

# Procedure Manual

Mission Granite Curling Club

Revised: March 8th 2023

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## 1 Abbreviations

|      |                              |
|------|------------------------------|
| MGCC | Mission Granite Curling Club |
| AGM  | Annual General Meeting       |

## 2 Overview

This Procedures Manual is to be used solely as 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 Schedule of Events

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

### April

- Leagues provide updated Coordinator/board contact information
- Leagues provide Financials to Treasurer
- Board Meeting
- Review Financials
- Finalize Curling Schedule
- Approve Curl BC Yearbook AdvertisingWebsite
- Purchase Club Championship Plaque and/or Update Presidents Plaque

### May

- AGM for third Wednesday in May
- Vote for new executive last Monday in May
- Update the following with the new Club and/or Executive
- BC Society Act – BC Registries
- Revenue Canada
- Insurance
- Curl BC & Curl BC Region 11
- Update password word document on Google Drive
- 

### June/July

- Advertising (Book with What's On! And Leisure Centre)
- Book Rocks and Rings from CurlBC for summer events around Mission
- Website schedules and Learn to Curl Clinic cleared for next season
- Social Media updates on Facebook and Instagram
- Update administrator rights to all web sites, Facebook, Instagram, Google accounts, BCLC, Liquor Store, and banking information. With the correct director and job function.

### August

- Leagues/Juniors provide Rate, Schedule and write up for Website and Social Media
- Pre-season Board with Leagues/Juniors meeting
- Advertising Update
- Advertising (see Advertising Coordinator)
- Erect Large Signs on street corners
- Send out invoices for advertising

### September

- Open House (See Open House Coordinator)
- Installation of the ice first week of September
- Learn to Curl Clinic (See Learn to Curl Coordinator) Third week in September
- Board Meeting last Monday of the month
- Learn to Curl Bonspiel
- Membership (see Membership Coordinator)
- Purchase Liquor supplies
- Food supplies
- Start collecting fees for memberships

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### October

- Leagues submit membership Payments
- Leagues confirm league players
- Board Meeting last Monday of the month
- Membership Update (see Membership Coordinator)
- Take down large signs from the street corners
- Pay for the liquor licence
- First meeting with regards to hosting the Mixed Bonspiel in November

### November

- Board Meeting last Monday of the month
- Membership Update (see Membership Coordinator)
- Bonspiel Planning (see Bonspiel Coordinator) Mixed Bonspiel
- Purchase Bonspiel Liquor Licence and Insurance
- Mainland Club Championship submission
- International Tankard submission

### December

- Board Meeting third Monday of the month
- Bonspiel Planning (see Bonspiel Coordinator)
- Christmas Mixer

### January

- Board Meeting Last Monday of the month
- Bonspiel Planning (see Bonspiel Coordinator)
- Leagues membership update and payment.
- Start Next Board of Directors search

### February

- Board Meeting last Monday of the month
- New Board/Club Championship/AGM Planning
- Submit Membership Information to Curl BC

### March

- Board Meeting
- Club Championship/AGM
- Reply to WCB invoice and letter about salaries paid to contract employees

## 4 Police Information Check

**Purpose:** To ensure all volunteers meet the requirements of the Societies Act 2015.

All volunteers working with children must provide a Police Information Check via the <https://justice.gov.bc.ca/eCRC/home.htm> using Curl BC Access Code for Curl BC VOLUNTEERS: **EG5MVB2ZLL**

In order to ensure that the information is sent to the correct individual, please ensure that you call or email Penny Bartel ([pbartel@curlbc.ca](mailto:pbartel@curlbc.ca)) to tell her where the results should be sent.

## 5 Board Responsibilities

### 5.1 President Responsibilities

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

The President shall preside over all meetings of the Board of Directors.

The President will:

- Chair group discussions at all board meetings and generally moderate and inspire the Board to fulfil its responsibilities.
- Be familiar with the Policy Manual and Constitution and By-laws.
- Govern the procedures of meetings under the guidelines of Roberts' Rules of Order.
- Write a President's report for the Annual General Meeting.
- Not vote except to decide a tie vote at meetings.
- The President will assume the role of Privacy Officer if the role has not been fulfilled.

## 5.2 Vice-President Responsibilities

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

The Vice-President shall:

- Conduct meetings in the absence of the President.
- Take over the chair when the President wishes to address the meeting.
- Be willing to assume the Presidency at the end of his/her two-year term.

## 5.3 Secretary Responsibilities

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

The Secretary will:

- Pick up and distribute mail. (unless already done by Treasurer)
- Take the minutes of all meetings called.
- Type and distribute minutes to all Board members.
- Notify all Board members of upcoming meetings.
- Book the meeting room.
- Type letters of correspondence.
- Prepare advertising for Open House dates for newspapers.
- Place advertisement in newspaper two weeks prior to Annual General Meeting.
- Prepare agenda for general and annual general meetings in consultation with the President.
- Prepare and submit lists of members for affiliations.
- Update Policy Manual and supply copy of update to all manual holders (unless done by treasurer).
- Post notice of bonspiels, etc. received from other clubs on bulletin boards in the stairwell (unless done by Bar/Ice Manager).
- Compile and circulate newsletters to club members during the season.

## 5.4 Treasurer Responsibilities

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

The Treasurer will:

- Bank: Set up forms for signing officers, guarantees, night deposits.
- Transfers of money.
- Invest surplus monies.
- Statements.
- May also pick up mail at Post Office
- May also update policy manual re: fees, motions, etc.
- Should sit as member of Finance Committee
- Cheque disbursement journal.
- Cash sheets.
- Goods and Services tax/ and or Harmonized Sales Tax.
- Tracking of G.S.T. / H.S.T. and Provincial Sales Tax on liquor.
- Payroll.
- Liquor licence.
- Insurance.
- Rental.
- Inventory.
- Invoicing
- Input data to Sage Accounting.
- Provide monthly financial reports for monthly executive meetings as well as Year-end reporting
- Provide listings of paid members

## 6 Coordinators Responsibilities

**Purpose:** To ensure.

x

### 6.1 League Representatives

**Purpose:** To ensure.

x

### 6.2 Membership

**Purpose:** To ensure.

**Membership Coordinator** ensures the following is completed

- Send out request for information from Leagues/Juniors and City (Non Member activity – Private, School & City Run Programs)
- Review information and payments with Treasurer
- Provide monthly updates (taken from system & treasurer)
- Ensure Adult Waiver Forms are completed
- Ensure Casual and mid-season regular members are registered and paid
- Complete Membership spreadsheet for Curl BC and City (early February)
- Complete City spreadsheet for Curl BC (March)

### 6.3 Learn to Curl Clinic

**Purpose:** To ensure the Learn to Curl Clinic is run smoothly.

**Learn to Curl Coordinator** ensures the following is completed

- Book Instructor
- Confirm Ice and Lounge is booked
- Bar is booked
- Registration
- Recruit volunteers for on and off ice
- Arrange Catering (coffee and muffins and catered lunch)

### 6.4 Open House

**Purpose:** To ensure the Open House is run smoothly

**Open House Coordinator** ensures the following is completed

- Confirm Lounge is booked
- Bar is booked
- Inform Leagues/Juniors to be there
- Set Up an Information and Learn to Curl Desk

### 6.5 Bonspiel

**Purpose:** To ensure the Bonspiel is run smoothly and financially managed.

**Bonspiel Coordinator** ensures the following is completed based on 3rd weekend in January date

- Update & send out Bonspiel Poster (September)
- Resend out Bonspiel Poster (early December)
- Confirm Ice and Lounge is booked
- Hall is booked (**must be done by the person on the Special Occasions Licence**)
- Liquor Licence and Insurance (late November)
- Bar is booked
- Arrange Catering (Friday Apps?, Coffee and Muffins (Sat & Sun) and catered Sat Dinner)
- Registration
- Music
- Arrange Bar (Booze, Ice, Mixer, Glass, Tickets)
- Sponsors??
- Decorations
- Update Website

### 6.6 Advertising/Social Media

**Purpose:** To ensure.

**Advertising Coordinator** ensures the following is completed

- Update Advertisements
  - Curl BC Yearbook Advert (May)
  - City What's Happening Advert (May)
  - Large Sign & Banner (July)
  - Member's Newsletter (Early-August)
  - Newsprint Adverts (Early-August)
  - Website (Mid-August)
- Submit Advert to Curl BC (1 June)
- Submit Advert to City (1 June)
- Contact Newspapers for Rates (July)

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- Update online services for all local papers from Pitt Meadows to New Westminster, the Coquitlam Snap (Mid-August)
- Submit advert to local Newspapers (Mid-August)
- Send out Member's Newsletter (mid-August)
- Send out Facebook and Twitter updates (August)
- Request City Kiosk and Banner Location (January)

### 6.7 Club Championship/AGM Coordinator

**Purpose:** To ensure.

**Club Championship/AGM Coordinator** ensures the following is completed

- Confirm Ice and Lounge is booked
- Draw
- Update Website
- Order Championship Trophies
- Order Club Championship Plaque
- Arrange Catering (Coffee and Muffins and catered lunch)
- Post Posters

### 6.8 Privacy Officer

**Purpose:** To ensure.

Means the individual designated responsibility for ensuring that Mission Granite Curling Club complies with this policy and PIPA. This role will be fulfilled by the President if not appointed.

## 7 Collections of Fees

**Purpose:** To ensure.

x

## 8 Meeting of the Directors

**Purpose:** To ensure.

x

## 9 Meeting of the Members

**Purpose:** To ensure.

An email to all voting members must be sent 21 days prior to any meeting of the members, including the annual meeting.

## 10 Determining Club Champion

**Purpose:** To ensure.

x

## 11 Determining Club Representative to the Regional Club Championship

**Purpose:** To ensure.

Currently known as Mainland BC Club Championship

## 12 Header

**Purpose:** To ensure.

x

## 13 Privacy Policy

**Purpose:** To ensure.  
The Society must have a Privacy Policy and appear on the website.

### 14 Amendment History

| Date | Section | Amendment |
|------|---------|-----------|
|      |         |           |