

Norwood Curling Club Policy Manual

1.0 Introduction

2.0 Responsible Parties

All members of the Norwood Curling Club have roles and responsibilities related to the policies developed and provided herein. The following is a list of the main parties and general responsibilities of each.

Club Executive

The Club Executive includes the elected officers of the club and the board of directors as appointed by the membership. The primary responsibilities regarding policies include:

- Drafting club policies to address potential or identified issues with club operation and management.
- Ensuring all policies are developed in the best interest of the club with transparent application and intent.
- Providing all policies to the membership to be put to a vote.
- Implementing and enforcing all policies voted in by the membership.
- Proposing updates and amendments to policies as needed.

Club Representatives

Club Representatives include all members who may act on behalf of the club in an official or unofficial role. This may include league conveners, bar manager, kitchen manager, ice maker, and other such roles that do not necessarily require participation in the Club Executive. The following responsibilities apply to these roles:

- Ensure familiarity with all club policies, particularly those most relevant to carrying out their club functions.
- Refer members and visitors to the appropriate policies as needed to ensure all club users are informed and able to participate.
- Notify the Club Executive if any policies require improvement or amendment.

Club Members

Club members have the following responsibilities in regards to policy development and implementation:

- Vote on policies put forward by the Club Executive for official acceptance by the Norwood Curling Club.
- Adhere to established policies and ensure fellow players are aware as needed.

3.0 Curling Club Policies

3.1 Conduct Policy

Policy

The Norwood 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 Club Executive for situations that could possibly occur. It is the intent of the Norwood Curling Club to create an environment that is welcoming and comfortable for all, while providing opportunities for curling, socializing, and any other appropriate use of the club. Disruptions are not part of the curling etiquette.

Definitions

Members of the Norwood 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, equipment, or any part of the physical facility) is included in this policy.

Procedures

1. Inappropriate conduct should be identified and addressed where and when it occurs by the parties involved, with assistance from available club representatives and executive as needed.
2. Members or guests should be reminded of appropriate conduct as needed, and may be asked to leave if negative behaviour continues.
3. Serious or ongoing violation of appropriate conduct may be dealt with more seriously through means deemed necessary by the executive or club representatives. This may include suspension or removal of membership

This policy statement and procedures will be reviewed as necessary.

Created:

Revised:

3.2 Conflict of Interest Policy

Policy

This policy provides direction to the Club Executive on actions to be followed when there is an identified or perceived conflict of interest for a party making a decision or voting on an issue within the Norwood Curling Club.

Preamble

In order to safeguard the decision-making process for all members of the Norwood Curling Club, it is important to ensure that Directors and members of the Executive do not unduly influence matters on which they have a personal interest.

Definitions

The Norwood Curling Club defines a conflict of interest as a matter where a voting member of the executive or board of directors has a personal or financial stake in a decision made, and where it could be considered that the best interest of the club would not be the only influencing factor in their vote.

Guidelines

Conflicts of interest should be identified by the involved party at the time the issue is discussed, before any voting or decision making occurs. Other members of the executive or board of directors may bring forward concerns that a fellow member has an undisclosed conflict of interest, at which point the President or next ranking member shall make a decision as to their ability to participate in the decision.

Procedures

When a conflict of interest is identified, the President may select one of the following courses of action to pursue, considering the best interests of the club:

- The member may be asked to step out of the meeting for the discussion and voting process;
- The member may be allowed to participate in the discussion, but asked to step out of the meeting for any voting or decision making; or
- The member may be allowed to be present for the entirety of the discussion and voting, but may not cast a vote.

Minutes of the relevant meeting shall reflect the identified conflict of interest and document the approach used.

Created:

Revised:

3.3 Helmet Policy

Policy

It is the policy of the Norwood Curling Club that any participant, UNDER THE AGE OF 12, curling at the Norwood Curling club, either in a club league or clinic or any rental group must wear a helmet at all times while on the ice.

Preamble

This is an important move that puts Norwood Curling Club in a leadership position in terms of making sure our young and beginning curlers are playing the sport with safety in mind.

Guidelines

1. The following CSA Certified Impact resistant helmets are allowed. Hockey, Bicycle, Alpine Ski or Snowboarding, Skateboarding and Curling Helmets.

3.4 Sales and Advertising Policy

Policy

This policy provides direction to the Club Executive on standardizing the approach to any advertising or sales to occur within the club during league play, club bonspiels, and other typical member-driven use of the club. This policy does not apply to private rentals or non-club use of the facility.

Preamble

In order to ensure that all advertising and sales that takes place within the club is fair, transparent, and in the best interest of the Norwood Curling Club, it is important to establish reasonable guidelines. This policy is also intended to ensure the non-profit club maintains a comfortable and welcoming atmosphere without excessive commercialization.

Definitions

The Norwood Curling Club defines advertising as all visual materials displayed in the club intended to direct members to patronize a particular business. Sales within the club includes any non-club entity (including members or sponsors) actively selling items or services within the club.

Guidelines

It is the intent of the Norwood Curling Club that all advertising and sales taking place within the club during regular play or club-run bonspiels are to the benefit of club members. In the case of for-profit businesses this shall be by generating revenue for club operations. For non-profit events or charities, this shall be by increasing awareness of the event or cause and ability of members to participate.

Procedures

The following approach will be utilized for non-profit or charity sales and advertising in the club:

- A bulletin board shall be made available for the posting of flyers and notices regarding charity or fundraising events going on in the club or surrounding areas.
- Announcements of charity and community events may be made on league-play nights or at bonspiels at the discretion of the conveners or bonspiel organizers.
- Any direct sales of items in the club-room for a non-profit or charitable organization must be approved by the majority of the Club Executive, but may be done so by e-mail outside of a formal meeting.

The following approach will be used for all other advertising in the club:

- Advertising prices are established and modified as necessary by the club executive.
- Any deviation to standard pricing must be voted on and approved by the Club Executive.
- All advertisements must be in good taste and appropriate for display in the club.

The following approach will be used for all for-profit sales activities in the club:

- All sales of items must be approved by the Club Executive at a regularly scheduled meeting.
 - Parties wishing to undertake sales in the clubroom or at club-run bonspiels may make their case to the executive and discuss any potential issues.
- Sales occurring within the club must directly benefit the club and its membership through:
 - Direct financial donation;

- Provision of necessary materials, services, or items to the club; or
 - Providing access to goods or services requested by the membership that would not be otherwise available.
- All sales within the club must seek to be as non-obtrusive as possible, and must not:
 - Use heavy or direct sales pressure;
 - Negatively impact the use and enjoyment of the club by members and spectators; or
 - Interfere with curling activities.

Created:

Revised: