



POLICY MANUAL

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White Rock, BC, V4B 0A8

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MISSION STATEMENT

We, the members of the Peace Arch Curling Club, firmly believe that through diligence in operating our curling club, we will provide our members with an enjoyable curling experience, promote the sport of curling and enhance the well-being of the community.

NOTICE

Throughout this document,

the "Society" is the Peace Arch Curling Club, the "Club" is the physical curling facility, and "he" will mean he or she

POLICIES, CRITERIA AND GUIDELINES

GENERAL OPERATIONS

1. Bylaws
The Bylaws of the Society as revised November 5, 2017 and the Societies Act of British Columbia are the governing ordinances of the Society.
2. Regulations
Regulations and policy have the force of Bylaws.

WORKPLACE BULLYING AND HARASSMENT (added 2020-01-22)

1. All employees and members of Peace Arch Curling Club are to be treated with respect and dignity; bullying and harassment is not acceptable nor tolerated.
2. This policy shall form part of the Club's Policy Manual, be posted electronically, with all employees and members being made aware of it.
3. This policy applies to all workers and members and includes interpersonal and electronic communications. Individuals engaging in conduct contrary to this policy may be subject to disciplinary action; members may be asked to leave the Club.

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4. Bullying and Harassment may take many forms including, but not limited to, unwelcomed conduct or comment concerning race, religion, age, gender identity and sexual orientation, age, physical or mental disability and the spreading of malicious rumours. Sexual harassment includes any objectionable and unwelcomed sexual solicitations, physical touching, or advances.
5. Harassment does not include any reasonable action taken by the Club Manager or Directors relating to their normal managerial rights and responsibilities in directing operations, performance evaluations, and operations of the Club.
6. Workers and members may not engage in bullying or harassment of other workers or members and anybody subject to such behaviour may report any such actions to the Club Manager or a Director if they are observed or experienced. All such reports will be considered seriously and investigated in an impartial manner.

MEMBERSHIP

1) Membership Fees

- i. Membership fees will be set from time to time by the Board of Directors.
- ii. Voting Membership fee is paid one-time by individual.
- iii. Family Voting Membership fee is paid one-time to include two adults.
- iv. Social Membership fee is paid annually by those Voting Members who have not paid a league fee that year. By paying this fee, they will maintain their voting status. A one year of grace is allowed before loss of membership.
- v. Platinum Membership fee is paid one-time by the individual and gives them Life Membership status.
- vi. Membership fees may include the possibility of future “calls” to raise money for capital projects.

2) Life Members

Life Members are those members who have paid the Platinum membership fee and are deemed to be life members. Life Members over the age of 65 are not required to pay any league fee. Life Members under the age of 65 pay 50% of the league fee. Platinum Life Members will be given use of a personal locker in the club change room.

3) Honorary Life Members

Any debenture holder who has donated his debenture to the Society shall be an Honorary Life Member. Other persons may be nominated for Honorary Life Membership by submitting a nomination in writing to the Board of Directors. Nominees must meet the following criteria:

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- i. has contributed significantly to the growth of the Club, excluding financially
- ii. has volunteer time and effort beyond expectation
- iii. is passionate about the sport of Curling
- iv. promote the Club on an on-going basis

Nominees will be confirmed as Honorary Life Members by a 2/3 vote of the Board. A roll of Honorary Life Members will be posted at the Club.

Notwithstanding Bylaw 2.5, an Honorary Life Member may be a Voting Member if they maintain a Voting Membership in good standing.

4) Confidentiality of Membership Lists

- i. Lists PACC Members will not be given out to any unauthorized persons.
- ii. Membership lists will not be sold or shared with other like organizations for the purpose of fund raising.

5) In Good Standing Status

In good standing means with respect to the By-laws and Policies of the Society and any signed agreements.

- i. An individual declared not in good standing may not:
 - a. purport to represent the Society
 - b. conduct any business on behalf of Society
 - c. receive any Society mailings
- ii. An individual may be returned to good standing status by resolving the issues to the satisfaction of the Board of Directors of the Society.

PACC will not allow the transfer of membership to another / 3rd party.
PACC memberships are non-transferable.

NOMINATIONS AND ELECTIONS OF DIRECTORS

In addition to the provisions of the Bylaws, the following points apply.

- 1) The Board of Directors will strike a Nominating Committee at least 60 days prior to the Annual General Meeting. The Nominating Committee Chairman shall not stand for election.
- 2) The Committee will put out a call for nominations no less than 45 days prior to the Annual General Meeting.
- 3) The Nominating Committee may nominate when no nominations have been received.
- 4) It is the responsibility of the Nominating Committee Chairman to assure that each candidate is a Voting Member and if not, will become a Voting Member immediately following successful election as a Director.

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- 5) The Nominating Committee Chairman should review the duties and job performance expectations with all candidates.
- 6) A list of all candidates and brief biography should be distributed to Voting members seven (7) days prior to the Annual General Meeting.
- 7) The Nominating Committee Chairman shall appoint two (2) scrutineers to tabulate the votes and to report the results to the Nominating Committee Chairman and one observer to witness the elections.
- 8) A single election will be held for all positions to be filled.
- 9) Any irregularities or objections to the election procedure shall be brought to the attention of the Nominating Committee Chairman and the Board of Directors within 30 days of the election. With the concurrence of 2/3 of the Board of Directors, the Nominating Committee Chairman or, if that person is unable to do so, the President of the Society, will declare the disputed election null and void and, within 30 days, call for a new election.

BOARD OF DIRECTORS OPERATIONS

INCOMING DIRECTORS

- 1) Directors will be provided with name tags identifying them as Members of the Board to wear while at the Club or representing the Club.
- 2) Directors must sit on at least one committee in addition to their duties as director.

OUTGOING DIRECTORS

When Directors leave the Board, an appreciation gift commensurate with their contribution will be presented at the Annual General Meeting or shortly thereafter.

COMMITTEES

In order to assist in the day-to-day operation of the Society, the Board of Directors will strike, from time to time, a designated committee. A committee must be chaired by a Director.

Standing committees include but are not limited to:

- 1) Executive Committee (see Bylaw 9.1)
 - i. human resources – performance review
 - ii. monitor and review catering contract and performance review
 - iii. building and maintenance matters
- 2) Finance Committee
 - i. prepare and present budget
 - ii. review and recommend league fees

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- iii. review and recommend advertising rates
- iv. review and recommend rental fees
- 3) Nomination Committee (see Nomination and Election of Directors)
- 4) Fund-raising Committee
- 5) Competitions Committee(s)
- 6) Leagues Committee
- 7) Social Committee
- 8) Facility Committee
- 9) Pro Shop and Merchandising Committee
- 10) Membership Committee

Under consideration: defining the relative roles of volunteers and the Club Manager.

REIMBURSEMENT POLICY

- 1) Board of Directors
 - i. All expenses must be presented on the EXPENSE CLAIM FORM provided by the Treasurer and accompanied by receipts or validations.
 - ii. Any special purchase (office equipment etc.) over \$200.00 must have prior approval of the Board of Directors.
 - iii. The Board of Directors must approve all travel expenses prior to travel.
 - iv. Travel by car will be reimbursed at \$0.50/km. On the expense claim, the following information is needed:
 - a. date of travel
 - b. place of departure
 - c. place of arrival
 - d. number of km. travelled
 - v. Expenses for meals will be reimbursed according to receipt bearing the name of the establishment, date and amount. Maximum amounts that will be reimbursed are:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Supper \$25.00
 - d. Tips at 15% (indicate on receipt.) OR
 - vi. A per diem rate of \$60.00 a day may be claimed without receipts.
 - vii. Expense claims must be submitted in a timely manner.

- 2) Members of Committees

Expenses will be reimbursed as for Directors of the Board.

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REPRESENTATION AT CONFERENCES, WORKSHOPS AND SEMINARS

In order to increase the public profile and awareness of the Peace Arch Curling Club, occasionally it will be advisable for a representative of the Board to attend relevant conferences, workshops and seminars.

To develop the proficiency and knowledge base of the PACC staff and Board members, the participation in conferences, workshops and seminars where skills of value to the Society may be learned will be encouraged whenever financially feasible.

BOARD MEMBER - MEETING ATTENDANCE AND JOB PERFORMANCE

1) Meeting Attendance

All Board members are expected to attend all Board meetings, any general meetings and the Annual General Meeting. If, for any reason, a Director is unable to attend a meeting, that member will notify another Board member immediately by phone or email.

If a Board member misses two meetings without good reason, as determined by the Board, that Board member will be given a warning. If a Board member misses three meetings without good cause, and with a 2/3 vote of the Board, that Board member may be removed from the Board. A replacement person may be appointed to fill the position. The members of the Society will be notified.

2) Job Performance

If an Executive Board member persistently fails to fulfil the assigned and expected duties and responsibilities, that member will be given one official written warning. If the situation is not remedied, and with a 2/3 vote of the Board, that Board member may be removed from the Board. A replacement person may be appointed to fill the position. The members of the Society will be notified.

3) Virtual Meetings

Subject to approval of the President, and by exception, virtual meetings by e-mail or phone are accepted as the equivalent to in-person Board meetings.

CONFLICT OF INTEREST GUIDELINES

- 1) Directors, members of committees and staff shall avoid all situations in which personal interests conflict or may conflict with the mission of the Society.
- 2) The members of the Society shall not use their position or confidential information acquired in connection with the Society to gain either directly or indirectly for themselves or others.
- 3) No member of the Society shall receive any remuneration for services rendered to the Society except as defined in paragraphs 7 and 8 below.

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- 4) Any member of the Society who enters into a conflict of interest situation must declare the conflict openly. Any member who has a conflict or a potential conflict must not participate in the decision-making process in respect of the matter and must leave the room while discussion on the matter is in process.
- 5) Any member who is found in violation of these Conflict of Interest Guidelines may be asked to resign from the Board or Committee.
- 6) Any debate on whether or not the member is, in fact, in conflict of interest may be referred to the Board of Directors of the Society.
- 7) In the award of any contract where a member of the Society has an interest, every effort should be made to consider at least two other bids or applications.
- 8) A member will resign membership on the Board or Committee to accept any personal contract, including employment, with the Society. The resignation must be effective before the commencement of the contract; however, the resignation does not have to pre-date the application or the bidding on the contract.

GIFTS AND FAVOURS

Members of the Society will not directly or indirectly accept payments or gifts from anyone having or seeking business with the Society other than non-cash gifts of a nominal value commonly used for promotional purposes. The receipt of such non-cash gifts and the offering of payments or gifts will be reported to the Board of Directors.

LEAGUES

FEES

League fees will be set from time to time by the Board of Directors and are payable in full on or before the first day of league curling. By request to the Manager a curler may pay 50% of league fee on or before the first day of league curling and give a 30-day post-dated cheque for the balance.

League fees not paid within 30 days of the first day of league curling will be subject to a \$25 late fee per month.

Curlers who must discontinue league play due to injury or illness may be refunded their league fee on a pro-rated basis at the discretion of the Board.

Curlers registering after the beginning of league play for other than personal reasons will be given a pro-rated league fee at the discretion of the Board.

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Novice League fees are to be set at the same fee as the day leagues. All day league fees will be at the same value.

Pacific Coast Masters Curling Association (PCMCA) fees are to be charged at cost for all participating curlers (male and female).

Members of the Junior Curling program may register in other leagues at a 25% discount.

REGISTRATION

There is a sixteen-team limit for all evening leagues to eliminate enforced byes. If any of these leagues are over-subscribed, at registration first preference will be given to teams with the most points as outlined below:

- i. 2 points for returning members to that league;
- ii. 1 point for new members to that league.

Teams of more than four players may use any four to determine their total point score. When two or more teams have the same score, priority will be given according to the years of seniority in that league.

CONSOLIDATED RULES

General Rules

Unless a league specific rule states otherwise, the following general rules apply to all leagues -- and they should be applied with fair play in mind:

1. CurlIBC Rules and Curling Canada Rules for General Play shall be the rules of the game.
2. Unless otherwise specified, games are played to the bell, to a maximum of 8 ends. "To the bell" means that when the bell rings, finish the end currently in progress, plus one more end. In the event that the bell does not ring, the rink clock will be used to determine how many ends are left. The duration to the bell is 100 minutes. An "end" has finished when the thirds decide the score and start to remove the rocks from the house. The next end begins immediately after determining the score in the previous end.
3. Each team must have two regular team members present or forfeit the game.
4. A registered "fifth", "sixth", or even "seventh" player for the team may play any position. A team's roster is determined to be set as of December 31 (i.e., no further changes for the rest of the season).
5. Once the ice has been pebbled and nipped for your league game, throwing of rocks is not permitted. Doing so will impact the integrity of the pebble.

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6. Evening draws, unless otherwise specified, start at 6:30 and 8:45 PM.
7. Negotiated ties are not permitted. If a team fails to show up for and play its scheduled league game that team shall forfeit any and all points for which that game would have counted toward team standings in that league, and if one of the teams scheduled to play does attend at PACC to play but is unable to do so due to the absence of the other team, the attending team shall, by default, receive all points for that game. Furthermore, there shall be no agreements between teams in any league to split the points for any game where one or both teams, for any reason, fail to show up and play their scheduled game.
8. If one or both teams are unable to attend and play their scheduled game those teams may, by mutual agreement, reschedule their game against each other to be completed either before the earlier of:
 - a) the next re-tiering in that league, or
 - b) within three weeks of the original draw date for that game.In such case, the same rules against splitting and forfeiture of points for that rescheduled game shall apply if either or both teams are unable to play or choose not to play that rescheduled game.

Team Last Stone Draw

1. Each member of the team shall execute a last stone draw which will be measured by the league rep or designate.
2. If the team has only three members then the lead shall throw twice.
3. If the team has more than four members, the skip shall declare which four members shall throw.
4. No practice throws are allowed.
5. Sweeping shall be allowed by the delivering team only.
6. The opposing team is not on the ice, and shall not sweep the rock past the T-line.
7. Any stone not finishing in the rings shall be measured as 199.6cm
8. Cumulative (total) distance to the button is the team measurement.
9. If a team does not execute a LSD for whatever reason, then measure is 199.6cm for each team member.
10. This cumulative distance will be used as tie break criteria for the regular season and playoffs.

Spares must be one of:

1. A regular curler in any PACC league (at no charge); or
2. A member in good standing with PACC, who is not currently a member of any league; or
3. A registered spare, who has paid the Club spare fee, or
4. A non-PACC league curler who has paid a spare fee to the Club.

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In the spirit of fair play, spare selections in both the regular season and playoffs should not be used as an opportunity to add a player who has a significantly higher ability relative to the player they are replacing.

Deployment of Spares

If a team is missing 1 or 2 of its regular members it may replace that missing member(s) with an eligible spare. Such spare(s) must throw only lead or second rocks and cannot throw third or skip rocks but may call a game if one of the missing players on that team is its skip (but not otherwise). If a spare is calling a game for a missing skip that spare must still throw only lead or second rocks for that team. THIS RULE SHALL APPLY TO ALL LEAGUES IN PACC.

Adjusting Team Roster

1. If, due to illness or injury, two or more members of a team are unable to compete for at least two games in a row, the team may apply to the Club Manager and the League Representative for a compassionate variance.
2. A compassionate variance would enable the team to name replacement players as temporary “regular team members” for the purpose of rules interpretation.
3. A compassionate variance shall not be granted for vacations.
4. The Club Manager with the League Representative will decide the duration of the compassionate variance. At the end of the variance the team roster would revert to its original composition.

Helmets

The use of helmets is strongly recommended by Curling Canada and Curl BC. This recommendation is specifically made for curlers under the age of 12, their instructors and any person who is vulnerable due to lack of experience or medical reasons. Falls on the ice involving head injury and concussions are our leading safety concern.

Helmets should be Canadian Standards Association approved. Curling specific or hockey style headgear is suggested. Bicycle helmets are not allowed. It is recommended that experienced curlers, and particularly senior curlers, wear padded head protection.

A standard waiver form, available from Curl BC is to be used at registration time as a means of increasing the awareness of the need for head protection for all curlers.

Concussion Protocol

Educational material is to be provided to all curlers, and in particular skips, on the indicators of concussions. Anyone who falls and hits their head is to be encouraged to seek medical attention. If two or more persons witness a fall that involves the head contacting the ground the following protocol shall be followed:

1. Stop play.
2. Discuss with the skips or vice-skips of the teams involved in the game the need for the player who fell to leave the game and seek medical attention.

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3. A responsible adult to provide transportation for the individual who fell to Peace Arch Hospital – they should not drive themselves.
4. Exert as much peer pressure as possible for the game to stop until witnesses are satisfied that advice is being heeded.
5. Club Manager should be made aware of all injuries. Manager will maintain a record of all injuries. If the Club Manager is not present during the accident, an accident report form should be filled out by an eyewitness to the incident and the form should be placed in the Manager's Office. These forms can be found on the First Aid Cabinet in the Lower Lounge of the Club.

Slow Play

It is preferable for games to be finished within the allotted time with allowance for ice preparation prior to the next game. Slow play results in games of less than 8 ends, limited time for ice preparation and late starts for the next game. Analysis has determined that the most common source of slow play is a failure to get a shot off within an average of 30 seconds.

For all leagues slow play will be recognized by teams as either:

1. Being more than one end behind other games being played at the same time, provided they started at the same time. For example, playing in end 4 while another team is in end 6.
2. A member of the non-offending team measuring a time of 3 minutes or more from the time a stone comes to rest and the next stone is thrown.

Once slow play, as defined above, has been identified, the non-offending team skip may:

1. Warn the skip of the offending team that they are under observation for slow play.
2. After this warning, if the non-offending team records a time for any rock delivery by the offending team that exceeds 3 minutes, the offending stone shall be removed from play.
3. Subsequent violations do not require additional warnings, but do require measured time exceeding 3 minutes.

In order to avoid slow play:

1. Start on time, handshakes can be completed before the start time.
2. Be ready to throw by preparing as soon as the oppositions stone has been thrown.
3. Minimize discussions over every shot, the skip has a job; discuss alternative strategies before or after the game.
4. Skips should move all stones that are out of play to the back board. Do not worry about the order of stones waiting to be thrown, it is simple to find yours when the time comes.

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Equipment Recommendations

It has been demonstrated that some curling brush heads may cause damage to the ice. World Curling Federation and Curling Canada define brush heads that may be allowed in competitions that are different from those frequently used by recreational curlers.

The following equipment guidelines are to be followed:

1. Homemade or modified brush heads are not allowed.
2. Hair brush heads may not be used as sweeping devices between the T-lines.
3. Goldline Norway brush heads and plastic inserts are banned from use.
4. All other commercially available brush heads are allowed for league play.
5. Educate proficient sweepers as to the allowed brush head for use in competitions.

LEAGUES

Sunday Afternoon Open

LEAGUE FORMAT

1. All games will be 8 ends or “to the bell” as defined on page 10 above.
2. Scoring: 2 points for a win, 1 point for a tie, 0 points for a loss.
3. A team must have at least 3 players to start a game, 2 of whom must be regular team members.
4. All games must be played as drawn or defaulted. However, in extenuating circumstances and after consultation with and permission from the Club Manager, the game may be played at another time if ice is available and properly prepared and the opposition is agreeable.
5. A team may have more than 4 team members.
6. If the team has only 3 players, the lead and the 2nd will throw 3 rocks each and the skip throwing the final 2 rocks.
7. Playoffs - At the end of the regular season, each team’s full season point totals will determine their seeding for the playoffs. The playoff format will use a “brackets” approach. That is, in round 1 the top seed will play the lowest seed, the second-place seed will play the second lowest seed, etc. The winners will continue to advance with the top remaining seed playing lowest remaining seed, etc. until 2 finalists are determined. The 2 finalists will advance to the Day of Champions. Losing teams will play in a consolation bracket (highest seed versus lowest seed, etc.). All playoff games will be 8 ends.

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Monday Night and Wednesday Night Open

Games are played to the bell. The definition of “playing to the bell” is included in the General Rules section.

Regular season play will begin on the first week of the curling season, i.e. there is no exhibition/warm up game to begin the season.

League Format

By default, the league format will be two tiers, Tier A and Tier B. At the discretion of the league representative, if the number of teams is either; not sufficient to have the traditional A/B structure; or an odd number of teams, the LR can establish a single-tier round robin format as opposed to the traditional two-tier format.

Two Tiers:

1. The league will begin with teams in two 8-team tiers, A and B, with A being the more experienced teams.
2. Each tier plays a 7-game round robin. After each round robin, teams are re-seeded between Tier A and Tier B based on points accumulated. Ties are resolved in favour of existing rankings.
3. Tier A Scoring: 6 points for a win, 3 points for a tie, 0 points for a loss.
4. Tier B Scoring: 4 points for a win, 2 points for a tie, 0 points for a loss.
5. The team with the most points after regular season round robin play will be the regular season league champion.

Single Tier:

1. Teams will be arranged in a round robin format where each team plays every other team once.
2. There will be as many round robin draws as the number of teams and calendar for that year provide for.
3. If the scheduling for the final draw of the regular season does not permit for a full round robin to be played, then the match ups in that round robin will continue per the previous rounds for the remaining weeks.
4. Scoring: 2 points for a win, 1 point for a tie, 0 points for a loss.
5. The team with the most points after regular season round robin play will be the regular season league champion.

Tie Breaks (applies to both two-tier and single-tier formats):

1. If teams are tied for total points after a round robin or going into playoffs, then ranking will be determined by head-to-head results from the entire season.
2. If head-to-head results are unable to determine a ranking, then ranking will be determined by the team last stone draw scores from the 1st round robin of the regular season (see below).
3. If a tie breaker is required during the playoffs, then the first tie breaker will be head-to-head results from the playoffs, followed by team last stone draw results.

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Team Last Stone Draw

At the end of the last game of the first round robin, or as coordinated by the LR, all teams will throw their team LSD. For details on execution of Team LSD, see page 11.

Playoffs

1. All games are 8 ends. If tied after 8 ends, then play an extra end.
2. Hammer in playoff games will go to the team with the higher ranking at the end of regular season play.
3. Single Tier: The top 8 teams will play off against each other over three weeks (1v8, 2v7, 3v6, 4v5 for the first week, 1v4, 2v3 for the second week). The winning team will go to the Day of Champions to compete for the Club Open Championship.
4. Two Tiers: The top 4 teams in Tier A will play off against each other (1v4, 2v3) over two weeks to decide the Championship. The winning team will go to the Day of Champions to compete for the Club Open Championship. Tier B will play a consolation playoff.

Tuesday and Thursday Morning Women

League Format

1. All games will be 8 ends or “to the bell” as defined on page 10 above.
2. Scoring: 2 points for a win, 1 point for a tie, 0 points for a loss.
3. A team must have at least 3 players to start a game, 2 of whom must be regular team members.
4. All games must be played as drawn or be defaulted. However, in extenuating circumstances, and after permission from the Draw Committee, the game may be played at another time if ice is available and the opposition is agreeable.
5. If it is compatible with the rink, the Skip may change the position of her players after informing the Draw Committee.
6. When the bell is rung, teams will finish the end in progress and play one more end. An end is completed when the score is determined.
7. A minimum of 6 ends should be played out of courtesy to the opposition.

The Tuesday Draw Chairperson will be responsible for assigning registered curlers to 4 person teams. Four times each season new teams will be established by rotating members to different teams. Teams will be arranged in a round robin format for 4 to 6 weeks, depending on the length of the season.

Thursday Morning Women Champion

1. The last two weeks of the regular season will constitute the playoffs.
2. The 2nd and 3rd place teams will play against each other. The winner of that match will play the 1st place team. The winner of the final match will be declared the Thursday Morning Women Champion.
3. The Thursday Morning Women Champion will go on to play against the winner of the Wednesday Night Women League to determine the PACC Women’s Club Champion.

Tuesday and Thursday Night Men

All rules specified under the General Rules section will apply to Tuesday and Thursday Men's leagues.

Games are played to the bell. The definition of "playing to the bell" is included in the General Rules section.

Regular season play will begin on the first week of the curling season, i.e. there is no exhibition/warm up game to begin the season.

League Format

By default, the league format will be two tiers, Tier A and Tier B. At the discretion of the league representative ("LR"), if the number of teams is either; not sufficient to have the traditional A/B structure; or an odd number of teams, the LR can establish a single- tier round robin format as opposed to the traditional two-tier format.

Two-tier regular season format:

1. Teams will be split into 2 tiers based on standings from the previous season. Any new teams will be initially placed in the bottom of Tier B.
2. Teams within each tier will play each team within their respective tier in a single round robin format.
3. After each round robin is completed, teams will be re-seeded by total points accumulated at the end of the respective round robin.
4. If there is an uneven number of teams, then one team each week will have a bye and will not play. The odd number of teams will initially be applied to Tier B. In order to even out the byes between Tier A and Tier B, each time a round robin is complete and the next round robin is created, the odd number of teams will switch to the other tier.
5. If the scheduling for the final draw of the regular season does not permit for a full round robin to be played, then the match ups in that round robin will be created as follows:
 - a. If a bye is required (i.e. if there is an uneven number of teams), then the bye in the first week is assigned to the lowest ranked team, in the second week the bye is assigned to the second lowest ranked team, and so on, until the round robin is complete.
 - b. For the first game, the 1st place team plays the last place (non bye) team, the 2nd place team plays the 2nd to last place (non bye) team, and so on. For all subsequent games, the highest ranking team will play the lowest ranked (non bye) team it has not played yet, until the round robin is complete.
6. Tier A: 6 points for a win, 3 points for a tie, 0 points for a loss.
7. Tier B: 4 points for a win, 2 points for a tie, 0 points for a loss.
8. The team with the most points after regular season round robin play will be the regular season league champion.

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Single-tier round robin regular season format:

1. Teams will be arranged in a round robin format where each team plays every other team once.
2. There will be as many round robin draws as the number of teams and calendar for that year provide for.
3. If the scheduling for the final draw of the regular season does not permit for a full round robin to be played, then the match ups in that round robin will be created as follows:
 - a. If a bye is required (i.e. if there is an uneven number of teams), then the bye in the first week is assigned to the lowest ranked team, in the second week the bye is assigned to the second lowest ranked team, and so on, until the round robin is complete.
 - b. For the first game, the 1st place team plays the last place (non-bye) team, the 2nd place team plays the 2nd to last place (non-bye) team, and so on. For all subsequent games, the highest ranking team will play the lowest ranked (non-bye) team it has not played yet, until the round robin is complete.
4. 2 points for a win, 1 point for a tie, 0 points for a loss.
5. The team with the most points after regular season round robin play will be the regular season league champion.

Tie Breaks for Regular Season (applies to both two-tier and single-tier formats):

1. If teams are tied for total points after a round robin then ranking will be determined by head to head results from the entire season.
2. If head to head results are unable to determine a ranking, then ranking will be determined by the team LSD scores from the 1st round robin of the regular season.
3. If teams are tied for the fourth and final playoff spot after the entire season of regular league play is completed, the final ranking will be determined using the tie break rules identified above.

Team Last Stone Draw (“LSD”)

At the end of the last game of the first round robin, or as coordinated by the League Rep, all teams will throw their team LSD. For details on execution of Team LSD, see page 11.

Playoffs

1. All games are 8 ends. If tied after 8 ends then play an extra end.
2. Hammer in playoff games will be determined as follows:
 - a. For games that feature two teams from the same night (i.e. two Tuesday teams, or two Thursday teams), then the final regular season ranking will be used to determine hammer.
 - b. For games that feature two teams from different nights (i.e. Tuesday team vs. Thursday team), then LSD will be used to determine hammer.

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3. The top four teams of Tuesday Night Men's League will play off against the top four teams from Thursday Night Men's League in a modified double knock out format. For the traditional two-tier league format, the four teams will be the top four ranked teams in the A tier at the conclusion of the regular season. For the single-tier league format, the four teams will be the top four ranked teams at the conclusion of the regular season. Ties will be broken according to the regular season tie-breaker rules specified above.
4. All remaining teams will compete in a consolation playoff to determine consolation winners. The LR will decide the format for the consolation playoffs with the goal of keeping all teams playing as long as possible. Total cumulative points for the entire season will determine playoff ranking. Ties will be broken according to the regular season tie breaker rules specified above. The Tuesday and Thursday consolation winners will face each other on the final day of play.

Wednesday Night Women

League Format

1. The league will begin with an 8-team round robin.
2. The top four teams will then play in an “A” draw round robin and the remaining four teams in the “B” draw round robin.
3. There will be no carry over of points into the “A” or “B” draws, all teams will begin with zero points.
4. Two points for a win and one point for a tie.
5. Playoff will be the last three weeks of the season using a page-playoff system.
6. On the Day of Champions, the Wednesday Night Women “A” draw champion will playoff against the top Thursday Morning Women Champion to determine the Women’s Club Champion.
7. Additional strategy sessions and “fun” competitions will be included as the schedule permits.

Friday Morning Open

General Rules of Peace Arch Curling Club apply to Friday Morning Open League (see page 10 above).

League Format:

1. All games will be 8 ends or “to the bell” as defined on page 11 above.
2. Scoring: 2 points for win; 1 point for tie, 0 point for loss.
3. 2 regular team members and at least 1 spare for a game to count.
4. All games played on Friday. However with proper arrangements a game can happen at another time (see General Rules on page 10 above).
5. A team may have more than 4 members.

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6. For games played with 3 players, lead and 2nd will throw 3 rocks each.
7. At the end of the season the team with the highest accumulated points will be invited to play in the Day of Champions. If they decline the second place team will be invited and so on until a team agrees to play. Any ties in the standings will be broken using the Team Last Stone Draw as per General Rules on page 12 above.

Friday Night Open

These are the suggested rules for a 12 to 16 team league. At the discretion of the league representative (“LR”), if the number of teams is either; not sufficient to have the traditional structure described below, or there are an odd number of teams, the LR can establish a single-tier round robin format as opposed to the traditional two-tier format.

League Format:

1. The league encourages couple’s participation; however the competition is open to all players.
2. The league will begin with a full league round robin. At the end of the round robin teams will be split into “Tier A” and “Tier B” blocks based on points accrued.
3. There will be a round robin in each Tier, after which teams will be re-seeded by total points accumulated at the end of the respective round robin. Each Tier will play off on the final day of play to determine the overall champion in each block.
4. Team Last Stone Draw (“LSD”): At the end of the last game of the first round robin, or as coordinated by the LR, all teams will throw their team LSD. For details on execution of Team LSD, see page 11.
5. At the end of any games where no winner or loser has been recorded on the score sheet, both teams shall receive 0 points.
6. 2 points for a win, 1 point for a tie, 0 points for a loss.

DETERMINING PACC CLUB CHAMPION TEAMS

Men Club Champion

There will be an annual playoff between the Tuesday Night and Thursday Night Men leagues to determine the PACC Men Club Champions.

Women Club Champion

The PACC Women Club Champion Team will be determined annually by a playoff between the Wednesday Night Women League and the Thursday Morning League.

Open Club Champion

The PACC Open Club Champion Team will be determined annually on the Day of Champions, by a playoff between the Monday Night, Wednesday Night, Friday Morning, and Friday Night Open Leagues. In round 1, the top seed will play the fourth seed, the second-place seed will play the third seed. Seeds will be determined by the teams' Last Stone Draw (as described on page 10 above). The 2 winners will play in the final draw for the Open Club Championship. The 2 losing teams will play in a consolation game to determine third and fourth position. All games will be 8 ends.

Mainland BC Club Challenge

Teams interested in participating in the Mainland BC Club Challenge must establish their eligibility according to Curl BC requirements. Participation in the regional events and the BC Club Challenge will not be sponsored by PACC. Should a women or men team further qualify to participate in the Pacific International Cup an application for sponsorship may be made to the Board for their consideration.

Pacific Coast Masters Curling Association Playoffs

Free ice time utilizing available practice ice time slots will be provided for any playoffs needed to establish PACC representatives to the PCMCA Championships.

FINANCIAL SUPPORT OF PACC MEMBERS COMPETING IN BONSPIELS

In all cases below, save the International Tankard, financial assistance for associate members will be 50% of that provided to Voting members.

Provincial, National and International Events

PACC may provide financial support to teams at provincial playdowns and national/international competitions provided:

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1. the team is representing PACC
2. such competitions are not open bonspiels attended by the choice of the team
3. in the case of competitions for provincial, national, and international championships, only if distance from the event venue from the Club requires overnight accommodation.

Financial support provided will be proportional to the total cost to the team of attending the bonspiel and will be dependent on funds available. As a guideline, \$100 per curler, four curlers per team, will be considered. Final decision as to financial support provided will be by majority vote of the Board of Directors.

When possible the Club Manager will provide the competitors with an adequate supply of PACC lapel pins for exchange at provincial, national and international events.

Where a team is representing PACC has individual team players who are neither voting nor associate members of PACC, no financial support will be provided to those individuals.

Financial support will not be provided to individual PACC voting or associate members competing on a team not representing the Club.

PACC Year End Celebration

A celebratory day of curling is held as the last day of the curling season. Competitions will be held to determine the Men, Women and Open Club Champions. Additional games will be played in accordance with the various club league rules. The day is intended to be a celebration of the year's curling and will generally be associated with a social event.

International Tankard

1. Annually, the Board of Directors may name two volunteers to attend the International Tankard and represent PACC.
2. Volunteers who have made significant contribution to the Club will be nominated by the Club Manager no later than the February Board Meeting. The Board will make the final determination of volunteers to attend by majority vote. Should a nominated volunteer be a Director, they will abstain from the vote at the Board Meeting.
3. PACC pays the registration fee on behalf of the volunteers.
4. Financial Assistance of up to \$500 per volunteer will be provided when the Tankard is held in Seattle or at a location in BC that requires overnight accommodation, receipts required. When the Tankard is held in BC at a location that does not require overnight accommodation, financial assistance of \$50 per volunteer will be provided.
5. When possible the Club Manager will provide the attendees with an adequate supply of PACC lapel pins for exchange at the event.

BONSPIELS

This section is under consideration

FUND RAISING

This section is under consideration

- ³⁵₁₇ **Donations to the building fund**
- ³⁵₁₇ **Disposition of revenue from other fund-raising activities**
- ³⁵₁₇ **Advertising Policy including support of Bonspiels**
- ³⁵₁₇ **Sponsors and Sponsorship policy**

FINANCE POLICY

General rules of Operation

1. No pre-signed cheques
2. Finance Committee
3. Signing authorities
4. Procedure for paying invoices
5. Procedure for approving expenses
6. Procedure for deposits
7. Gaming account & application for lottery license
8. Audit

1. Ordering supplies and services

Spending authorities, within budget line, are as follows:

- i. up to \$500 – Ice Technician, Bartender
- ii. up to \$1,000 - Club Manager
- iii. up to \$2,500 - Finance Committee
- iv. over \$2500 – Board of Directors

All staff needs to be aware that expenditure is committed when an order is placed on behalf of the Club, not when the cheque is requested. Therefore, it is important that all orders are placed properly, and are within agreed budgets and delegated powers.

Budget holders (Club Manager, Ice Technician, and Bartender) can place orders for goods or services within their budget areas, subject only to cash flow restraints. The Board of Directors must authorize all orders of \$1,000 or more, except for specific areas

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of expenditure where written procedures have been agreed (e.g. liquor order). Budget holders will discuss with the Treasurer appropriate parameters.

Any lease, hire purchase agreement or other contract involving expenditure must be approved by the Finance Committee. Larger contracts should not be entered into without adequate advice from a relevant professional adviser (e.g. accountant, solicitor, and surveyor).

Orders of \$1,000 or more must be placed in writing. Orders under \$1,000 but over \$100 should be in writing where practical. The Club Manager will keep records of such orders. Suppliers must be requested to produce invoices. If payment is needed on or before delivery, this may be done by corporate credit card or cheque.

The credit limit on the PACC Visa is \$10,000.

While claims for small items of expenditure may be made via petty cash (see section 4), adequate supporting documentation, preferably receipts, must be obtained.

Usage of private vehicles by the Manager, Directors and staff for PACC business may be expensed at a rate of \$0.50/km with all trips needing to be logged.

2. Payment Authorization

The budget holder is responsible for checking invoices for accuracy in terms of figures and conformity with the order placed, that the services or goods have been received, and following up any problems. The invoice is then forwarded to the Club Manager for payment. The Finance Committee must be informed if there are queries delaying authorization or if payment is to be withheld for any reason.

All invoices will be paid in full within the appropriate time scale, unless there are exceptional cash-flow difficulties or specific supplier arrangements. The latter must be communicated to the Finance Committee.

3. Cheque Writing and Signing

Signatories will be the President, Vice-President, Treasurer and Club Manager. The Board must approve any new signatory before the bank is notified.

All cheques require two signatories. Cheque signatories should be confident that the appropriate person has authorized the expenditure before signing the cheque.

Signatories will not sign cheques which are payable to themselves, or blank cheques. Cheques should be filled in completely (with payee, amount in words and figures, and date) and attached to invoice or other supporting paperwork before cheques are signed.

When writing a cheque to restore the petty cash, an account statement with receipts must be attached.

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4. Handling of Cash

The Club Manager will manage a petty cash account with a balance of \$250. It is intended for small items, up to \$20. Anything over this should be paid by cheque where possible. The petty cash balance will be reconciled monthly, or sooner, if required. Where no receipt is available, details of expenditure must be documented in writing.

Specific extra cash floats (for tills at events etc.) should be arranged with the Club Manager. The person signing for the float is responsible for ensuring cash and receipts are returned as soon as possible after the event etc. No further floats will be issued until the previous float has been accounted for.

Mixing money or receipts from different petty cash sources creates large accounting problems. In a real emergency, where another cash float has to be used for something, a clear record must be kept.

Any cash income will be banked, and not used for petty cash expenditure. Such cash will be passed to Club Manager:

- i. for cash received in-house - to be verified by another signatory
- ii. daily for bar income - to be verified by bartender and/or
- iii. immediately after the end of an event - to be verified by event chair

Cash from gaming activities (e.g. raffle, 50/50) must be clearly marked as such and deposited into the Gaming Account.

Cash will be kept in locked metal cabinets wherever possible. Appropriate arrangements will be made for till security.

5. Salaries, Payroll and Freelancers

Club Manager is responsible for maintaining payroll records including:

- i. payment of monthly payroll remittance for all employees to Canada Revenue Agency on or before the 15th of the month;
- ii. Record of Employment form where appropriate (i.e. an employee);
and
- iii. WorkSafe BC

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All payments will be made by cheque.

PACC may engage contractors who will be treated as self-employed, and contracts with such people must clearly indicate this. The Treasurer will obtain clarification of any unclear areas as needed. The Treasurer must approve payments for additional work over and above standard contract hours. These claims are financial records, and should be treated in the same way as any other.

The Board approves pay scales and new posts/re-structuring.

Staff loans and advances against salary due will not be made.

6. Income

The Club Manager will issue invoices marked paid / receipts for every sale as soon as practical. For completeness of customer and sales information this will be documented through QuickBooks.

All invoices should be printed on PACC letterhead, or in a format agreed with the Treasurer. Standard invoice requirements include, but are not limited to:

- i. GST number
- ii. sequential invoice number
- iii. details of transaction

Invoice listings will be produced on a regular basis by the Club Manager and reviewed at least monthly, by the Finance Committee. Outstanding invoice payments will be followed up at least monthly by the Club Manager.

The Club Manager will notify the Fundraising and/or Finance Committee about non-routine and grant income and will file information to ensure such income is correctly recorded in the accounts and grant conditions etc. are noted. It is the responsibility of the person gaining the grant to ensure all grant income is claimed as it becomes due or available, and that all appropriate staff and the Finance Committee are aware of relevant grant conditions and exactly how the grant is to be expended.

Free rental of the upstairs lounge may be granted at the discretion of the Board. This has occurred in the past for community-based support organizations.

7. Bank Accounts

PACC bankers are:

Bank of Nova Scotia - 16 Avenue and 152 Street branch

- i. general revenue account
- ii. gaming account

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Curl BC National Sports Trust - donations

All income will be paid into the current accounts as soon as possible, not less than once a week. The make-up of each banking will be clearly recorded, for later computer entry.

8. Books of Account and Records

Proper accounting records will be kept. The accounts system is based around computer facilities, using QuickBooks and Excel, but manual/paper records will also be used if appropriate. The Finance Committee will review these accounts monthly.

At a minimum, the following records will be kept:

- i. appropriate control accounts (i.e. bank control, petty cash control, GST control);
- ii. salary control account;
- iii. monthly trial balances;
- iv. cash registers will be reconciled daily;
- v. petty cash, VISA and bank accounts will be reconciled at least monthly, and GST returns produced on the required quarterly cycle;
- vi. all vouchers entered into the computer system will be clearly initialed by the person entering it, along with date and accounts reference;
- vii. all income/expenditure information will be recorded within three days; and
- viii. all corrections and adjustments will be clearly noted in a written 'Journal' giving reasons for them, with supporting documentation where available.

Cheque payments and banking sheets will be filed in the appropriate reference order, with any supporting documentation. All petty cash vouchers, cheque stubs, etc. will be retained for audit and for statutory purposes thereafter.

All fixed assets costing more than \$500 (or such other level as may from time to time be agreed by the Board) will be capitalized in the accounts and recorded in a fixed asset register. This register will record details of date of purchase, supplier, cost, and serial number where applicable, description and in due course details of disposal.

9. Reporting

Gaming Income

The Treasurer is responsible for ensuring that:

- i. the required gaming licenses are applied for annually;
- ii. the Club Manager, with oversight from event chair, files all licenses and records all income into appropriate account; and

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- iii. annual reports are filed with the Gaming Branch to meet required deadlines. Note that there is a requirement to keep records of all youth activities that are supported by the Gaming Grant.

Society Act

The Treasurer is responsible for ensuring that the year-end financial statement is filed with the BC Registrar to meet annual deadline.

10. Licenses / Insurance / Fees

The Club Manager will complete and submit paperwork necessary to obtain all required licenses and fees for the operation of the Club including, but not limited to:

- i. liquor license;
- ii. food safe;
- iii. fire;
- iv. gaming;
- v. plant equipment;
- vi. insurance - property, Directors and Officers Errors and Omission;
and
- vii. Curl BC, Curling Canada, and PCMCA

11. Budget Setting

An annual income and expenditure budget will be prepared in time for final approval by the Board in March, before the start of the fiscal year under consideration.

The approved budget will be used as a base to construct a cash-flow forecast for the year, which will be updated quarterly.

12. Financial Monitoring and Audit

All budget holders will receive appropriate, regular reports of income and expenditure against budget.

The Board of Directors will receive monthly reports of income and expenditure versus budget for review at the Board meeting following the month end.

PACC fiscal year is from 1st May to 30th April. Annual accounts will be submitted for “Notice to Reader” presentation at the Annual General Meeting. Final draft should be ready for and passed by Board of Directors in June, with finalized accounts signed at the August meeting.

13. Role of Treasurer

The Treasurer is Chair of the Finance Committee that provides support and advice to the Board. Specific responsibilities are to:

- i. Guide and advise the Board in the approval of budgets, accounts and financial statements, within a relevant policy framework.
- ii. Keep the Board informed about its financial duties and responsibilities.

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- iii. Advise the Board on the financial implications of the PACC strategic plans and key assumptions included in management's operational plan and annual budget.
- iv. Confirm that the financial resources of PACC meet present and future needs.
- v. Understand the accounting procedures and key internal controls, so as to be able to assure the Board of PACC's financial integrity.
- vi. Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented, and meet the auditor at least once a year.
- vii. Formally present the accounts at the AGM, drawing attention to important points.
- viii. Monitor PACC's investment activity and ensure its consistency with policies, aims, objectives and legal responsibilities.

14. Role of Board of Directors

The Board is responsible for:

- i. approving the budget for the year;
- ii. approving signatories to the bank accounts;
- iii. appointments of staff where not delegated to the Club Manager;
- iv. receiving reports from the Club Manager on areas of concern;
- v. approving exceptional items of expenditure;
- vi. monitoring the financial position based on monthly reports, with advice from the Treasurer; and
- vii. approving the annual accounts, auditors report and appointment.