

PEMBINA 55-PLUS CURLING LEAGUE
OPERATIONAL GUIDELINES

A. NAME

The name of the organization shall be the “Pembina 55-PLUS Curling League”.

B. OBJECTIVES

To provide activities such as Curling, Golfing and any other activities that would promote fellowship, enjoyment and good health for senior or retired citizens.

C. MEMBERSHIP

Members shall be retired or senior men; 55 years of age or older, who have been proposed by the Membership Committee and been accepted as members; and who act, at all times, in a manner that would enhance the desired achievements in accordance with the Objectives above.

1. Active Member

A member who pays the set registration fees and plays in one or more rounds of curling. An Active member is encouraged to participate fully in the operations of the Pembina 55-PLUS Curling League through volunteer activities, informal feedback on operations, and attendance, discussion and voting on issues at Annual, Semi-Annual, and Special Membership meetings.

2. Social Member

A previous Active Member, with at least one (1) year seniority, who no longer participates in the recreational activities of the Pembina 55-PLUS Curling League but wishes to maintain seniority, attend social functions and meetings. Social Members will be assessed a set annual fee.

3. Associate Member (Spare)

A member who has not registered as an active member but registers as a spare and plays a minimum of one (1) game during the season. Spares are assessed a fee per game played.

4. Honourary Life Member

- a. A previous Active or Associate Member; with at least ten (10) consecutive years of membership, who has demonstrated his dedication to fulfilling the objectives of the Pembina 55-PLUS Curling League and made an outstanding contribution toward the operation of the Pembina 55-PLUS Curling League;

- b. Life Members may be named at the discretion of the Executive Council;
- c. Proposals for life membership must be submitted to the Executive Council for review and approval. The proposals must include all pertinent information necessary for the Executive Council to make fair and equitable decisions and where possible, verified by other long-time members as correct;
- d. Life Members who wish to participate in the recreational or social activities of the Pembina 55-PLUS Curling League must pay the applicable set fee for each event, but will be lifetime Associate Members without annual fee assessment.

Refer to the *Honourary Life Membership Nomination Procedure* document for a detailed summary of the nomination process for the Honourary Life Member award.

5. Registration Fees

Active Member fees, Social Member fees, Associate Member (Spare) fees, as well as other fees that may be determined from time to time:

- a. Shall be set each year by the Executive Council based upon projected costs and anticipated revenues;
- b. For Active and Social Members, shall be paid prior to participation in any Pembina 55-PLUS Curling League activities, or as otherwise determined;
- c. Fees are not refundable; however, the Executive Council may, at its discretion, elect to refund curling fees or a portion thereof for a withdrawal for medical or other emergencies experienced by the member or a closely related family member. In cases where a player who has paid for the entire year or several rounds of curling, drops out within a round, he will not receive a refund for that round. However, he may be considered for a refund of the ice-rental portion of fees for rounds that have been paid in full but not played if the medical or other emergency persists and prevents participation in any of those rounds. No refunds will be provided for previously paid Pembina Curling Club member-related fees.

6. Seniority

Active, Social and Associate members gain seniority beginning the date that their registration was initially received, increasing at a rate of one year per continuous year of membership. Breaks of more than one year will result in seniority going back to zero. In exceptional circumstances, such as breaks pertaining to medical reasons or prior long tenure as a member, the Executive Council may waive the loss of seniority for a member. Seniority will be used, in conjunction with other factors, in:

- a. Creation of round and bonspiel rosters when subscription exceeds available space;
- b. Assignment of lockers when subscription exceeds available space.

D. CREATION OF DRAWS

The Draw Master with a small committee shall:

1. Assign members to one of the four curling positions (lead through skip) considering i) the individual's desired position (from the Registration Form), ii) skill level, iii) special needs, and iv) seniority. Members unavailable for six (6) or more games of a given round may be assigned to a Second or Lead position;
2. Draw teams by random selection from each of the four position pools for Round 1;
3. Re-randomize teams for each subsequent round in such a manner so as to minimize the likelihood of any player playing on a team with any of the same individuals from previous rounds;
4. Ensure that members shall not play more than twice per week within a round with an equitable spread for teams across Mondays, Wednesdays and Fridays;
5. Ensure that games in each round shall be spread equitably across different ice sheets;
6. Draw teams by random selection for the Last Chance Bonspiel, assigning members to one of the four curling positions (lead through skip) with priority given to Active Members.

E. SPARES

Reporting to the Spare Coordinator, the solicitation and assignment of spares is the sole responsibility of the Spare Convenor. Spares shall be assigned based upon the following priority:

1. Active members that have been “bumped” from a round due to oversubscription and low seniority;
2. Members that have registered as a spare;
3. Active members not curling that day.

The Spare Convenor shall attempt to assign spares whose skill level best match that of the spare-requiring positions.

F. FINANCE

Any two of the following Executive Council members will be authorized to sign cheques on the league account: President, Vice President, Second Vice President, and Treasurer. The names of those listed to authorize withdrawals will remain in effect until the financial institution has been advised of the election of replacement officers. The administrator for online banking access shall be the Treasurer. All three of the other authorized Executive Council members shall have access to the online portal. On a monthly basis a copy of the bank statement shall be emailed by the Treasurer to the President and Vice-President.

The Pembina 55-PLUS Curling League will target an annual budget carryover to support its operation. The purpose of the carryover is to have sufficient funds to pay for any unexpected significant financial obligations related to the continued operation of the Pembina 55-PLUS Curling League. The goal is to maintain the carryover at twenty-five percent of the total annual expenses in the preceding fiscal year at the end of the current fiscal year. The amount of the carryover will be managed by adjusting fees and/or benefits to members.

G. EXECUTIVE COUNCIL

1. Elected and Non-Elected Officers of the Executive Council

Elected Officers of the Pembina 55-PLUS Curling League are:

- a. Immediate Past-President;
- b. President;
- c. Vice-President;
- d. Second Vice-President;

- e. Secretary;
- f. Treasurer.

Once elected at the Annual General Meeting the President, Vice-President and Second Vice-President serve one-year terms before assuming the next most senior position in the League (President becomes Immediate Past-President, Vice President becomes President and Second Vice-President becomes Vice-President). Election of a new Second Vice-President occurs annually at the Annual General Meeting. If vacancies occur for the positions of President, Vice-President, or Second Vice-President during their term of office, the remaining presidential officers shall assume the next most senior position(s) and the duties shall be divided until any vacancies are filled at the next Annual General Meeting. If deemed necessary by the Executive Council, such vacancies may be filled by an election at the Semi-Annual General Meeting or a Special Membership Meeting convened for this purpose.

The Secretary and Treasurer will be elected for one-year terms. They shall be subject to reappointment on nomination and vote at the Annual General Meeting. A vacancy in either the Secretary or Treasurer position between General Meetings may be addressed by assigning duties to other members of the Executive Council or by filling the position on an interim basis by an Executive Council appointment, with the appointee eligible to stand for nomination and election to a normal one-year term at the next Annual General Meeting.

Non-Elected Officers include

- a. Draw Master;
- b. Membership Coordinator;
- c. Spare Coordinator / Statistician;
- d. Web Master;
- e. Member-At-Large, as required.

Non-Elected Officers are appointed for one-year terms by the Executive Council and may be reappointed for additional one-year terms. In the event of a vacancy during a normal term of office, the Executive Council may fill the non-elected position by earlier appointment.

2. Volunteer Assistant Positions

There are four (4) Volunteer Assistant Positions in the Pembina 55-PLUS Curling League:

- a. Spare Convenor;

- b. Game Day Raffle Sales Coordinator;
- c. Sick and Visiting Representative, and;
- d. Auditor.

3. Duties - Officers and Volunteer Assistant Positions

All elected and non-elected members of the Executive Council shall work together in the coordination of the various activities of the Pembina 55-PLUS Curling League. Volunteer Assistants shall undertake duties as assigned by the Executive Council.

Members of the Executive Council and Volunteer Assistants may be required to provide reports at meetings of the Executive Council and general meetings as appropriate.

- a. **President** - Shall oversee the complete operation of the Pembina 55-PLUS Curling League; shall preside at all meetings of the Executive Council and act as the chair of the general meetings of the Pembina 55-PLUS Curling League;
- b. **Immediate Past President** - Shall provide the President with advice on the operation of the Pembina 55-PLUS Curling League;
- c. **Vice-President** - In the absence of the President shall act in his capacity and shall be responsible for coordinating the recruitment of individuals to Executive Council positions (for nomination at General meetings) and of volunteers for various committee positions;
- d. **Second Vice-President** - In the absence of the President and the Vice-president will act in the capacity of President as well as other duties as may be required (e.g. coordinating locker assignment);
- e. **Secretary** - Shall conduct all correspondence, keep minutes of Executive, Annual, Semi-Annual and Special General Meetings; receive all records of standing committees, and prepare with the President, agendas for all meetings;
- f. **Treasurer** - Receive all monies due the Pembina 55-PLUS Curling League and deposits same in the bank account(s) of the Pembina 55-PLUS Curling League; keep a record of all receipts and expenses; pays all invoices by cheque and shall together with the President, Vice-President or Second Vice-President sign all cheques (Note: Any cheque made payable to a signing officer must be signed by two other signing officers); invoice and collect fees from spares at the end of each round; delivers to the Auditor when requested all records,

cancelled cheques and accounts, and; provide a written status report to members at Annual and Semi-Annual General Meetings;

- g. **Auditor**– Upon completion of each fiscal year (May 1 to April 30) the Executive Council will appoint an Auditor to complete a yearly Financial Review and submit an Engagement Compilation Report at the Semi-Annual General Meeting held each September;
- h. **Draw Master** – Shall be responsible for the drawing of all regular club games and bonspiels; provide the Spare Coordinator / Statistician with teams and draws, as well as identifying priority spares for a given round (those regular members registering for the round that could not be accommodated due to over-subscription and seniority issues); in cooperation with the Membership Coordinator, advise members of their teams and draws, communicate and post the 'rules of play' to be followed in all competitions; coordinate the recording of wins and losses, and; provide a report to members at Annual and Semi-Annual General Meetings;
- i. **Membership Coordinator** - Prepare application forms and provide these to prospective members when directed by the President; record all applications received and recommend the applicants acceptance for membership to the Executive Council; collaborate with the Draw Master in advising members of teams and draws; compile and keep up to date all addresses, telephone numbers, postal codes and other relevant information and arrange for same to be included in the roster; prepare telephone numbers and Seniority lists for distribution to Executive Council members and others as required. All monies or cheques received are to be turned over to the Treasurer as soon as possible. The Membership Coordinator shall provide a report to members at Annual and Semi-Annual General Meetings;
- j. **Spare Coordinator / Statistician** - Shall compile Spare Convenor's Recording Sheets for each game day of each round detailing the names, phone numbers and positions played of all available spares, priority spares and non-scheduled curling members, and provide same to the Spare Convenor for each round. The Spare Coordinator / Statistician shall also be responsible for recruiting volunteer assistants to serve as Spare Convenors for all rounds as well as their training and supervision.

Based upon the Spare Convenors completed records at the end of each round the Spare Coordinator / Statistician shall prepare a summary of the number of games played by each registered spare and

forward it to the Treasurer for fee assessment purposes.

The Spare Coordinator / Statistician shall maintain records of game wins and losses by team, position and member using the methodology detailed in Attachment A of this document. This is to take into account curler absences from games as recorded by the Spare Convenor. At the end of the season this information shall be used to calculate individual award points for trophy recognition. The results will be used to create trophy shields for each of the three trophies presented at the Annual General Meeting.

The Spare Coordinator / Statistician shall provide a report to members at Annual and Semi-Annual General Meetings;

- k. **Spare Convenor** – Reporting to the Spare Coordinator / Statistician, shall be available, when possible, to receive calls from members who are unable to curl and shall contact available spares and non-scheduled curling members to obtain spares when required; obtain spares in a fair and equitable manner, respecting position abilities and any priorities given by the Spare Coordinator / Statistician; provide records of absent curlers and replacement spares to the Spare Coordinator / Statistician at the end of each round for fee collection purposes, and based on available information provide the Draw Master with a list of curlers who may be absent at the beginning of the next round (so that they may be contacted for confirmation).

Note: Spare Convenors normally volunteer for a single round at a time and all records and materials are to be returned to the Spare Coordinator / Statistician at the end of each round;

- l. **Web Master** - Shall be responsible for maintaining a website that promotes the Pembina 55-PLUS Curling League to potential new members and provides pertinent information for members. Information on the website should include but is not limited to curling schedules, team members, notices to members, event dates, curling results, a description of the league and pictures taken at events. The Web Master is also responsible for web advertising of the Pembina 55-PLUS Curling League and general publicity where appropriate (e.g. posting on community bulletin boards and in community and senior publications). If warranted, the Web Master shall provide a report to members at Annual and Semi-Annual General Meetings;
- m. **Game Day Raffle Sales Coordinator** - Shall arrange for purchase of necessary tickets; recommend the selling price and prize amounts to

Executive Council for approval; sell tickets (including recruiting and scheduling sales volunteers) at each game up until five (5) minutes before ice time and then Conduct the draw, and; record all ticket sales and monies received and prizes for each game. All monies received are to be turned over to the Treasurer on at least a bi-weekly basis. If warranted, the Game Day Raffle Sales Coordinator shall provide a report to members at Annual and Semi-Annual General Meetings;

- n. **Sick and Visiting Representative** - To inform the Executive Council of sickness or distress of any member of the Pembina 55-PLUS Curling League and to send cards or make visits as deemed appropriate. If warranted, the Sick and Visiting Representative shall provide a report to members at Annual and Semi-Annual General Meetings.

H. MEETINGS

1. General

- a. The President shall act as Chair of all general meetings. In his absence the Vice-President will act, in the absence of the Vice-President the Second Vice-president will act and in his absence the meeting shall have the power to elect a Chair;
- b. At any general meeting, the Chair may require a motion in writing, duly seconded, before any question may be discussed at the meeting;
- c. The Chair of a general meeting may rule that a member may speak not more than once to a motion, except the mover who may close the debate;
- d. All questions relative to a motion shall be directed to the Chair;
- e. Members shall be notified at least fourteen (14) days prior to a general meeting. Said notice shall state the meeting date, time and place;
- f. At all general meetings, "one fourth" of the current total Active membership of the Pembina 55-PLUS Curling League, shall constitute a quorum, five (5) of which shall be Executive Council members;
- g. Only members present at a meeting may vote - no proxy shall be permitted;
- h. Only Active members are eligible to vote on any motion, at a called meeting of the Pembina 55-PLUS Curling League;

- i. The Chair of all meetings of the Pembina 55-PLUS Curling League shall vote only in the event of a tie.

2. Annual General Meeting

- a. To be held in the Spring of each year at a time and place designated by the President;
- b. Shall not be held prior to completion of the curling season;
- c. Shall elect officers for the ensuing year;
- d. Office bearers so elected shall assume office immediately and continue as such until successors are elected;
- e. Members of Executive Council, and where appropriate Volunteer Assistants, shall present reports, including a Statement of receipts and disbursements of the past year.

3. Semi-Annual General Meeting

- a. To be held in the Fall of each year at a time and place designated by the President;
- b. Shall be held prior to commencement of Curling season;
- c. Shall receive and if deemed necessary, adopt reports/recommendations presented by the Chair of the standing committees;
- d. May elect Officers to fill Executive Council vacancies occurring since the Annual General Meeting;
- e. Shall approve any applicable Special Curling Rules for the up-coming Curling season.

4. Order of Business

- a. Reading the notice calling the meeting;
- b. Bereavements and / or announcements of illness;
- c. Introduction of new members;
- d. Reading of minutes of previous meeting;
- e. Unfinished business from previous meeting;
- f. Communications / Correspondence;
- g. Reports of Officers and Committee Chairs;

- h. Treasurer's Report;
- i. Audited Financial Review (Semi-Annual General Meeting);
- j. New business.
- k. Election of Officers (Annual General Meeting). Officers to be elected are:
 - President
 - Vice-President
 - Second Vice-President
 - Secretary
 - Treasurer;
- l. Announcement of Non-Elected Officers and Committee Chairs;
- m. Awards and Prize presentations;
- n. Adjourn.

5. Special Membership Meetings

- a. Members may be called to a Special Membership Meeting by the President, or in his absence by the Vice-President or in his absence by the Second Vice-President, or on a petition signed by a majority of the Officers or a majority of the Members;
- b. At a Special Membership Meeting, no business shall be transacted other than for which the meeting was called, and which has been clearly set forth in the notice calling such a meeting.
- c. Special Membership Meetings may be held in-person or via email if appropriate measures are taken to include those members without email access. Special Membership Meetings via email are restricted to issues where a vote can be conducted on clearly defined options that do not require discussion (e.g., an election of an Executive Council Officer or a policy that requires approval to facilitate immediate implementation).

I. CONDUCT

- 1. **Under extreme circumstances of serious misconduct by any member as determined by the Executive Council, he may be: (one or more of the following)**

- a. Removed from office, if an elected or non-elected member of Executive Council, of a committee chair;
- b. Suspended from Pembina 55-PLUS Curling League activities for a determined period of time;
- c. Forfeit membership in the Pembina 55-PLUS Curling League.

2. Upon receiving a written complaint, the Executive Council shall immediately:

- a. Appoint a Hearing Committee, to comprise of five (5) Executive Members, to determine the action to be taken and disposition of the complaint;
- b. If a hearing is necessary, notice of the hearing of the complaint shall be sent to the member complained against and to the complaining member. They shall be advised of their right to call witnesses on their behalf;
- c. The decision of the Hearing Committee is final and conclusive and shall be communicated in writing to the member complained against and the complaining member and there shall be no appeal of this decision;
- d. A complaint made may be withdrawn by the complaining member at any time, prior to the decision, by written notice given to the person with whom the complaint was originally lodged.

J. MISCELLANEOUS

1. Data Backup

- a. Backup copies of all key league documents and spreadsheets (e.g. Operational Guidelines, Honourary Life Membership Nomination Procedure, Special Rules of Play, draw process, etc.) shall be maintained on a “memory stick”, updated at the end of each season and held by the Secretary.

K. AMENDMENTS

Amendments to this Operational Guidelines document may be made by the Executive Council through notice of motion at any time providing that:

- a. A notice of the proposed Amendment(s) is circulated to the membership at least one (1) month prior to a membership vote. A membership vote is held at an Annual General Meeting, Semi-

Annual General Meeting or a Special Membership Meeting;

- b. In the case of an in-person meeting, a simple majority of Active members 'present' shall be necessary to pass amendments;
- c. In the case of an email vote, a simple majority of Active members 'responding' shall be necessary to pass amendments.

Attachment A

Curling Statistics Methodology

Each member of a team is given 2 points for a win, 1 for a tie and 0 points for a loss for each game played in a round. Each member must play in the game to be eligible for the award points for that game. Points are tallied for each round and divided by the number of games played to give the average points scored/game played by each member. To qualify for the awards based on these points at the end of the year, a member must have played a minimum of 27 regular games (no points are awarded for spared games). If there is a tie in points, a superior record will be based sequentially until the tie is broken on 1) most wins, 2) most games played and if necessary 3) most points in the last two rounds. In the event of cancellation of a curling day (for example due to extreme weather or ice making equipment malfunction) and the game cannot be rescheduled, the missed game will be considered as a No Game with no points awarded. Statistics will be based only on the games played.

Trophies Awarded

1. First All Star Team for year (Top ranked Composite Team): Dusessoy Trophy
Highest average points for each of Lead, Second, Third and Skips Pools
2. Second All Star Team for the year: Williamson Trophy
Second highest average points for each of Lead, Second, Third and Skips Pools
3. Third All Star for the year: Chesley Trophy
Third highest average points for each of Lead, Second, Third and Skips Pools