

DRAYTON VALLEY CURLING CLUB

Policies & Procedures Manual

Serving Drayton Valley, Brazeau County and surrounding areas.

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This manual is to be used by the Drayton Valley Curling Club members, staff and Board of Directors as a guide.

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Document History

Revision History

Revision Number	Revision Date	Summary of Changes	Author
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This document requires the following approvals:

Name	Date
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Policy Review & Amendments

This policy is reviewed annually by the Drayton Valley Board of Directors.
 Amendments must be approved by the Drayton Valley Board of Directors.
 Participants will be notified of any changes in writing.

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About this manual

Who Should Use this Manual?

This manual is intended for members of the Drayton Valley Curling Club (DVCC), DVCC Staff, and DVCC Board.

PREPARED BY:

1st DRAFT by, Karry Birnie, (Registrar) November 2025

Introduction

This Policy & Procedure Manual has been prepared for the Drayton Valley Curling Club, to be referenced by DVCC members and staff 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.

SECTION ONE: Mission and Vision

1.1 MISSION STATEMENT AND VISION STATEMENT

The DVCC is registered under the provincial Societies Act as a not-for-profit organization. It was registered July 29, 1958, with a constitution and by-laws. It is governed by an elected Board that, by definition, is a policy making Board.

MISSION STATEMENT

To foster a welcoming and inclusive community where individuals of all ages and skill levels can come together to enjoy and grow the sport of curling. We are committed to promoting sportsmanship, teamwork, and lifelong friendships while celebrating the rich tradition of curling in Drayton Valley.

VISION STATEMENT

To become a leading curling hub that inspires a passion for the sport while fostering community pride and engagement. We envision a future where curling thrives as a sport accessible to all, creating opportunities for personal growth, healthy competition, and vibrant connections that strengthen the fabric of Drayton Valley, Brazeau County and surrounding areas.

1.2 DVCC ORGANIZATIONAL CHART

_____Board of Directors
Board of Directors

Staff
Staff
Committees
Committees

Bonspiels

Bonspiels
Lounge Manager
Lounge Manager
Head Ice Technician
Head Ice Technician
Staff
Staff
Staff
Staff

SECTION TWO: Terms of Reference (TOR)

BOARD STANDING COMMITTEES, AD HOC COMMITTEES

2.1 BONSPIEL TERMS OF REFERENCE (TOR)

GENERAL PURPOSE

To assist and guide individual bonspiel committees in the organization and hosting of DVCC bonspiels based on the Board approved calendar.

KEY DUTIES AND RESPONSIBILITIES

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

- Prepare and submit a budget to the Board representative for approval and ensure the financial feasibility of the bonspiel is maintained by reviewing and receiving approval for the bonspiel budget with the Board Representative
- Determine the bonspiel format
- Determine the registration fee
- Secure sponsorship for the bonspiel if so required
- Determine the cash or prize award/payout structure (ensure AGLC Guidelines are followed)
- Identify ways to promote registration to fill the bonspiel
- Arrange for meal(s) (if required)
- Prepare the draw
- Monitor the bonspiel with organizer representation at all draws.
- If major sponsors are involved, arrange for them to be recognized at the Bonspiel and on Social Media
- Complete an After-Action Report for the bonspiel

Each Team entering the bonspiel should receive an envelope with:

- Bonspiel rules
- Time of banquet
- Lounge hours
- Prize distribution
- Sponsors
- Banquet tickets
- Dance tickets
- Receipt for entry fee if requested

COMPOSITION AND APPOINTMENTS

Each Bonspiel Committee needs to have a DVCC Board Member representative and should be made up of enough volunteers to accomplish the Key Duties and Responsibilities list in section #2. The DVCC Board Member representative is responsible to submit necessary reports to the Board 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 Board.

RESOURCES

Financial resources will be provided to each Bonspiel Committee in line with the individual

bonspiel budget.

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

BONSPIEL REVENUE

Any money made during a bonspiel will go back to the **DVCC** to help fund club activities and operations. After all event expenses are paid, the remaining funds will be deposited into the DVCC's general account.

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 DVCC
- Generate a profit for the DVCC.
- Fundraising, as licensed by AGLC, must be submitted to Board who will distribute as required by the license agreement.

REPORT AND TARGET DATES

The Bonspiel Committee will submit a written report (Bonspiel Action Report) to the Board following the bonspiel. Minutes from committee meetings will be provided to the Board Secretary for storage.

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.

REPORT AND TARGET DATES

The committee will submit a report either written or verbal to the Board from each Sub-Committee 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.

2.2 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 Drayton Valley Curling Club.

KEY DUTIES AND RESPONSIBILITIES

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

- **POLICY**
- Review present policies
- Recommend revisions/deletions
- Update the Policy and Procedure 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

COMPOSITION AND APPOINTMENTS

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

MEETINGS

Meetings will be held as needed.

ANNUAL OBJECTIVES

Complete the Policy section of the Policy and Procedure Manual. Present By-Law changes at Annual AGM.

SECTION THREE: Policies

3.1 ADVERTISING POLICY

POLICY

The DVCC will solicit and encourage commercial advertising in its facility to enhance revenue opportunities.

PREAMBLE

The DVCC works to responsibly manage its space in an equitable manner to meet current and future demands for both organized and casual participants. In doing so, it is important to consider the needs of diverse populations, groups, and individuals while recognizing the tax-based contribution provided by residents toward the development and operation of community recreation assets. DVCC will encourage local businesses to advertise in its space and will create affordable advertising options that attract businesses to partner with the DVCC to generate facility revenue.

GUIDELINES

- This policy is to respond to our advertising clients by creating a flexible and attractive advertising system that meets both parties' needs. There are a variety of advertising options for the client. Options may include wall signage, scoreboard signage, in-ice logos, rocks, TV monitors, and other revenue generated areas.
- A client's values, products, customers and promotional goals must be compatible with the DVCC's mission and goals.
- Advertising needs to be thoughtfully integrated, so the delivery of content is clear and does not negatively impact the participant experience. To ensure a rich and meaningful experience for participants, interruptive messaging and aggressive promotion of sponsor products will not be permitted.

PROCEDURES

- Advertising will be sold on a first come first serve basis and can be renewed one year in advance from September to September; this is aside from 5-year whole sheet advertising.
- All costs of design and production will be a cost to the advertiser.
- In ice logos will be reused until the icemaker deems them not viable. If a logo needs replacing, the advertiser will be contacted in April.
- All revenue from the advertisements will be deposited in the General Fund account
- The Board will review advertising rates annually and set rates for the upcoming season.

3.2 CHARGE ACCOUNT POLICY

POLICY

It is the policy of the DVCC that members in good standing shall have charging privileges in the DVCC Lounge.

PREAMBLE

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

GUIDELINES

- **Payment Schedule:**
 - **Monthly Payments:** All balances on the lounge charge account must be paid in full at the end of each month.
 - **Bonspiel Payments:** All charges accrued during a bonspiel must be paid by the final day of the event.
 - **League Curling Payments:** Any balances remaining at the end of the curling season (on the final day of league play) must be paid in full.
- **Payment Methods:** Payments may be made by cash or credit card. Please ensure payment is processed by the deadlines stated above to avoid any late fees or restrictions on account usage.
- **Account Oversight:** Members are encouraged to regularly review their account balances and ensure that all charges are accounted for. If discrepancies are found, please notify the Lounge Manager immediately.
- **Late Payments:** Any balances not paid by the due dates (end of the month, final day of a bonspiel, or final day of league curling) may result in a suspension of lounge account privileges, as determined by the Board.
- **Special Circumstances:** Any member who is unable to meet the payment deadline due to extenuating circumstances must contact the DVCC Board ahead of the deadline to discuss alternate payment arrangements.

PROCEDURES

- Interest will be applied at a rate of 2% per month.
- The charge account limit will be determined by the Board.
- The Board has the authority to revoke charging privileges.

Non-Member Charge Account Policy (Bonspiels)

Non-members who are registered in a bonspiel may open a temporary charge account during the event.

- To open an account, you must give lounge staff your name, phone number, and a valid credit card.
- All balances must be paid in full by the last day of the bonspiel.
- If payment is not made by then, the credit card on file will be charged for the remaining balance.
- Failure to pay may result in losing charge privileges at future events.

3.3 DVCC CHAMPIONSHIP POLICY

POLICY

It is the policy of the DVCC to hold DVCC Playoffs to recognize a championship team from all applicable DVCC leagues.

GUIDELINES

- Determined by league play in all leagues:
- Standings will be based on win/loss records over the season.
- In the case of a tie, the team with the better head-to-head record will finish higher in the standings.
- In a case of a three-team or more tiebreaker, the “who beat who” principle will be applied as often as necessary to determine respective rankings.
- Playoffs:
- Format (Round Robin or Playoff Bracket) of any playoff to be established at the start of the season by the League Coordinator, in consultation with the Board.

PROCEDURES

The League Coordinator and the Board are responsible for the overall implementation of this policy. All Champions will be recognized at the Annual General Meeting.

3.4 CONDUCT POLICY

POLICY

The DVCC follows and enforces the principles, protocol and intent of Curlers Code of Ethics that is part of the Curling Canada **RULES OF CURLING FOR GENERAL PLAY**.

PREAMBLE

This policy is designed to provide guidance to members and staff for situations that could possibly occur. Members are drawn to our DVCC 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 DVCC shall participate in the game of curling with honesty, integrity, courtesy and sportsmanship. Harassment, such as bullying, profanity, violence, plus excessive 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.

PROCEDURES

- When a member brings a concern forward, information that is deemed necessary will be gathered from any source and initiate discussion with the individual(s) involved.
- The second offence would be removal from the ice area or viewing area and a verbal reprimand (return to game or seat).
- The third offence (after discussion) would be removal from the facility followed by a letter with a copy placed on file. The letter will state the length of ejection and/or return date.

Confidentiality will be upheld by all involved.

3.5 CURLING ALBERTA REPRESENTATION POLICY

POLICY

The DVCC will select a representative to represent the DVCC at Curling Alberta Annual General Meetings and/or awards ceremonies.

PREAMBLE

As a significantly sized curling DVCC in Central Alberta the DVCC believes it is important that its voice be heard on provincial curling issues and that it hears what Curling Alberta is doing for the sport. Representation at their meetings is one method of ensuring we are kept current.

GUIDELINES

The DVCC Board will seek volunteers from its members and/or other DVCC members to attend Curling Alberta meetings or functions.

PROCEDURES

- The DVCC will appoint or select representatives annually prior to February 1.
- The Secretary will advise Curling Alberta of the names of our DVCC representatives and advise the representatives of meeting or function dates, times and locations.
- If there is a ticket cost associated with the function the DVCC will reimburse the members for that cost.
- Representatives will provide a verbal report to the Board at the meeting following their attendance at a Curling Alberta meeting.

3.6 DONATIONS POLICY

POLICY

This policy provides direction to the Board on actions to be followed when they receive a request for donation(s) in the event of sickness, serious injury, or death of an active member of the DVCC.

PREAMBLE

As a show of support for the membership of the DVCC, requests for donation(s) will be brought forward at board meetings and will be discussed to determine the appropriate donation to be made.

GUIDELINES

There will be times during the curling season when members of the DVCC may have serious injuries, illnesses or death. Recognition of these issues should be directed to the Board. Board Members have the responsibility to bring these issues forward as they occur. Board Members will discuss the issues and determine appropriate donation(s) to match the situation as a show of good faith and support from the DVCC.

PROCEDURES

It is the responsibility of the DVCC members to inform the Board in the event of sickness, serious injury, or death of a member of the DVCC. The Board will determine the amount of the donation to a maximum of \$100. In the event of death, the donation will be made to the charity of the family's choice. In the event of serious injury or illness, the amount of the donation to a maximum of \$100 in the form of cash, flowers, food, etc will be delivered to the league member or his/her family members by one of the Board Members of the DVCC.

Confidentiality will be upheld by the Board, as per the family's request.

3.7 FINANCIAL MANAGEMENT POLICY

POLICY

The DVCC will conduct its financial operations in accordance with Article 6 of its Bylaws (Finance and Other Management Issues).

PREAMBLE

The DVCC operates as a not-for-profit organization. The operations of the DVCC are diverse and involve the annual accounting of significant funds.

The Treasurer is tasked to ensure transactions are recorded following generally accepted accounting principles. Responsibilities of the Treasurer include receiving payments, invoicing for rentals and approving acquisition of items necessary for DVCC operations.

GUIDELINES

In addition to the responsibilities outlined in Article 6 of the Bylaws the Treasurer is expected to:

- Work with the President in development of an annual budget for presentation at the AGM.
- File an annual return of the DVCC to the Provincial Corporate Registry as required by the

Societies Act and any other filings necessary under provincial law.

The Board is expected to:

- Approve an annual budget which shall be deemed to approve the expenditure of the monies, including miscellaneous expenditures, within that budget with the understanding the Treasurer and President will accurately account for all transactions.
- Ensure donations received from hosting specific events, where the hosting committee designates the use of the money, grants from government, or monies bequeathed in a Last Will and Testament are used, and reported on, as specified.

PROCEDURES

- The financial records of the DVCC are expected to be kept in a recognized computer-based accounting program.
- Monthly summary financial reports will be archived.
- Board presentations can be printed or in electronic format if deemed suitable.

3.8 HANDLING COMPLAINTS POLICY

POLICY

The Board will deliberate and respond in a timely fashion when they receive a complaint from a member or user group of the DVCC.

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. It is necessary to have a mechanism in place for members to make known their concerns and get a response. Equally the Board must balance the wishes or concerns of few against the rest of the members and provide a measured response to concerns.

DEFINITIONS

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

GUIDELINES

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

PROCEDURES

- 24-Hour Cool Down: curlers must wait **24 hours** after a conflict or concern before initiating

any conversations about it. No texts, emails, or in-person discussions should happen during this time unless it is an urgent safety matter. After 24 hours, curlers may bring the concern to a Board Member in a respectful manner.

- When a member voices a concern to a Board member, the member should be advised that any formal complaints must be made in writing and addressed to the Board of the DVCC.
- Board Member will guide the discussion or arrange a short meeting if needed between the involved parties.
- If further action is required, a written complaint may be submitted to the DVCC Board within 7 days.
- The complainant is expected to provide, in writing, as much information as necessary to state the case along with recommendations on how to correct.
- A written reply advising receipt of the complaint will be provided to the complainant, and a follow up formal written reply will be made as soon as reasonably possible once final action or reasonable deliberation, and decision have 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.
- The situation will be formally reviewed, and appropriate steps will be taken.
- Confidentiality will be upheld by the Board.

Expectations for Curler

- Always show respect.
- Use calm, respectful words when resolving disagreements.
- Ask for help if a problem cannot be resolved
- Follow the 24-hour rule before raising concerns.

Summary

The Drayton Valley Curling Club takes a respectful, measured, and values-based approach to resolving conflicts. We believe conflict can be an opportunity for learning and growth—when handled appropriately. This policy helps ensure that all members are supported and respected on and off the ice.

___ 3.9 HEAD INJURY PREVENTION (HELMET) POLICY

POLICY

The DVCC wishes to promote awareness of potential head injuries and to enforce safe practices to minimize risk of any head injury.

PREAMBLE

This policy puts the DVCC in a leadership position in terms of making sure our young and vulnerable curlers are playing the sport with safety in mind.

GUIDELINES

All juniors under the age of 12 in a DVCC league, clinic, or any rental group will be required to wear a CSA impact resistant helmet (*helmets include hockey, bicycle, alpine ski or snowboarding, skateboarding, and curling helmets*) or purpose-designed, impact-resistant curling hats, toques, or headband at all times while on the ice.

PROCEDURE

Juniors will be notified of the helmet requirement during registration. The Junior Coordinator will ensure that all members are aware of the policy during registration and league play. This policy will be communicated to parents via email prior to the start of the season.

3.10 HEALTH AND SAFETY POLICY

POLICY

The DVCC will promote health and safety within its facilities and operations and encourage involvement in safe practices by volunteers and DVCC members to proactively reduce incidents by establishing systems and practices to manage risk.

PREAMBLE

To encourage involvement in safe practices by our staff, 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 Town of Drayton Valley (Refer to Risk Management Policy).

GUIDELINES

The commitment to health and safety is shared by all. Effective health and safety programs have been proven to reduce accidents, injuries and illness. Curlers who are prepared will be better able to avoid injury, participate with confidence, and maintain their participation long term. Work Safe and Play Safe!

PROCEDURES

- Safety Awareness Education – Reducing Risk
- Safety awareness emphasized to members
- Head protection (refer to Head Injury Prevention Helmet Policy)
- Proper fitting shoes and clothing

- Double grippers
- Pre-Injury: stopping the injury from occurring
- Structured warm-ups that focus on stretching, strengthening, improving balance and movements prior to playing.
- Understand the playing rules and safe practices on the ice
- All registered members are required to sign a waiver clause which includes a detailed description of safe practices on the ice
- Safety Equipment and Emergency Information
- Provide, inspect, and sign location of first-aid kits and defibrillators on site
- Identify location of hospitals and clinics
- Post emergency numbers
- Plans - Create and review annually the following plans:
- Hazard Assessment of each area with staff involved
- Job specific hazards identified - Safe work practices and job procedures clearly defined for all positions
- Action Plan for accident/incidents – site specific procedures
- Opening/closing security procedures
- Emergency response procedures
- Building evacuation plan
- Start of Season
- Ensure facilities and equipment meet established safety requirements.
- Create and fill in a facility safety checklist.
- Review last season's injuries and/or common injuries in curling.
- During the curling season
- Ensure the ice area is clean and tidy.
- Locker rooms are also clean and tidy.
- Inform participants of specific safety measures relating to activities, facilities, and equipment
- Maintain an accident/injury report log
- The Health & Safety policy will be administered by the Board
- Any issues or concerns should be reported to a Board member who will liaise with the Facility Representative for the Town of Drayton Valley for further follow-up.

3.11 HEALTH AND SAFETY POLICY- Lounge and Food Services

POLICY

The purpose of this policy is to ensure the health, safety, and well-being of all staff, volunteers, and patrons in the lounge and food service areas of the Drayton Valley Curling Club.

PREAMBLE

To encourage involvement in safe practices by our staff, volunteers, club members and all patrons and visitors to the lounge and food service areas. The DVCC is committed to providing a safe environment that meets all applicable health regulations and promotes safe food handling and responsible service practices.

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 Town of Drayton Valley.

- Board:
- Ensure compliance with federal, provincial, and municipal health and safety regulations.
- Provide appropriate training to all staff on safe food handling, hygiene, and workplace safety.
- Conduct regular inspections of the lounge, kitchen, and bar areas.
- Maintain and update safety policies and procedures.

- Staff and Volunteers:
- Follow all health and safety procedures, including food handling, cleaning, and equipment operation.
- Report hazards, accidents, or unsafe conditions immediately to management.
- Maintain personal hygiene standards, including handwashing and proper attire.
- Ensure safe serving practices, including responsible alcohol service.

- Patrons:
- Follow all posted health and safety rules.
- Report any concerns about safety or hygiene to staff.

GUIDELINES

The commitment to health and safety is shared by all. Effective health and safety programs have been proven to reduce accidents, injuries and illness.

PROCEDURES

- **Food Safety and Hygiene**
- All food must be stored, prepared, and served in accordance with Alberta Health Services regulations.
- Staff must wash hands before handling food, after handling raw ingredients, and after using the restroom.
- Surfaces, utensils, and equipment must be cleaned and sanitized regularly.

- Perishable food must be stored at appropriate temperatures and discarded if expired or unsafe.
- **Alcohol Service Safety**
 - Staff serving alcohol must comply with Alberta Gaming, Liquor and Cannabis regulations.
 - Intoxicated patrons must not be served alcohol and may be asked to leave the premises.
 - Incident reports must be filed for any alcohol-related incidents or disturbances.
- **Workplace Safety**
 - All equipment (e.g., ovens, fryers, dishwashers, and bar equipment) must be operated according to manufacturer instructions.
 - Staff must use personal protective equipment (PPE) as required, such as gloves, aprons, and non-slip footwear.
 - Floors must be kept clean and free from hazards such as spills, ice, or clutter.
- **Training and Education**
 - All staff must receive orientation and training on:
 - Food safety and hygiene
 - Alcohol service and responsible serving
 - Emergency procedures and workplace safety
 - Refresher training must occur at least annually.
- **Incident Reporting**
 - Any accident, injury, or health and safety concern must be reported immediately to the Board
 - DVCC Board will maintain records of incidents, actions taken and follow-up procedures
 - Regular reviews will be conducted to prevent recurrence.

3.12 INSTRUCTION WITHIN THE CURLING DVCC POLICY

POLICY

It is the policy of the DVCC to promote instruction to existing and prospective curlers.

PREAMBLE

The DVCC will promote training and development of qualified instructors and make these resources known and accessible to its members, both existing and prospective. The DVCC has a Drop-In evening once a week and the Junior Curling Program runs a Come-Try event once during the season.

GUIDELINES

The DVCC will maintain a current list of qualified instructors. It is preferred that a certified curling instructor oversees the coaching of curling at the DVCC.

PROCEDURES:

The Board is responsible for the overall implementation of this policy. The Junior Curling Coordinator oversees the Junior Curling Program.

3.13 LEAGUE POLICY (Rules of Play, Fees, Junior Program)

POLICY:

The DVCC will offer curling leagues and instruction that respond to the demands, expectations and interests of its members. Fees are set by the Board. Curling is conducted in accordance with the most recent rules published by the Canadian Curling Association "*Curling Canada Rules of Curling*".

PREAMBLE:

The DVCC operates a variety of leagues based on member interests and demand. Scheduling is dependent on participation and demographics. As required or requested, the DVCC will review the possibilities of new leagues and expanding or downsizing existing leagues. League teams from the previous season will have priority for league membership; however, best efforts will be made to place new teams and single members in leagues they prefer.

Draw times are based on past practice and ice maintenance requirements defined by the Board.

DVCC LEAGUES:

Evening Leagues:

- Mixed League Draws
- *Wednesday and Thursday evening – alternating evenings with a 7:00pm draw*
- Women's teams can register in Mixed League as DVCC does not have a Women's League at this time; Men's teams are not permitted to register in Mixed League as DVCC does have a Men's League. If there is not an equal number of men and women on a Mixed team, a woman must play in the Skip or Third position.

- Men's League Draw
- *Tuesday evening - 7:00pm draw*
- All players and spares in the men's league must be male

Additional League Policy

The Drayton Valley Curling Club Board may approve the addition of new leagues as needed. Decisions will be based on factors such as the number of registered teams, available ice time, and overall club resources. Any new league must be approved by the Board before being added to the schedule.

Procedure

When considering a new league, the Board will:

- Review the number of registered teams and member interest.
- Assess available ice time and club resources.
- Determine if the league can be accommodated without impacting existing leagues.
- Approve or decline the addition of the league at a Board meeting.
- Communicate any approved changes to members and update the schedule accordingly.

Junior Participation in Adult Leagues

The DVCC encourages junior curlers from the junior programs, as teams (with their coaches) or individuals, to participate in adult leagues. Juniors will pay the normally required league fees.

Junior Curling Program

The DVCC offers Junior Curling for Ages 8-17. We want our young curlers to feel a sense of belonging to the curling DVCC community. Therefore, at times, there may be opportunity for our young curlers to represent the junior program at various events.

- For beginner and novice curlers aged 8 and up
- The goal of the program is to provide a fun and safe environment while instilling a lifelong love of the game. Through fun on and off ice activities as well as mini games, young curlers are taught safety, basic technical skills, rules, and etiquette. Trained coaches lead the sessions, but parents, even those without a knowledge of the game, are needed to provide adequate supervision.
- **For experienced junior curlers up to about 17 years old** who have demonstrated basic technical skills as well as an understanding of the game
- The goal of the program is to provide a fun and safe environment to our experienced juniors, many of whom are beginning to curl competitively. This program builds on the skills

mastered in the Beginner/Novice program. For the experienced junior curlers, the program focuses on intermediate skills as well as basic strategy. Trained coaches lead the sessions, but parents without coaching training continue to be needed to provide adequate supervision.

- For competitive junior teams who want to compete in qualifiers
- DVCC encourages junior curlers and team coaches to participate in U20, U18 and U15 Curling Alberta or Curling Canada sanctioned events. Programming for these athletes will be determined on a case-by-case basis by the Junior Coordinator and the Team Coach, in consultation with the board.

****For all Junior Programs, curlers under the age of 12 must wear a CSA helmet or a purpose-designed, impact-resistant curling hat, toque, or headband always while on the ice.****

Refer to Junior Policies and Procedures Document for more specific policies related to the Junior Program.

GUIDELINES:

- All curling games in the DVCC are played under the latest version of Canadian Curling Association Rules of Curling for general play.
- League games will be played to 8 ends unless:
- Certain leagues mandate shorter matches
- Thirds agree to a shorter match in advance of gameplay
- There is a club mandated short schedule
- A team concedes early; at losing team's discretion
- League games are to be finished within 2 hours. An end is deemed to be completed when the rocks have come to rest, and the score has been agreed upon by the thirds. The Board may waive this rule at the request of specific leagues.
- Members must pay a league fee for each league they register in. All team members must pay a separate membership fee(s).
- To commence play, each team must comprise of at least three players, two of which must be regular members of the team. The Board may waive this rule at the request of specific leagues.

PROCEDURES:

Unless otherwise advised by the Board, leagues and the junior program shall operate within the guidelines above. Any questions or concerns should be brought to the attention of the Board.

Registration:

Registration will take place in September.

- **Team (Member) Registration information:** All teams and individuals must register online

at dvcurling.ca and ensure all required information is entered. This form records key information, required by the DVCC and Curling Alberta. Teams are responsible for any updates of that information required throughout the year.

Fees

Fee payments are expected at the time of registration but must be paid on or before October 30 of each year, for the member or team. Registration payments are accepted via Mastercard, Visa, cheque, cash, etransfer (treasurer.dvcc@gmail.com). All cheques are to be made out to Drayton Valley Curling Club.

- **DVCC Membership Fees:** A DVCC Membership fee is required as part of participation in any league as either a regular curler or a spare. This fee is charged only once annually, no matter how many leagues the member curls in.
- **League Fees:** Every league charges a league fee. Should the team consist of more than four players, it is left to team members to split the fee internally as they see fit.

3.14 LIFETIME MEMBERSHIP POLICY

POLICY

The DVCC wishes to recognize individuals who have made significant contributions to the DVCC and preserve that legacy.

PREAMBLE

This honor is given to a member or former member who has contributed substantially to the DVCC to improve, develop, and enhance the image of our DVCC in terms of outstanding service or performance in one or many areas.

GUIDELINES (for Nomination)

- Must be 60yrs or older
- Must have been a member of the DVCC and contributed significantly to the DVCC as a curler, a builder, or a goodwill ambassador.

PROCEDURES

- Nominations by a DVCC member(s) should be a summary of the nominated member's contributions, detailing reasons for the nomination and citing service or performance examples.
- Nomination documents are submitted to the Board. Any nominations will be considered by the Board and results of any deliberations kept confidential prior to any announcement.
- Members acknowledged with the honor of a Lifetime Membership will be presented with the

- honor at the Annual General Meeting.
- Each year for his/her lifetime, an invitation with tickets to the Annual General Meeting will be mailed or hand delivered to the Lifetime member for her/him and a guest.
 - Lifetime Members receive a full membership fee exemption for each year thereafter that they are an active curler in one or more leagues at the DVCC. (League fees; however, are still required)

3.15 LOUNGE POLICY

POLICY

The DVCC will offer a lounge serving beverages and snacks to members and their guests.

PREAMBLE:

The DVCC recognizes the importance of a welcoming lounge to the vitality of the DVCC. A lounge offers the opportunity for members to mingle, socialize and watch curling which promotes the development of the curling community.

GUIDELINES

The lounge will be accessible by all DVCC members, including juniors, during Board defined hours of operation. Minors (under 18) that have been accepted into a DVCC adult league, an adult DVCC bonspiel, junior bonspiel, or family bonspiel are allowed in the lounge. All minor children must be supervised by an adult. The Board reserves the right to deny access to minors in the lounge during adult only functions.

PROCEDURE

- The lounge will be open for adult league evenings and bonspiels.

Lounge Volunteers & Helpers

Policy:

To outline the roles, responsibilities, and legal duties of all lounge volunteers, ensuring safe and responsible service in compliance with Alberta Gaming, Liquor & Cannabis (AGLC) regulations.

Guidelines:

Adult Volunteers / Bartenders (18+):

- May serve alcohol legally and safely.
- Responsible for checking IDs, supervising underage helpers, and maintaining a safe lounge

environment.

- Must follow all club rules for service, cash handling, and event procedures.

Underage Lounge Helpers (under 18):

- May assist with approved tasks only, such as clearing tables, and helping with setup or cleanup.
- **Not permitted** to serve, handle, or sell alcohol.
- Must always work under direct adult supervision.

Procedures:

- The Board or Lounge Manager approves all lounge volunteers and underage helpers in advance.
 - Duties and expectations are clearly explained before each shift.
 - Underage helpers must be supervised at all times by an adult volunteer or staff member.
 - Adults are responsible for ensuring helpers only perform approved tasks.
 - Adults must ensure service complies with AGLC regulations.
 - Any incidents, concerns, or rule violations must be reported immediately to the Lounge Manager or Board.
-

3.16 NEW BOARD ORIENTATION POLICY

POLICY

The DVCC will ensure new members on the Board are aware of their responsibilities, the operation of the Board and any agenda or direction a new President may see for the Board in the next year.

PREAMBLE

It is important that newly elected members understand how the Board and DVCC operate, who has what responsibilities and the issues to be addressed in that year. A new President or circumstance may indicate specific needs and Board members will need to understand the issue early in their term so they can make informed decisions.

GUIDELINES

- The role of orienting a new Board falls to the President. A meeting of the new Board should be held as soon after the AGM as possible. The meeting should be short and have specific discussion items and not be a replacement for the monthly meeting.
- The President should add their own perspectives of the year ahead to an orientation discussion.

PROCEDURES

- The Treasurer should present the annual financial statement for the past year. This should be available in printed copy for the new Board at the Orientation meeting.
- A quick recap of Old Business items and their relevance items should be offered by the President so members can be aware for the next monthly meeting.
- The Secretary should have a copy of the DVCC bylaws for each Board member to be given out at the meeting.
- The President should be prepared to give a brief synopsis of the roles and expectations to the new Board.
- Board Members should have the chance to express concerns or questions about Board operations or procedures. Issues about the DVCC should be left for the next monthly meeting.

3.17 PRACTICE ICE POLICY

POLICY

It is the policy of the DVCC to supply practice ice to our members, when ice is available. Practice ice is also available to the public for a fee, as set by the Board.

PREAMBLE

The DVCC understands the importance of having practice ice available for our members.

GUIDELINES

- The Board will determine the availability of practice ice.
- Drop-In practice ice is available on Monday evenings from 6:00pm-8:00pm
- Free to members
- \$10 drop-in fee for non-members; waivers must be signed by non-members prior to curling
- All practice ice will be booked in advance through Bookings.
- Competitive Juniors reserve practice ice on Monday evenings from 5:30pm-6:30pm

3.18 PRIVACY POLICY

POLICY

The DVCC must protect all members' personal information. DVCC 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 DVCC 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

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

PROCEDURE

- Collect and use personal information only for club purposes (membership, leagues, communication).
- Share required information (name, year of birth, email, postal code) with Curling Alberta as per their registration policy.
- We will use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.
- The Board 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.

3.19 RENTAL POLICY

POLICY

It is the policy of the DVCC to allow opportunities for rental, when dates do not conflict with DVCC or the Town of Drayton Valley events.

PREAMBLE

Throughout the curling season, there are opportunities to rent the whole facility or parts of the facility to outside groups.

GUIDELINES

- Rentals are organized by contacting the Booking Coordinator who will liaise with the Town Facility Representative.
- Rates are established annually by the Board and will be used for all rentals.
- The renter will not be permitted to use or have a bar without using DVCC bar staff and bar

- facilities and will be charged the cost of bar staff.
- Cleaning and/or damage charges may be charged.
- A rental agreement will be completed and signed for each rental. Invoices to user groups will be issued by the Treasurer.

PROCEDURES

- The Bookings Director will work with User Groups to complete the rental agreement and the needs of the user groups.
- The Booking Director will advise the Treasurer of the rental agreement and invoice amounts.
- The Treasurer will issue the invoices for payment prior to rental events, will collect all fees and issue any refunds as per the signed rental agreements.

- REFUND POLICY

POLICY

If at any time a refund of funds for services, or goods not provided, is requested from the DVCC, an administrative fee of 10% of the original fee charged is to be held prior to any refund granted. Discretion is allowed by the Board when dealing with ice rentals to individuals. The DVCC recognizes that there may be occasion, and reason, for members or others to request refunds for league fees paid. The DVCC will consider such requests in accordance with this policy.

PREAMBLE

The DVCC has consistent and predictable costs for the operation of the DVCC. These costs are covered by league fees collected from members. Members are required to pay full league fees at the start of the curling season. However, it is recognized that unforeseen circumstances (as opposed to planned absences) may prevent the member from completing the league schedule and initiate a request for refund. The DVCC is prepared to consider those requests.

GUIDELINES

- Full refunds will only be considered in the case of medical or health issues or relocation of the member away from the area.
- For those participating and having paid full season fees, refunds will be 75% of the remaining fee if they request in the first four weeks of the season and 50% of the remaining fee if they request before the Christmas break.
- Membership fees are non-refundable

- For evening leagues (Mixed and Men's):
- The DVCC collects fees for an entire team at registration and lets the team members sort out any fee splits based on the number of members they bring to the team. If someone leaves and is replaced the team sorts out their own fee issues internally.
- New members replacing someone must pay a membership fee.
- Facility Rentals (Ice bookings, lounge, banquets)
- At the discretion of the Board, refunds (minus admin fee) to original payee will be made by DVCC
- Bonspiels
- Refunds will be determined on a case-by-case basis.

PROCEDURES

- Members seeking a refund should discuss the circumstance with the Board and be prepared to provide reasonable documentation of their situation if requested.
- The Board will use this policy as a guideline for decisions and make the treasurer aware of any refunds granted.
- Refunds to original payee (paying with cash, debit, cheque) will be made by DVCC cheque payable to the original payee. Amounts paid by credit card will be refunded as a credit to the original credit card (receipt and card needed to process this).

3.21 SPARES (Substitution) POLICY

POLICY

The DVCC will accommodate those individuals who wish to curl only when they are available.

GUIDELINES

Those wishing to spare in any league must have paid the membership fee to the DVCC for that year. Members can spare in any league they wish, although the Men's league limits spares to their gender. Players who have been listed as alternate players on a team registration, and paid their membership fee, are not considered spares and can play in any position on their own team.

PROCEDURES

- Teams will be responsible for finding a spare by contacting those listed on the current Spare List (available on the Website at dvcurling.ca) or by contacting any curler who has paid membership fees to the DVCC.
- Teams can have more than 4 curlers registered to their team, all curlers registered on the same team are able to play any position.
- A spare who is a member of another team or on the Spares List must play the Lead position. Given exceptional circumstances, the League Coordinator can grant on a per case basis certain accommodations to the spare rule. For example, this can happen when an injury to a

- skip takes place, and a long-term replacement is required.
- A team who has two spares must play lead and second.
 - A team that has more than two spares at any given time shall forfeit the game.
 - Teams who are using a specific spare consistently should consider putting that person on their team list as an alternate.

3.22 SPONSORSHIP POLICY (SUPPORT OF COMPETITIVE CURLING / COACHING QUALIFICATION UPGRADE)

POLICY

The DVCC will offer compensation, recognition, and support to DVCC teams who qualify for Districts, Central, Provincial, National and World/Olympic events. The DVCC will support members improving their curling skills or coaching qualifications.

PREAMBLE

The DVCC recognizes competitions or courses outside the DVCC incur costs, but they also present an opportunity for the DVCC to advertise itself, its members and its facilities. Monetary compensation (plus applicable recognition and support) will be paid for events sanctioned by Curling Alberta and Curling Canada and, at the discretion of the Board, other organizations (i.e. Provincial/National Winter Games). Coaching certification courses or practical opportunities may also be eligible for monetary support. All members (Coaches and teams) receiving monetary support are encouraged to volunteer whenever possible with DVCC clinics, members, teams, or leagues in improving curling fundamentals and member enjoyment, as a way of giving back to the DVCC.

GUIDELINES

- Anyone receiving remuneration must be a member of the DVCC and must play in at least one DVCC league.
- Juniors and junior teams participating in the Junior Program are eligible.
- Members must list or co-list the DVCC as their home club on the entry form of the event and (if permitted) on Curling Alberta, Curling Canada, or other websites tracking the event.
- When permitted, the DVCC would be advertised as a team sponsor at the competition in the form of DVCC cresting on team clothing, DVCC pins or a DVCC banner (all to be supplied by the DVCC).
- Team entry fee is paid when the team representing DVCC is registered. Registration of the team is done by the Team.
- **Districts:** Amount equal to 50% of the current year applicable playdown entry fee.
- **Centrals:** Amount equal to 100% of the current year applicable playdown entry fee.

- **Provincials:** Amount equal to 100% of the current year applicable playdown entry fee.
- **Nationals and Worlds/Olympics:**
- Teams can receive club pins if available for exchange
- Receive a DVCC support banner.
- Amount equal to 100% of the current year applicable playdown entry fee.
- The club will support coordinated fundraising activities of the team members subject to board approval.
- Recognition and support of a fifth player and/or a coach
- For support in pursuing Competitive Coaching courses or certification, the member must coach a team (junior or adult) that curls out of the DVCC, or coach in the junior program. Priority will be given to a coach working with Junior members.
- Coaching Courses
- 50% of the cost of a CCA Club Coach Course
- 50% of the cost of Competitive Coaching Courses

Note: *The Board's support will be contingent on supporting commentary from the Junior Program Coordinator.*

PROCEDURE:

- Requests for funding must be made in writing to a member of the Board prior to the event or course.
- **After a timely review of the request by the Board, a response in the form of a letter will be issued to the individual(s) or team wherein they will define their sponsorship amount, and in the case of coaching courses, the Junior Program Coordinator's expectations of the member will also be outlined.**
- **Reimbursement, on presentation of proper invoices, will be paid prior to the end of the curling season in which the application is made.**

PLAY DOWN SPONSORSHIP REQUEST (EXAMPLE)

The below listed members of the _____ curling team that will be competing in the _____ play down request the following support, and in return agree to advertise DVCC in acknowledgement of same.

SKIP	_____
THIRD	_____
SECOND	_____
LEAD	_____
COACH	_____

_____ X \$xx = _____
 _____ X \$xx = _____
 _____ X \$xx = _____
 TOTAL \$ _____
 CHEQUE # _____

The above listed curlers agree to have any trophies and/or banners displayed at the DVCC.

_____ (print name) _____ (sign)
 _____ (date)

3.23 YEAR END WIND-UP POLICY

POLICY

The DVCC will organize a year-end Wind-Up for its members.

PREAMBLE

The DVCC recognizes such events promote community spirit, volunteerism and contribute to ongoing membership in the DVCC. The DVCC values its members and uses the event to recognize members who have contributed to the success of the DVCC, along with members who have earned annual League championships. All members receiving recognition are encouraged to attend. All members will receive a ticket to the Wind-Up. Guest tickets will also be on sale for member's guests.

GUIDELINES

- The Vice-President will be responsible for organizing entertainment, food and the program for the Wind-Up.
- The Vice-President will follow the budget as determined by the Board.
- The Vice-President, in conjunction with the Board and League Reps, will inform all members regarding the date of the year-end windup, will arrange for tickets to be distributed to all members, and will offer tickets for sale to members' guests.
- All monies received for ticket sales will be given to the Treasurer for deposit.

PROCEDURE:

- Resources for the year-end windup will be shared with the vice-president.
- It is the responsibility of the Vice-President to follow through with the comprehensive organization of this event while adhering to the determined budget, with support from the

- Board.
- Upon completion of this event, the Vice-President is required to present a final report to the Board.

SECTION FOUR: Board

The Board of the DVCC operates as a Policy Board. Its primary purpose is to focus on the larger issues, to delegate with clarity, to rigorously evaluate the accomplishments of the organization and to truly lead its growth.

4.1 POLICIES AND PROCEDURES - BOARD

- The DVCC will hold meetings once a month. Other meetings are held as required.
- Meetings will be chaired by the President
- And in his/her absence the Vice President
- The DVCC is leased each year from the Town of Drayton Valley, from October 31 – October 31.
- The DVCC must keep in force a comprehensive Commercial General Liability Insurance Policy of not less than five million dollars (\$5,000,000).
- Insurance is paid up to date regularly in accordance with the Policy
- The DVCC is governed by the Board of Directors of the club in the best interest of the entire membership. This is done under all rules and regulations which apply including the Societies Act, Curling Canada, Curling Alberta and the Bylaws of the DVCC.
- DVCC rules are established and approved by the Board and enforced by the President.

Job Descriptions of the Executive, Directors and other Volunteers

Term

- Executive Officers and Directors are elected by the membership at the Annual General Meeting. Executive Officers and Directors serve for a three-year term. At the end of their term, Executive Officers and Directors have the option to renew their term for another year.
- If an Executive Officer or Director chooses to renew their term, the membership may vote by acclamation or if another member is nominated for the same position, then the membership must vote by written ballot, and the nominees are sequestered to another room while the ballots are counted.

EXECUTIVE

President

Purpose:

The President is responsible for the general direction and supervision of the affairs of the DVCC.

Objectives:

To ensure that:

- the purpose and the short- and long-term goals of the DVCC are clearly identified and met
- all members of the DVCC have opportunities to access information regarding the business, social, and curling matters of the DVCC
- fair, just, and proper decisions are made and represented as required on all DVCC business and personnel matters.

Responsibilities:

- Act as the first level of contact with members with respect to ideas, issues and concerns brought forward by such members.
- Ensure the membership is advised of programs, plans, and general information with respect to the DVCC.
- Ensure that high levels of service are provided to all members
- Recommend amendments to the Curling DVCC's operations that would contribute to its success.
- Provide leadership and guidance to members of the Board in formulating programs, bonspiels and objectives of the DVCC
- See that orders and resolutions of the Board are acted upon
- Provide support to and advise the Curling DVCC Board on issues and activities related to the DVCC.
- Promote and increase the profile of the DVCC and facility through active and ongoing marketing efforts.
 - Manage all employees
 - Ice Technician
 - Lounge manager
 - Website Designer
 - Bookkeeper
- Work with the Junior Curling Program Coordinator on the development and operation of a junior curling program.
- Work on attracting outside corporate, regional and provincial bonspiels and coordinate those events once secured.
- Lead all communication and dealings with the Town of Drayton Valley.
- Ensure that the facility, lounge and kitchen equipment are in proper working order.
- Communicate with the Town Staff any issues with the maintenance of the facility.
- Ensure the DVCC adheres to all provincial and federal regulations/standards regarding normal DVCC operations

- Ensure the procurement of all materials and supplies required for the operation of the DVCC
- Attend and chair all Executive meetings, Special meetings and the Annual General Meeting.
- Address all agenda items in a democratic, business like, honest and sensitive manner.
- Request every Director of the Executive to provide an update at each Executive meeting.
- Ensure that Executive and Director's Action Items are implemented.
- In the absence of the Treasurer for holidays or other commitments, check mail and respond to correspondence as needed
- Negotiate the lease or lease related items with the Town of Drayton Valley when applicable
- Ensure that the Executive, Directors, Ice Technicians, Lounge Manager and Coordinators have been provided with access to the Curling Club to support their roles and the Curling Leagues.
- Ensure that volunteer positions are filled appropriately.
- Oversee special projects initiated for the year to ensure compliance with The Town of Drayton Valley requirements /limitations
- Forward accident/falls reports to The Town of Drayton Valley and file the Club copy in the appropriate file.
- Act as one of the Club's signing officers.
- Monitor and respond to e-mails and other correspondence
- Insurance - To be reviewed with executive board
- Current insurance program is placed with The Co-Operators
- Coverage includes:
- all Property;
- Commercial General Liability that includes all operations, with maximum coverage (\$5,000,000 Limits);
- Commercial Crime – includes coverage for Theft, Holdup, Fidelity Bond
- Directors and Operators Liability (\$5,000,000 Limits)

Vice-President:

Purpose:

The Vice-President works closely with the President in providing leadership and responsibility for the Club and the Committees.

Responsibilities:

- Perform all duties of the President when the President is absent or unable to perform said duties.
- Be actively involved in the areas of the Curling Club that need the most attention.
- Attend all executive and general meetings.
- Act as one of the Club's signing officers.
- Offer assistance to Directors where necessary.
- Complete a yearly assessment of the Policy and Procedures manual to ensure relevancy. Update as necessary.
- Ensure a list of appropriate candidates has been provided to run for Executive and Director positions.

- Ensure the venue, banquet and bar have been arranged for the Annual General Meeting.
 - Advertise the AGM at least 3 weeks prior to the event.
- Act as the League Coordinator by overseeing league proposals and activities and to coordinate league social events.
 - Identify dates of DVCC bonspiels and work with the multiple Leagues on the organization of DVCC Bonspiels
 - Consult with the Ice Technician regarding ice requirements
 - Prepare draw and play-off schedule as required
 - Track points for game wins/losses as required
 - Coordinate with the Treasurer/Executive if any funds are available to support any events and/or playoff prizes
 - Coordinate or solicit volunteers to organize events
 - Provide periodic league status report to the Executive
 - Present a league summary at the Annual General Meeting
 - Organize and post league schedules, results, spares list and any playoffs, on indicated bulletin boards and the DVCC website
 - distribute prize money within their league at year end.

Treasurer

Purpose:

The treasurer is responsible for overseeing all aspects of the Club's finances.

Responsibilities:

- Attend all meetings of the executive.
- Provide a financial report and update at the Executive meetings.
- Copies of the Balance Sheet & Income Statement are presented at each meeting.
- Provide appropriate financial information to the members of the Curling Club on a regular basis or as necessary.
- Assist as required in the preparation of proposals and reports in order to obtain financial or other support for the Curling Club.
- Act as one of the Club's signing officers.
- Advise the Executive of current and new potential funding sources to support the Club.
- Assist in determining the Curling Club's fees and facility rental rates.
- Provide all floats and prize money for the Bonspiels.
- Act as the mail attendant on behalf of the Club: Box 5069
 - Check mail box at least weekly
 - Treasurer has one key
 - Renew mailbox annually. Notice arrives in the mail box; renewal confirmed at Drayton Valley Post Office
- Maintain Club financial records
- Electronic software is used to issue cheques, maintain banking information, and create banking and accounting information.
- If problems are encountered, we use MNP for accountants

- Provide support to the Lounge Manager
 - Retrieve and manage receipts from the “*Receipt Envelope*” kept in the top left-hand drawer in the bar. Most receipts are put in that envelope and retrieved on an as-need basis e.g. Liquor purchases, etc.
 - There is a “Book” used to track Timesheets for Bar Tenders whenever they are hired – e.g. Bonspiels, Christmas Parties, Closing Events, etc. The timesheets are used to pay the bartenders and track bartending costs.
- Provide year end financials to Accountant (usually in August) for preparation of Annual Financial Report.
- Provide copies of all month-end Bank Statements for all bank accounts
- Society Annual Return
 - Service Alberta mails us a renewal form in August
 - The form must be completed and returned to Service Alberta, including:
 - A list of Officers & Directors, mailing address & position held – there is no government form for this. A blank list is created every year.
 - The Form must be signed by an authorized officer (President, Vice-President, Treasurer or Secretary)
 - A copy of the Signed Financial Statement presented at last AGM
- Submit Goods & Service Tax (GST) GST523-1, Non-Profit Organizations – Government Funding, quarterly.
- Note: the Treasurer files the GST report when completing the Annual Review.
- Alberta Gaming Licensing Commission
 - Ensure the Club complies with Alberta Gaming, Liquor and Cannabis requirements and to oversee the Curling Club and Leagues engagement in fundraising events and bar operations.
 - Annual Liquor License Renewal
 - An application arrives by mail in August each year
 - The Liquor License is an “Annual License”
 - Cost - currently \$200 annually and Treasurer issues a cheque
 - Update the Form and mail with a cheque
 - Currently the Treasurer looks after filing and posting the license.
 - Submit a yearly financial report for each type of gaming license, unless the Club only conducts raffles \$20.00 and less.
- Banking - The Curling Club has accounts at Servus Credit Union
- The Treasurer pays all bills. There must be appropriate documentation (receipts) in order to issue cheques.
- Signing Officers are the President, Vice-President, Treasurer and Secretary. All cheques issued require two signatures. Ensure Financial Institutions have current signing officers on file.
- Work with the President to reconcile e-transfer payments received
- Retrieve and deposit League Registration fees, Bar Sales, Assist the lounge Manager with bar deposits as necessary.
- Liaise with Bookkeeper

Secretary:

Purpose:

To assist the President in maintaining accurate minutes, documents and membership lists.

Responsibilities:

- Attend and record the minutes at all Executive and Special meetings and the Annual General Meeting.
- Distribute and retain meeting minutes.
- Prepare and distribute meeting Agendas:
- Ensure space is booked for meetings of the executive
- Review the previous meeting minutes and add agenda items
- Distribute draft Agenda to the Executive
- Maintain necessary documentation required for all paid and volunteer staff of the Curling Club
- Act as one of the Club's signing officers.
- Assist in the preparation, maintenance and storage of the Club's personnel, membership and business files
- Ensure an adequate supply of incident and fall forms are available

Director - Junior Curling Coordinator

Purpose:

The Junior Curling Coordinator is responsible for leading and supporting all aspects of the club's junior curling programs. The purpose of this role is to foster a positive, engaging, and developmental environment for junior curlers while ensuring programs align with the club's strategic goals and values. The coordinator acts as a liaison between athletes, parents, coaches, and the club's Board of Directors to promote participation, skill development, and a lifelong passion for curling.

Responsibilities:

- Plan, organize, and oversee all junior curling programs, leagues, and events.
- Recruit, train, and schedule volunteer coaches, instructors, and helpers.
- Maintain program materials, registration and attendance records.
- Communicate regularly with parents and guardians regarding schedules, fees, and expectations.
- Ensure a safe, inclusive, and enjoyable environment for all junior participants.
- Collaborate with the Board and ice technician to coordinate ice time and facility needs.
- Plan and promote youth development events, funspiels, and inter-club activities.
- Support marketing and outreach efforts to increase junior program participation.
- Prepare reports and updates for the Board of Directors, including program progress, participation statistics, and budget considerations.
- Provide recommendations to the Board regarding program improvements, policy updates, and

- long-term development strategies for junior curling.
- Participate in Board meetings as a representative for the junior program, contributing to club-wide planning and decision-making.

Director - Registrar

Purpose:

To ensure the required membership processes are followed.

Responsibilities:

- Assist with online registration at the start of the season
- Coordinate and collect information and waivers for Curling Alberta and the Club
- Ensure League complies with Section 3: Rules of the Policy and Procedure Manual
- Ensure all registration forms/waivers are completed by new / drop-in members
- Attend all Executive meetings
- Maintain accurate membership records.
- Liaise with Curling Alberta regarding potential events and Club membership
 - Submit DVCC membership roster (spreadsheet) and other required information to Curling Alberta.
 - Provide / add Club bonspiel dates and information for the Curling Alberta website
- Develop, implement and summarize a satisfaction survey for Club members
- Provide the results of any Club Satisfaction Surveys to the Executive.
- Advertise up-to-date information regarding upcoming Club social and special events
- Collaborate with the Executive to ensure effective communication in the Club, Community and Curling Communities
- Maintain the Club website with current activities and events.
- Promote the Club on social media.
- Post upcoming Club events on social media.
- To facilitate public relations activities of the Club to the club members, the local community and curling communities, promoting awareness of the activities and upcoming curling events through a variety of social media tools.
- Organize the bulletin boards at the Club so information is clearly displayed.

Director- Booking Coordinator:

Purpose:

To be the main contact and facilitator of DVCC rental opportunities.

Responsibilities:

- Coordinate with the Town of Drayton Valley regarding all rental requests
- Consult with the Lounge Manager regarding availability of the lounge facilities
- Provide renters with entrance to the facility
- Collect payment for rentals
- Coordinate ice preparation if ice surface is rented
- Advise the Executive of any requirements for facilities rentals
- Collect any drop-in fees, reconcile and submit to the Treasurer

Director- Sponsorships

Purpose:

Coordinate and manage Ice Advertising (Scoreboard, In ice, Wall Advertising) for the Club.

Responsibilities:

- Attend all meetings of the executive
- Advise the Executive of the status of advertisement of the Club
- Consult with the Ice Manager with respect to ice advertising requirements
- Bring forward to the Executive any advertising requirements for bonspiels and other special events.
- Inform potential in ice advertisers of the current rates
- Assist advertisers in selecting appropriate advertising

Employee- Ice Technician

Purpose:

To ensure that the Curling Club's ice maintenance equipment and facilities are in proper condition and working order. To ensure that qualified personnel are hired or volunteers secured, trained and managed to be responsible for the safe and proper operation of the ice maintenance equipment.

Responsibilities:

- Prepare ice surface at season start up coordinating the activities with the Town
- Organize assistant ice technician(s)
- Maintain an up-to-date written inventory of ice-surface and ice-making equipment and products belonging to the Curling Club.
- Advise the Executive of the condition of the ice making equipment and facilities.
- Submit any requirements for ice maintenance to the Executive.
- Attend Executive meetings as required.
- Complete end of season shut down.

Employee- Lounge Manager:

Purpose:

To stock bar, hire bartenders and helpers as needed and obtain bar related supplies. At the beginning of the season and the end of the season, oversee both start up and clean-up/year end.

Responsibilities:

Startup (September-October)

- The Board and lounge manager meet to discuss duties.
- Confirm with the Treasurer the paid (bonspiel) bartender rates of pay and conditions of employment, etc.
- Confirm/update the paid bartender contact list.
- Ensure all government and other regulations are followed and all necessary and relevant information documented in order to properly operate the bar
- Determine which liquor outlet will be supplier for the year; set up account (if new) and confirm delivery/pick-up procedures.

- Take inventory of stock
- Determine first day of bar service.
- Determine quantities for bar supplies (liquor, beer, pop, juice, chips, garnishes).
- Place orders through liquor outlet (liquor, beer), beverages (chips, Clamato), and purchase pop/mix in time for startup (one or two weeks lead time required).
- Stock coolers, store liquor in locked storage room.
- Set up snacks; store extra's in back storage room
- Ask Treasurer to provide opening float
- Ensure generally that bar is ready for opening; be present
- Ensure qualified personnel are hired (or volunteers secured), trained, and managed to be responsible for the safe and proper operation of the DVCC lounge.

Each League Night

- Assume bar duties
- At close, conduct all product inventory and reorder if necessary.
- Ensure bar is properly closed after event.

Each Bonspiel, Special Event, or Lounge Rental

- Ensure all liquor, beer, snacks etc. stock is adequate for the event.
- Arrange for paid bartender if required, discuss duties, cash/deposit procedures.
- Provide float, cash audit.
- Open and close

Year End

- Remove and cap part-filled liquor bottles from dispensers, store bottles securely (locked back storage room).
- Bundle all *unopened or complete* flats/cases of beer/cider/coolers, and all *unopened* liquor bottles, return to vendor for refund.
- Remove single cans and bottles of beer/cider/cooler (these will probably expire over the summer).
- Dispose of all remaining empty bottles and cans; send remaining cardboard to recycling.
- Store Drink Tickets securely.
- Ensure bar lights are out, doors are locked.
- Clean all coolers, countertops, sinks, floors etc.

Contract- Bookkeeper

Purpose:

Manage and record the club's financial transactions. This includes tracking income and expenses, maintaining accurate financial records, preparing reports for the board or treasurer, and helping ensure the club stays financially organized and compliant.

Responsibilities:

- Maintain accurate and up-to-date financial records for the club
- Record all income and expenses in the accounting system.
- Reconcile bank accounts monthly.

- Prepare and provide monthly financial reports to the Board.
- Return to the Treasurer, receipts, invoices, and bank statements to keep organized and secure.
- Maintain confidentiality of all financial and member information.
- Report any unusual or concerning transactions to the Treasurer immediately.
- Assist with year-end financial statements and budget preparation as needed.

Contract- Website Developer

Purpose:

To ensure the Drayton Valley Curling Club's website is accurate, up to date, and effectively communicates information to members and the public.

Responsibilities:

- Updating league information, schedules, events, and news as provided by the Board or league coordinators.
- Posting bonspiel details, results, and club announcements promptly.
- Ensuring website content is accurate, easy to navigate, and accessible to all users.
- Maintaining website security, including managing passwords and access permissions.
- Backing up website data regularly and reporting any issues to the Board.
- Ensuring online content aligns with club policies and promotes a positive public image.
- The Website Developer receives approved updates and information from the Board
- Minor updates (e.g., scores, schedules, or announcements) should be posted within 3–5 days of receiving information.
- Major changes (e.g., new pages, sponsor listings, or policy documents) must be reviewed and approved by the Board before posting.
- Verify all posted content for accuracy and spelling before publishing.
- Remove outdated or incorrect information promptly.
- Maintain secure access credentials and share them only with authorized Board members.
- Notify the Board of any technical or security concerns immediately.
- To be reviewed annually or as needed when DVCC website or technology changes.

****In the case of a conflict that is not covered by a policy or a specific case in which the blind application of the rule would be to the detriment of fair play, curling etiquette or the nature of the league and the Club, the Board can overrule. All decisions made by the Board are final.****

4.2 BOARD ORIENTATION PACKAGE

*Board Orientation Package
For New Board Members*

DVCC

The DVCC is registered under the provincial Societies Act as a not-for-profit organization. It was registered July 29, 1958 with a constitution and by-laws. It is governed by an elected Board that, by definition, is a policy making Board.

MISSION STATEMENT

To foster a welcoming and inclusive community where individuals of all ages and skill levels can come together to enjoy and grow the sport of curling. We are committed to promoting sportsmanship, teamwork, and lifelong friendships while celebrating the rich tradition of curling in Drayton Valley.

VISION STATEMENT

To become a leading curling hub that inspires a passion for the sport while fostering community pride and engagement. We envision a future where curling thrives as a sport accessible to all, creating opportunities for personal growth, healthy competition, and vibrant connections that strengthen the fabric of Drayton Valley, Brazeau County and surrounding areas.

- *The DVCC will operate from October – March providing the opportunity for a variety of social and Curling activities in the facility.*

BOARD APPLICATION

I _____ am interested in letting my name stand for Election to the Board of the DVCC at the Annual General Meeting to be held on **Day, Month, Year.**

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 DVCC Board.

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

Date _____

Signature _____

DVCC BOARD JOB DESCRIPTION

POSITION: Board Member

AUTHORITY AND RESPONSIBILITY

The Board is the legal authority for the DVCC. 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:

- Commitment to the work of the DVCC
- Knowledge and skills in one or more areas of the Board governance: policy, finance, programs, personnel, and advocacy
- Willingness to serve on committees
- Attendance at monthly Board meetings
- Attendance at meetings of assigned committees
- Attendance at Annual General Meetings
- Support of special events
- Support of, and participation in, fundraising 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 DVCC'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:

- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and staff.
- Monitor all Board policies.
- Review bylaws and policy manual and recommend bylaw changes to the membership.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Participate in the development of the DVCC's plan and annual review.
- Approve the DVCC's budget.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the DVCC's mission.

BOARD CODE OF CONDUCT

DVCC 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.

- DVCC Board Members must be loyal to the interests of the membership over and above any:
 - Loyalty to advocacy or interest groups, and membership on other boards or staffs.
 - Personal interest of any Board Member acting as an individual consumer of this organization's services.
- DVCC Board Members are trustees of public confidence and securities. They must avoid any conflict of interest.
- There must be no self-dealing or any conduct of private business or personal services between any Board Member and the DVCC. Exceptions can occur only when there is openness, competitive opportunity and equal access to information.
- Board Members must not use their positions to obtain employment within the DVCC for themselves or any family members.
- If a Board Member is considered for employment he or she must temporarily withdraw from deliberation, voting and access to applicable DVCC information.
- Board Members must not exert any individual authority over the DVCC except as stated in

- the DVCCs policies.
- Individual Board Members do not have the authority to speak for the DVCC when they interact with staff, the public, the press and other entities unless granted this authority by the whole board.
 - Board Members must not make any judgments of staff performance except if the performance is officially assessed against the DVCC policies
 - Board Members deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straight forward communication.
 - The Board of the DVCC is a policy board.
 - 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.
 - There will be issues that you firmly believe in that are defeated or passed against your vote.
 - The majority rules but the minority must be heard.
 - 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.
 - 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.