each season.

Created February 1997

Rewritten 2013

Revised October 2016

4.8. MINORS IN THE LOUNGE POLICY

POLICY

It is the policy of the Lethbridge Curling Club to allow minors in the lounge during normal business hours up to 9:00 pm.

PREAMBLE

It is the responsibility of Lethbridge Curling Club members to abide by the guidelines of this policy.

GUIDELINES

Minors who are members of a curling team or a paid spare that have been accepted into a LCC adult league, an adult club bonspiel, junior bonspiel or family bonspiel are allowed in the lounge after 9:00 pm, during the course of that respective league night or bonspiel.

PROCEDURES

Management reserves the right to deny access to minors in the lounge to allow for adult only functions.

*Created Feb 2011
Revised Dec 2016*

4.9. NEW BOARD MEMBERS ORIENTATION POLICY

POLICY

It is the policy of the Lethbridge Curling Club to enable newly elected Board members to quickly transition from Club members to Board members.

PREAMBLE

It is imperative that the newly elected Board members be brought up to date on the current policies and works in progress. An orientation meeting shall be conducted to help these new Board members adjust to their new positions.

GUIDELINES

Items to be covered during the orientation meeting:

1. The Mission and Vision statements and Strategic Plan of the LCC Board.
2. Length of terms, committee descriptions and expectations of Board members.
3. Explanation of how Board meetings are conducted, including copies of minutes from past meetings.
5. Policy Manual review.
6. Review of LCC financials and current projects.

PROCEDURES

The orientation meeting must be held prior to the April Board meeting and will be chaired by the President or designated Board member.

*Created February 2011
Reviewed Oct 2016*

4.10. PRACTICE ICE POLICY

POLICY

It is the policy of the Lethbridge Curling Club to supply practice ice to our members, when ice is available.

PREAMBLE

The Lethbridge Curling Club understands the importance of having practice ice available for our members.

GUIDELINES

1. The General Manager will determine the availability of practice ice on a daily basis.
2. During bonspiels, ice rentals and other competitions, practice ice will not be available until after the conclusion of the bonspiel or competition. The only curlers permitted to practice during these bonspiels or competitions are those participating in the event subject to the approval of the organizing committees. The exception to this policy is for curlers who have already qualified for a Southern or Provincial play down. They may use the ice subject to availability and the approval of the organizing committee of the bonspiel or competition.

PROCEDURES

Practice ice availability is to be confirmed on a daily basis by contacting the office.

*Created March 2011
Revised Aug 2013*

4.11. PRIVACY POLICY

GENERAL PURPOSE

The Lethbridge Curling Club must protect all members' personal information. We will make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information via electronics.

PREAMBLE

The Lethbridge Curling Club is committed to safeguarding the personal information entrusted to us by our members, staff and volunteers. In accordance with the Alberta Personal Information Protection Act (PIPA Act) and the Freedom of Information and Electronic Documents Act (FOIP Act), when we collect personal information, we are responsible for keeping it safe.

GUIDELINES

1. Individuals have a right to access their own personal information in a record that is in the custody of the Lethbridge Curling Club.
2. We rely on individuals to notify us of any change.
3. We will not publish personal information without permission.

PROCEDURE

- We will use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.
- Management shall develop an in-depth plan and the procedures to protect members' information.
- This "Protecting Personal Information Plan" shall be approved by the Board of Directors.
- This plan shall be confidential and will not be disclosed to members.

*Created Dec 2016
Reviewed N/A*

4.12. REFUND POLICY

POLICY

It is the policy of the Lethbridge Curling Club to consider refunds for Members who must withdraw from regular league curling.

PREAMBLE

Members are required to pay in full at the start of the season and because of unforeseen circumstances may not be able to complete the schedule.

GUIDELINES

A prorated refund, based on the number of games remaining in the curling schedule for the member, will be granted by the General Manager for the following reasons:

- a. Proof of illness or injury leaving the member unable to curl for the balance of the current season.
- b. A member has received an employment transfer to another location.
- c. Other refund requests may be granted at the discretion of the General Manager

PROCEDURES

- An application for refund must be presented to the General Manager in written form and signed by the member.
- The note should include the number of league games played and the reason for withdrawal.
- The General Manager is responsible for the overall implementation of this policy

*Revised January 2013
Reviewed Oct 2016*

4.13. REIMBURSEMENT FOR TECHNICAL AND THEORY COURSES FOR COACHING AND INSTRUCTING

POLICY

It is the policy of the Lethbridge Curling Club to reimburse members their registration fees for approved Technical and Theory courses for coaching and instructing that they complete.

PREAMBLE

Members are required to register and pay for the course up front.

GUIDELINES

Members will be reimbursed after passing the course and if the required practical hours have been given in assisting the Junior Program, the Learn to Curl Clinics and/or a Competitive Junior Team.

PROCEDURES

- Proof of course completion must be presented to the General Manager who will issue reimbursement.
- Expenses for attending SACA meetings will be paid by the Lethbridge Curling Club. The SACA representative(s) will provide a written report to the board at the next Lethbridge Curling Club board meeting following each SACA meeting.

4.14. SACA Representation Policy

POLICY

It is the policy of the Lethbridge Curling Club to nominate representatives from our club to the Southern Alberta Curling Association (SACA).

PREAMBLE

As an associate of SACA the Lethbridge Curling Club feels it is important to have representation for our club.

GUIDELINES

The Lethbridge Curling Club board will nominate a maximum of two representatives.

PROCEDURES

- Management will provide contact information to SACA on the appointment of any new representative(s).
- Expenses for attending SACA meetings will be paid by the Lethbridge Curling Club.
- The SACA representative(s) will provide a written report to the board at the next Lethbridge Curling Club board meeting following each attended SACA meeting.
- The SACA appointment will be reviewed annually following each Annual General Meeting.

*Created March 2011
Revised Dec 2016*

4.15. SPARE POLICY

POLICY

It is the policy of the Lethbridge Curling Club to accommodate individuals wishing to curl only when available.

PREAMBLE

A spare fee will be set annually and when paid entitles the individual to full membership privileges.

GUIDELINES

1. Spares may play any position in all square draw leagues.
2. Teams, not the office, will be responsible for getting a spare.

PROCEDURES

A spare list will be posted at the rink, printed in the roster book and listed on the website. A spare has the option of being on this list for play in all leagues or may choose not to be listed and play with a team of their choice.

*Revised June 2015
Reviewed 2016*

4.16. FOR THE SUPPORT OF COMPETITIVE CURLING

POLICY

It is the policy of the Lethbridge Curling Club to offer compensation, recognition and support to Lethbridge Curling Club teams who qualify for District, Southern, Provincial, National and World/Olympic events.

Monetary compensation (plus recognition and support, where applicable) will be paid only for events sanctioned by Curling Canada.

Club teams are eligible for recognition and support for other competitive curling events at Provincial or higher levels, in conjunction with the teams affiliated group.

The amount of support may be prorated if not all of the team members are LCC members.

PREAMBLE

All members receiving remuneration are encouraged to volunteer with other club members, teams or leagues in improving curling fundamentals and achieving their competitive curling goals.

GUIDELINES

Districts: Amount equal to 50% of the current year applicable play down entry fee.

Southerns: Amount equal to 100% of the current year applicable play down entry fee.

Provincials:

1. Teams can receive club pins for the purpose of exchange.
2. Amount equal to 100% of the current year applicable play down entry fee.

Nationals:

1. Teams can receive club pins for the purpose of exchange 7
2. Receive a Lethbridge Curling Club support banner.
3. The Lethbridge Curling Club will host an open social, for the purpose of raising funds in support of every member that represents the LCC at the National Level.
4. Amount equal to 100% of the current year applicable playdown entry fee.
5. The club will support coordinated fundraising activities of the team members subject to board approval.
6. Recognition and support of a fifth player and/or a coach

Worlds/Olympics:

1. Teams can receive club pins for the purpose of exchange
2. Receive a Lethbridge Curling Club support banner (if requested).
3. The Lethbridge Curling Club will host an open social, for the purpose of raising funds in support of every club member that represents the LCC at the World/Olympic level.
4. Amount equal to 100% of the current year applicable play down entry fee.
5. The club will support the coordination of fundraising activities of the team members subject to board approval.
6. Recognition and support of a fifth player and/or a coach.

PROCEDURE:

Requests for reimbursement must be made in writing.

The General Manager is responsible for the overall implementation of this policy.

*Created 2011
Adult & junior combined & Revised Dec 2016*

5. Section Five: Board of Directors

The Board of Directors of the Lethbridge Curling Club operates as a Policy Board. Its primary purpose is to focus on the larger issues, to delegate with clarity, to oversee management's work without meddling, to rigorously evaluate the accomplishments of the organization and to truly lead its growth.

- 5.1. POLICIES AND PROCEDURES – Board of Directors**
- 5.2. POLICIES AND PROCEDURES FOR GENERAL MANAGER**
- 5.3. BOARD ORIENTATION PACKAGE**

5.1. POLICIES AND PROCEDURES -Board of Directors

- 1.** The Lethbridge Curling Club will hold meetings once a month.
 - a. Meetings will be chaired by the President
 - b. And in his/her absence the Vice President
- 2.** The Lethbridge Curling Club is leased each year from the City of Lethbridge, commencing the 1st day of January to the 31st day of December.
- 3.** The Lethbridge Curling Club must keep in force a comprehensive Commercial General Liability Insurance Policy of not less than five million dollars (\$5,000,000).
 - a. Insurance is paid up to date regularly in accordance with the Policy
- 4.** Club rules are established by the General Manager and are approved by the Board of Directors.
 - a. They are posted in the Club Roster, the website and the Operations Manual.

5.2. POLICIES AND PROCEDURES FOR GENERAL MANAGER

HIRING

- 1.** A General Manager will be hired by a committee made up from the current Board of Directors.
 - a. An agreement will be made between the General Manager and the negotiating committee with approval of the Board of Directors, at the beginning of his/her term, to be renewed annually.
- 2.** Hiring of staff will be the responsibility of the General Manager.

INTERVIEWS

- 3.** Applications for Management positions must be selected from interviews and a successful applicant will be chosen after interviews with the General Manager.
 - a. Interviews are to be held when convenient prior to commencement of employment.
 - b. Employees from the same family working in the same department may be considered at the discretion of the General Manager.
 - c. The General Manager and the area Manager will conduct all part time applicant interviews.

JOB ORIENTATION

- 4.** Upon commencement, a successful applicant will receive a complete orientation to the operation and building of the Lethbridge Curling Club.
 - a. The orientation should include a tour of the facility, familiarization with the Lethbridge Curling Clubs Operations Manual and staff introductions.

DISMISSAL OR TERMINATION

- 5.** The General Manager for sufficient reasons shall carry out dismissal of staff.
 - a. Explanations of dismissals will be recorded in duplicate with one portion being forwarded to the employee in question.
- 6.** Terminated staff will be given two (2) weeks notification or as stated in Provincial Labor Act
 - a. Staff will be given sufficient warning before being terminated.

7. In the event that staff are to be laid off, the Lethbridge Curling Club will advise one (1) month in advance.

a. A formal written letter will be sent to each staff member the lay-off will affect.

8. Overtime - all time to be recorded and administered.

9. All staff will fill out time sheets daily for accuracy in payroll.

a. Time sheets will be collected by the immediate Manager and given to the Office Manager in sufficient time for calculation and inclusion for the mid and end month paydays (by the 15th and 30th of each month).

10. Travel allowance for executive members and staff will include meals and accommodation.

a. Authorized Travel expenses will be reimbursed at a \$0.45 per kilometer rate plus meals and accommodation costs.

5.3. BOARD ORIENTATION PACKAGE



Lethbridge Curling Club

2017-2018

*Board Orientation Package
For New Board Members*

LETHBRIDGE CURLING CLUB

The Lethbridge Curling Club is registered under the provincial Societies Act as a not-for-profit organization. It was registered January 22, 1949 with a constitution and by-laws. It is governed by an elected Board of Directors and by definition is a policy making board.

MISSION STATEMENT

The Lethbridge Curling Club, serving the community with fun, fitness and friendship.

VISION STATEMENT

The vision of the Lethbridge Curling Club for 2020 is that:

- ➲ Curling is recognized as a *healthy, fun, activity*, integral to all ages, genders and abilities in the community.
- ➲ We have an *environmentally-friendly curling facility* designed as the year-round hub of social and business functions in the area.
- ➲ The Lethbridge Curling Club has a *strong, strategic partnership with community group or groups* positioned to deliver complementary services.
- ➲ In addition to providing for all aspects of curling, the Lethbridge Curling Club *is open year-round providing the opportunity for a variety of social and recreational activities.*
- ➲ Our club fosters *the growth of new, developing and continuing curlers.*

BOARD OF DIRECTORS APPLICATION

I _____ am interested in letting my name stand for Election to the Board of Directors of the Lethbridge Curling Club at the Annual General Meeting to be held on **Tuesday, May 16, 2017**.

Brief Bio

Attach separate sheet if more room is needed.

In the event that I am unable to attend the AGM I would allow this to be read and introduced as my nomination to the general membership for my bid to be elected to the LCC Board of Directors.

I acknowledge that I have read and understand the Job Description and Code of Conduct for Lethbridge Curling Club Board members.

Date _____

Signature

Lethbridge Curling Club
Board of Directors Job Description

POSITION: Board Member

AUTHORITY AND RESPONSIBILITY

The Board of Directors is the legal authority for the Lethbridge Curling Club. As a member of the Board, a Board Member acts in a position of trust for the community, and is responsible for the effective governance of the organization.

REQUIREMENTS

Requirements of Board Members include:

1. Commitment to the work of the Lethbridge Curling Club
2. Knowledge and skills in one or more areas of the Board governance: policy, finance, a. programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at monthly Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at Annual General Meetings
7. Support of special events
8. Support of, and participation in, fund-raising events

TERM

- Directors are elected by the membership at the Annual General Meeting. Directors serve for a three-year term.
- Directors may be released at the end of the elected term, by resigning, or according to the Lethbridge Curling Club's bylaws.

GENERAL DUTIES

A Board Member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

THE BOARD MEMBER MUST:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
2. Monitor all Board policies.
3. Review bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the Lethbridge Curling Club's plan and annual review.
6. Approve the Lethbridge Curling Club's budget.
7. Approve the hiring and release of the General Manager, including the General Manager's employment contract, based on the recommendation of the Management Committee.
8. Support and participate in evaluating the General Manager.
9. Assist in the developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Lethbridge Curling Club's mission.

BOARD OF DIRECTORS CODE OF CONDUCT

Lethbridge Curling Club Board Members need to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in the group and the individual behavior when acting as Board Members.

1. Lethbridge Curling Club Board Members must be loyal to the interests of the membership over and above any:
 - a. Loyalty to advocacy or interest groups, and membership on other boards or staffs.
 - b. Personal interest of any Board Member acting as an individual consumer of this organization's services.
2. Lethbridge Curling Club Board Members are trustees of public confidence and securities. They must avoid any conflict of interest.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the Lethbridge Curling Club. Exceptions can occur only when there is openness, competitive opportunity and equal access to information.
 - b. Board Members must not use their positions to obtain employment within the Lethbridge Curling Club for themselves or any family members.

- c. If a Board Member is considered for employment he or she must temporarily withdraw from deliberation, voting and access to applicable Lethbridge Curling Club information.
- 3. Board Members must not exert any individual authority over the Lethbridge Curling Club except as stated in the Lethbridge Curling Clubs policies.
 - a. Individual Board Members do not have the authority to speak for the Lethbridge Curling Club when they interact with staff, the public, the press and other entities unless granted this authority by the whole board.
 - b. Board Members must not make any judgments of staff performance except if the performance is officially assessed against the Lethbridge Curling Club policies
- 4. Board Members deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straight forward communication.
- 5. The Board of Directors of the Lethbridge Curling Club is a policy board.
 - a. During our meetings, it is the responsibility and duty of each member to give considered thought to all business items before the board, to voice your opinion and vote the way you believe.
 - b. There will be issues that you firmly believe in that are defeated or passed against your vote.
 - c. The majority rules but the minority must be heard.
 - d. Once a decision is made by the board, in all public discussions, it is your duty to support the board decision. This does not mean that you need to tell everyone that it was right or that you agree with the decision, but it does mean you need to support it.
 - e. You can offer to take back any feedback you get, but must not say that you don't agree with the decision.

If you are unable to support a board decision publicly, the Board may request you resign from the board.

MANAGEMENT COMMITTEE TERMS OF REFERENCE

GENERAL PURPOSE

To evaluate the By Laws and oversee the management activities of the Lethbridge Curling Club.

KEY DUTIES AND RESPONSIBILITIES

BY LAWS:

- Review and recommend changes to By Laws if required

MANAGEMENT:

- Review Management issues throughout the year and propose actions to the Board for approval.
- Compile Management issues, suggestions and complaints from the members and recommend appropriate responses.
- Review Management Employment Structure, Evaluation procedures, Remuneration and bonus structures and suggest changes necessary to make structure relevant to future business model.
- Provide to the Board, prior to the AGM, a forward-looking succession report outlining key action items and ideas for consideration by the next board.

NEGOTIATIONS

- Conduct scheduled consultations and evaluations of personnel and business issues with the General Manager.

COMPOSITION AND APPOINTMENTS

Committee membership shall include the Board President and Vice President. The Vice President shall be the chair person.

MEETINGS

To be held as required

RESOURCES

Must have access to all club business information

REPORTS

Submit regular Management Committee reports to the Board

REVIEW DATES

Terms of Reference will be reviewed annually and amended as required

Created May 2010

Revised June 2015

GOVERNANCE AND POLICY COMMITTEE TOR

GENERAL PURPOSE

To openly and effectively move forward in the formation of policy and by-laws for the growth, stability and success of the Lethbridge Curling Club.

KEY DUTIES AND RESPONSIBILITIES

Implement the Strategic Plan by providing direction with purpose and clarity to Staff and the Board of Directors by reviewing and updating the following:

POLICY

- review present policies
- recommend revisions/deletions
- update Operations manual

BY-LAWS

- review of present by-laws
- changes presented to Board for discussion
- look into AB non-profit regulations
- seek legal consultation
- notification and presentation to membership at next AGM

Club Rules revised as changes made to polices and by-laws

Club Awards criteria and history – Dale Coyle, Min Koyata/Dave Forry, Ladies Award

Club History updated and included in Operations Manual

COMPOSITION AND APPOINTMENTS

Committee shall consist of 3 or more Board Members and will appoint a chair for a 1 year term.

MEETINGS

Meetings will be held at least once a month.

ANNUAL OBJECTIVES

Complete the Policy section of the Operations Manual. Present By-Law changes at the 2017 AGM.

RESOURCES

Utilization of LCC staff and resources as required with the approval of the General Manager.

Created August 03, 2016, Reviewed N/A

COMMUNITY LIASON COMMITTEE TOR

GENERAL PURPOSE

Engage and communicate with the community, and region at large, including current members of the LCC, at events and promotional opportunities for the LCC.

Promote the LCC at events within the community.

Engage and interact with Lethbridge Curling Club membership, and assist the GM with membership engagement when required or approached to assist.

KEY ROLES & RESPONSIBILITIES

- Develop a long-term engagement plan (within the community and within the LCC)
- Develop communication strategies and key messaging
- Assist GM and Events Coordinator with event planning when required
- Assist in promotion of current LCC programs and events
- Create and maintain a form of information technology
- Be present at “x” number of events throughout the year
- Assist the Treasurer and General Manager with fundraising activities and grant applications

COMPOSITION AND APPOINTMENTS

The committee will consist of approximately fifty percent (50%) of members from the Lethbridge Curling Club board. The committee will appoint a chair for a one year term.

MEETINGS

The committee will hold meetings at least once a month.

RESOURCES

The committee may utilize the Lethbridge Curling club staff and resources as required with the approval of the General Manager.

REPORTING

The committee will submit a report, either written or verbal to the board of Directors at each board meeting.

*Created August 2016
Reviewed N/A*



Policy & Procedures Manual