

Policy Manual

Mission Granite Curling Club

Revised: 28th March 8th, 2023

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1 Abbreviations

MGCC	Mission Granite Curling Club
AGM	Annual General Meeting

2 Overview

This Policy Manual is solely a guideline for the operation of the Society to provide consistency in the decision-making process of this organization. It is to be used by the Directors/Executive/Coordinators exclusively to assist in decision-making to provide consistency in any rulings that may arise.

3 Elections of Board Positions (Executive)

Responsibility: Board of Directors

Purpose: To elect the Board Positions or Executive for the Society.

Policy Statement

1. The election of the Board Positions (“Executive”) must be held within thirty (30) days of the AGM for the positions:
 - President
 - Vice-President
 - Secretary*
 - Treasurer*

* May be elected\appointed as one position as Secretary-Treasurer.
2. The results of the election will be made public.
3. The results of the Board and Board Positions will be posted at the Mission Granite Curling Club within thirty (30) days after the AGM. The results will also be posted on the curling’s web site www.missioncurling.ca .
4. The following organizations will be informed of the Board and Board Positions within thirty (30) days after the AGM:
 - Curl BC
 - Curl BC Regional Chair and/or Secretary
 - BC Registries
 - Revenue Canada
 - Insurance Company
 - Curling Facilities (if located in a Municipal facility)

4 President Responsibilities

Responsibility: Volunteers

Purpose: To ensure the club meets the requirements of the Societies Act 2015.

Policy Statement

The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

5 Vice-President Responsibilities

Responsibility: Volunteers

Purpose: To ensure the club meets the requirements of the Societies Act 2015.

Policy Statement

The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

6 Secretary Responsibilities

Responsibility: Volunteers

Purpose: To ensure the club meets the requirements of the Societies Act 2015.

Policy Statement

1. The secretary is responsible for doing, or making the necessary arrangements for, the following:
 - a. Issuing notices of general meetings and directors' meetings,
 - b. Taking minutes of general meetings and directors' meetings,
 - c. Keeping the records of the Society in accordance with the Act,
 - d. Conducting the correspondence of the Board,
 - e. Filing the annual report of the Society and making any other filings with the registrar under the Act.
2. In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

7 Treasurer Responsibilities

Responsibility: Volunteers

Purpose: To ensure the club meets the requirements of the Societies Act 2015.

Policy Statement

The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- a. Receiving and banking monies collected from the members or other sources,
- b. Keeping accounting records in respect of the Society's financial transactions,

- c. Preparing the Society's financial statements,
- d. Making the Society's filings respecting taxes

8 Volunteers Responsibilities

Responsibility: Volunteers

Purpose: To ensure the club meets the requirements of the Societies Act 2015.

Policy Statement

1. All volunteers working\assisting with minors must provide a Police Information Check
2. All Directors and Coordinators must disclose any conflict of interest.

9 Procedures Manual

Responsibility: Board of Directors and Coordinators

Purpose: To ensure the smooth operation of all functions within the Club.

Policy Statement

1. The Board of Directors will review the Procedure Manual of the Club annually.
2. The Procedure Manual will contain at least the following:

- a. Schedule of Events

Learn to Curl third week of September
Junior Curling – 5:30 to 7:00 pm
Monday Night Doubles – 7:15 pm
Tuesday Stick Curling ~ Daytime 1:00 pm
Tuesday Night Men's – 6:45 pm
Men's Masters Wednesday ~ Daytime 10:00 am
Wednesday Night Ladies – 7:00 pm
Senior Mixed Thursday ~ Daytime
Thursday Night Mixed Open – 6:30 pm
Friday Stick Curling ~ Daytime 11:00 am
Friday Night Mixed – 7:00 pm

- b. Meeting Notification Process

By email, by phone, or web site www.missioncurling.ca
Notice of AGM on bulletin board at the curling club and web site www.missioncurling.ca,

- c. Collections of Fees

Mission Leisure Centre, AGM, Learn to Curl in September, and before league play. All payments required by the end of the second week of October.

d. Refund of Fees

Full-season fees will be refunded for the unused time before December 1st. Any other refunds need to be approved by the directors.

e. Spare Rules

Each league has their spare rules. If the league doesn't develop spare rules, club spare rules will be used.

Mission Granite Curling Club – Spare Rules

The displayed rules are updated as of February 2020 and currently line up with the board's new rulings.

Effective February 2020

(1) The intent of a spare is to be a temporary replacement, not an unofficial 5th player.

(2) A spare can only be used when the position on the team that they are replacing has been paid for.

(3) (a) 5th (or 6th) players must be declared by October 31st.

(3)(b) There will be no special per person rate for 5-person team. The team members must work out between themselves how the cost will be divided.

(c) The 5th player must play a minimum of 3 regular season games to qualify as a 5th player for playoffs.

(d) A player can only be a 5th player on one team per league.

(4) Non-club members may spare a maximum of 2 games per league and must be registered in another club in BC or complete the drop in waiver and pay a \$1 fee.

(5) At least 2 registered team members must play in the game, or the game is forfeited. For doubles there must be at least 1 (during playoffs only).

(6) Spares must be registered by the night captain in a binder to be kept at the bar.

(7) Spares must play the position they are replacing or lower.

(In the spirit of fairness, spares should be of approximate ability and regularly play the position of the person they are replacing)

(8) The exception to the spare rules would be in the event of serious injury, illness, or relocation. In this case the intent would be to replace the missing player as soon as possible. The replacement would pay the membership fee only if the position is paid for. If the position is not paid for, the league fee will apply.

(9) Infractions to the spare rules will result in the forfeiture of the game in which the offense occurs.

(10) Complaints should be directed to the club president and are not to be dealt with on the ice.

10 Privacy Policy

Responsibility: Board of Directors

Purpose: To ensure a Privacy Policy is in place.

Policy Statement

1. The Society must have a Privacy Policy and it must be available in the Mission Granite Curling Club.

11 Prevention of Bullying and Harassment

Responsibility: All Members

Purpose: Protect our members from bullying and harassment

Policy Statement

The Mission Granite Curling Club (MGCC) is committed to encouraging and maintaining good relations within an environment which fosters team working and encourages all volunteers and members to give of their best. Everyone involved with the MGCC and those who have dealings with the MGCC have a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others. Everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to an environment in which individuals feel safe.

The MGCC has a “zero tolerance” policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

Harassment and Bullying may be summarized as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

Any member who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their league Captain, provided they feel able to do so. Should the issues not be resolved at this stage, or the member feels unable to raise the issue informally, then a formal resolution should be sought.

When a complaint of Harassment or Bullying is brought to the attention of a league captain or a board member, whether informally or formally, prompt action must be taken to investigate the matter. Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease. Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation, and where possible, the times and dates of incidents should be recorded.

If the complaint cannot be resolved informally, the complaint can be brought to the executive for resolution. All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Detailed procedures for handling this type of complaint can be found in the MGCC bylaws.

12 Reimbursement of Expenses

Responsibility: Treasurer

Purpose: To ensure members' expenses are reimbursed in a timely manner.

Policy Statement

1. A receipt must accompany all expenses.
2. Expense reimbursed will be within 30 days.

13 Membership Fees

Responsibility: Secretary/Treasurer

Purpose: To ensure that yearly membership payment

Policy Statement

Yearly Memberships fees are based on Membership Type

Adult - Regular
Senior - Regular
Junior - Regular
Lifetime
Associate
Honorary

The Mission Granite Curling Club has four types of membership:

1) Regular Member:

A Regular Member is a person who curls at the Mission Granite Curling Club and is in good standing with paid yearly membership fees. A Regular Member shall be entitled to one vote at any general meeting of the Mission Granite Curling Club. A Regular Member may allow their name to stand for a position of Club Director and/or Club Executive;

2) Lifetime Member:

A Lifetime Member is a person who has given the Mission Granite Curling Club long-time volunteer service. The volunteer service should be at least 10 years as an active Regular Member or at least 5 years as a Club Director/Club Executive of the club. Any Regular Member may nominate a Lifetime Member with nomination approved by Club Directors. Such memberships are required to be voted upon at the next General Meeting of the Club and are for the life of the member. The Club will pay the yearly Mission Granite Curling Club membership fee of the Lifetime Member. A Lifetime Member shall be entitled to one vote at any general meeting of the Mission Granite Curling Club. A Lifetime Member may allow their name to stand for a position of Club Director and/or Club Executive.

3) Associate Member:

An Associate Member is a person who does not curl but wishes to become a member of the Mission Granite Curling Club and is in good standing with paid yearly membership fees. An Associate Member is not entitled to vote at any general meeting of the Mission Granite Curling Club. An Associate Member may allow their name to stand for a position of Club Director and/or Club Executive; and

4) Honorary Member:

An Honorary Member is a person who is a patron of the Mission Granite Curling Club and/or has presented the Club in a positive fashion. An Honorary Member is a person willing to be nominated by Club Directors. Such membership shall be voted upon at the next General Meeting of the Club. There are no fees associated with Honorary Membership and is for a term that the person is willing to be recognized as such. An Honorary Member is not entitled to vote at any general meeting of the Mission Granite Curling Club or not allow their name to stand for a position of Club Director and/or Club Executive.

14 Insurance

Responsibility: Treasurer and Secretary

Purpose: To ensure the Society is protected against liability issues.

Policy Statement

1. To have in place throughout the curling season a Commercial General Liability Insurance for a minimum of five million dollars (\$5,000,000.00) and Directors' Liability Insurance for at least a minimum of one million (\$1,000,000).
2. To have the current board's information on file with the insurance provider.

15 Safety

Responsibility: Members and Volunteers

Purpose: To ensure that we are all aware of the recommended head protection gear by Curl BC

Policy Statement

1. Follow the recommendation from Curl BC. This rule is not mandatory at this current time.

16 Meeting of the Directors

Responsibility: Board of Directors

Purpose: To ensure that the Society runs properly

Policy Statement

Board will meet at least 6 times a year

17 Meeting of the Members

Responsibility: Board of Directors

Purpose: To ensure the members are notified of meetings.

Policy Statement

An email to all voting members must be sent seven (7) days prior any meeting of the members, including the annual meeting or will be posted on the curling clubs web site. www.missioncurling.ca

18 Annual General Meeting of the Members

Responsibility: Board of Directors to set up the AGM

Purpose: To ensure that an agenda for the AGM, President's Report, and Financial Report are in prepared.

Policy Statement

An email to all voting members must be sent seven (7) days prior any meeting of the members, including the annual meeting or will be posted on the curling clubs web site. www.missioncurling.ca

19 Financial Signing Authority

Responsibility: Board of Directors

Purpose: To ensure integrity and transparency

Policy Statement

At least two directors must be signers on all cheques or electronic withdrawals from the Club's accounts. Internal transfers with the Club's account within the Club's financial institution is authorised to the Treasurer.

20 Amendment History

Date	Section	Amendment
01/09/18	Complete document	Complete document

5.