

HALDIMAND CURLING CLUB: MANUAL OF OPERATIONS

Initially approved by HCC Directors

29 September 2011

Updated: 15 April 2025

MISSION STATEMENTS:

To encourage and facilitate the sport of curling as a competitive, recreational, and social activity.

To provide a wholesome environment and experience fair and responsible Leadership.

To engage in partnerships with local / municipal government and community groups.

To promote curling in Haldimand County.

I CODE OF CONDUCT:

1. Members must endeavour to respect the rights, dignity, and worth of every human being and endeavour to treat everyone equally within the context of their activity.
2. Members have a responsibility to demonstrate commitment to the Club and the sport of curling.
3. Members' concerns should be communicated to Directors for their review and resolution. (e.g., Members should refrain from expressing concerns regarding ice conditions to the Haldimand County employees.)
4. Members should be encouraged to obey the rules and the spirit of the sport and to treat each other in a courteous manner.
5. Directors should be clear as to what is to be regarded as confidential information and not divulge any such information without the expressed approval of the individuals concerned.
6. All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
7. Members have a responsibility to themselves to maintain their own effectiveness, resilience, and abilities. (e.g., safety awareness, stretching, proper equipment)

II RULES OF ETIQUETTE:

For courtesy to all curlers, please be on time!

Introduce and shake hands before game and wish "Good curling".

Quiet when opponents are delivering rocks.

Only Skip and Vice of the delivering team are in the house.

Only Skip's broom is on ice when his/her player is delivering rock.

Opposing sweepers are between the hog lines when rocks are delivered.

Give way to opponent sweepers when their player is delivering rock.

Don't block vision of person delivering rock.

Shake hands after the game and wish "Good game".

Competing teams sit together at corresponding table for social time after game.

The winning team members initiate "broomstacking" that is reciprocated.

If you can't attend a game, get a Spare in advance and notify your Skip.

Ice Etiquette:

- Clean shoes before going on the ice.
- On-ice footwear must be curling, broomball, or indoor shoes with grippers.
- Clean brooms and do so over garbage cans.
- Don't put your hands on the ice or kneel on the ice.
- Arrange rocks when the game is completed.

Basic Rules:

- "Five Rock Rule": Opposition stones in the Free Guard Zone (that zone between the tee line and the hog line at the playing end) cannot be moved to an out-of-play position prior to the delivery of the sixth stone of the end.
- "Burned rock" and allow it to finish its course and inform Skips. (see VI Format of Games "Burnt Rock")
- Only Vices in house to score rocks.
- Vices put score up on score board and after game record W/L/T points and the number of ends won and the total score.
- Short team members your game counts, if 1 or 2 Spares plus 2 regular members.
- Spares must throw Lead or Second rocks as determined by the Skip.

III ELIGIBILITY AND REGISTRATION

Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements as outlined in the Haldimand Curling Club's Constitution. Secondary School student membership may be offered a reduced rate than regular membership fees (currently that rate is \$100 for a Fall or Winter Session or \$200 for both). If a student is under 16 years of age, parent(s) must be members of HCC and present when such a member participates as player or Spare.

If membership is cancelled before the final due date for payment, the payment will be returned without penalty. If any member in good standing requires a refund for health, relocation, or job requirements, the following will apply: The refund request must be filed in writing with an HCC Director before the third game of the draw, 50% of the amount paid will be refunded subject to approval of the HCC Directors. No other refunds will apply unless ratified by the Directors.

IV RESPONSIBILITIES OF EXECUTIVE

Directors and Executive in General: These are voluntary positions without remuneration. Assist in preparation of annual budget prior to the Annual General Meeting. Attend regular meetings. Help and assist in any Committees. Review policies and make decisions to the betterment of the Club and that align with the Mission Statements. Non-executive Director is to be a member of at least one Committee. Approve expenditures as per By-Laws. Vote on Motions.

President: Liaise with Haldimand County (see County Liaison Committee). Call and chair meetings. Be an ex-officio member on all Committees. Be a signing authority on bank accounts. Oversee the Constitution and Manual of Operations.

Vice-President: Duties as assigned by the president. Assume role of president in president's absence.

Past-President: Responsible for chairing Nomination Committee (with two additional curlers from current membership). Solicit new Directors. Present slate of Directors (acclaimed or oversee election) at Annual General Meeting. Ensure that engraving of trophies is up to date.

Treasurer: Maintain financial records. Handle funds and the day-to-day financial operations of the Club. Be a signing authority on bank accounts. Prepare and present an annual financial report to Annual General Meeting. Prepare and present financial reports at Directors' meetings. Have charge of all Club funds. Deposit or cause to be deposited within 10 banking days the same in a financial institution selected by the executive. Out of such funds shall pay amounts approved by the executive and keep a regular account of the income and expenditure of the Club and submit a statement at all meetings of the Club and present the financial statement and a proposed operating budget at the Annual General Meeting and at any other time required by the executive. Arrange for annual review of finances by two Club members. Make such investment of the funds of the Club as the executive may direct and, together with the president or third delegate, sign all notes, drafts, and cheques. At the expiration of the term of office, deliver to the Club all books, records, papers, and other Club property.

Secretary: Maintain minutes binder of Directors and General meetings. Deal with correspondence. Send appropriate thank you notes to sponsors, volunteers, etc. plus cards of sympathy, get well, congratulations, etc. to members as requested. Be a signing authority. Send out standardized agenda electronically prior to Directors' Meetings and the Annual General Meeting. Oversee HCC email and send out communications to members as requested (mail information to members without email). Assist with the review and updating of the Manual of Operations. At the expiration of the term of office deliver to the Club all books, papers, and other Club property.

V RESPONSIBILITIES OF COMMITTEES

Note: *Each Committee is to be chaired by a director to enable efficient communication and reporting.*

Bar: With direction of HCC Board, arrange for hiring of Bartender with Smart Serve credentials who will obtain Liquor Permits and submit a copy to Haldimand County (through the President), as required; stock bar and return empties; provide and serve table snacks; provide ice, mix, limes; collect money at end of evening and arrange deposit at the bank; bank deposit must show breakdown of revenues; be responsible for HCC debit cards and accounting for expenditures to Treasurer. Post current copy of such Smart Serve credentials of Bartender(s) and other HCC members so qualified. Liaise regularly with the Bartender. Plan special events at the Bar with the Social Committee and the bartender. Honorarium and Duties of Bartender reviewed annually.

Club Bonspiels: Committee to consist of 2 or 3 members. Arrange for 2+ bonspiels over the season. Plan the themes, format, prizes, teams, promotion. Prepare statement of expenditures and receipts for Treasurer. Provide list of sponsors to Secretary for acknowledgements.

Constitution and Manual of Operations: Annual review of Constitution with any updates recommended to Directors pending approval at General Meeting. Continual review and update of the Manual of Operations. Current copy of each distributed electronically to each Director and member. "Hard Copy" to be available in

Club House and in the First Aid bin (for on-ice reference). President to ensure both are reviewed annually (at least) and updated as needed.

County Liaison: Ongoing relationship with Haldimand County. Address concerns expressed to or by Directors (e.g., condition of ice, hall, or facilities). President assumes this role and reviews and signs Ice and Hall Contract and attends Ice Allocation Meetings.

Clothing / Merchandising: Arrange for the design, ordering, and sale of HCC clothing and merchandise, as well as prizes for 1st, 2nd, and 3rd place winning teams each session, as determined by the Board of Directors. Oversee engraving of plaques with names of winners.

HCC Rocks Invitational Bonspiel: Determined annually by the Board of Directors if this event will occur during the curling season. Organize and plan an Annual Open Mixed Bonspiel. Delegate the organization and running of this Bonspiel. Set the budget for the Bonspiel. Involve volunteers from the Club with the goal of promoting curling in Haldimand County.

Health and Safety: Create and adopt procedures and policies (e.g. regarding proper footwear, use of ice halo, EAP, CPR, list of trained first aiders, location of first aid bin and emergency information). Liability forms reviewed and updated as part of the registration form and filed in the Member Information Binder. Arrange September meeting at “Club House” to review safety. Post a list of members with CPR / First Aid Training (in our Club Room and inside the on-ice first aid bin). Review and update contents of First Aid Box. Blank Incident Forms to be kept in the front of the Member Information Binder, completed as needed and filed with the Secretary.

“Learn to Curl”: Organize and lead this program as needed. Develop and maintain program. Run “On Ice” sessions. Recruit volunteers. Link with Public Relations Committee for program promotion. Provide Secretary with list of volunteers for thank you correspondence. Establish registration fees to cover extra costs.

Membership and Scheduling: Design a registration form in accordance with *Freedom of Information and Privacy Act of Canada*. Include in this registration form check boxes for CPR and First Aid training. Share this information with Health and Safety. Collect registration and fees. Collate information and maintain up-to-date binder of completed registrations. Such binder of this confidential information to be available in case of emergencies at the Club on Friday curling nights and taken to off-site Club Bonspiels. Create Draw Schedule, List of Teams, Spare List and distribute to members. Create Score Sheet and tabulate session results. Post play-off schedule. Share membership list, mailing and email addresses with the Secretary and haldimand.curling@gmail.com. Make every effort to get teams of 4 and fill any vacancies with Spares / occasional curlers. Oversee Play-Off Night on-ice.

Public / Media Relations: Promote HCC as a social club welcoming membership from all areas of Haldimand County. Send out regular information and photos to local papers (Haldimand Press). Oversee social media (e.g. website, FaceBook, Instagram, “What’s Up Haldimand” email).

Social and “Fun”draising: Plan and execute Opening “Pub Night” to kick off each curling year. Organize fun events throughout the season on at least a monthly basis. Link with PR Committee for press support. Collect \$\$ in PIG weekly (“not making the Hog Line”). The money collected in the PIG donated at the Annual General Meeting to a charity determined by the Directors at the beginning of each curling season. Collect \$\$ in ARMADILLO weekly (“Blasting through the House”) with money going to HCC expenses for Play-off Nights. PIG and Armadillo monies to be given to the BAR (as needed) for deposit and accounted for on its Control Sheet.

Play-Off Nights: Plan for food, games, etc. as directed by Directors.

Banquet: As decided by Directors - Plan for annual year-end banquet (i.e. entertainment, caterer, location, theme, sell tickets, set up and decorate.) Enlist the help of other Club members. Prepare statement of expenditures and receipts for Treasurer.

Summer Social: As decided by Directors - Arrange and host summer get-together(s) / events for Club members and their families and friends.

VI **FORMAT OF GAMES FOR REGULAR LEAGUE** (N.B. “Tumble League” is described in Addendum)

HCC Rules and Guidelines: Teams

A team is comprised of four players. Each player delivers two stones in consecutive order in each end while alternating with an opponent. The opposing Vices shall toss a coin to determine which team plays the first stone in the first end. The winner of the toss has the choice between playing the first or second stone of the end. The team that plays the first stone of the end has the choice of colour. In the second and subsequent ends, the winner of the preceding end shall play the first stone of the end.

The delivery rotation declared by a team prior to the start of a game shall be followed throughout that game.

Each game shall have a MINIMUM of 6 ends. Scoring of ends and points is calculated in those first 6 ends only. The trailing Skip determines if the final ends are played for the Win/Tie/Loss score. If the game is tied after 6 ends, the game continues if time permits.

Win scores 2 points, Tie 1 point and Loss 0. Placing is determined by the total Win/Tie/Loss points. Teams with the same total points will be ranked based on number of ends won then scores.

A team shall have a minimum of two players from the original team and a substitute player (s). A substitute player(or Spare) shall be from the published Spare List or another who has been invited to play and has a completed a Registration Form in the Members Information Binder. The substitute player shall throw Lead or Second rocks with all other members moving “up” a position.

A team may play with three players with the first two players each delivering three stones each end. Under no circumstances may a team play with fewer than three players delivering stones. When a team commences a game with three players and expects the fourth player to join the team, the fourth player may enter an end already in progress provided he/she is able to deliver a stone within the team’s established delivery rotation. As an alternative, 2 teams of 3 may play with 6 stones (each throwing 2 rocks) at the discretion of both Skips.

Any team designated with three members on the schedule can curl if that team has 1 regular member and 2 Spares.

In the event of a forfeit, the forfeiting team receives 0 points, 0 ends, and 0 score. The team that receives the forfeit gets 2 points, 6 ends, and 0 score.

Penalty: (Burned Rock)

If a team declares its own violation, all stones shall be allowed to come to rest before any action is taken. At this time, the non-offending team may allow the play to stand or remove the stone just delivered from play and replace all affected stones as close as possible to their original positions.

Slips and Falls on the Ice

There is no need to feel embarrassed if you fall as it can happen to anyone. Running on the ice is strongly discouraged. To better protect our members and our Club, the following guideline is in effect:

FALLING TO THE ICE WITHOUT HITTING YOUR HEAD: The curler must sit out for a minimum of 6 minutes using the arena time clock. If this curler is part of a three-person team, we would encourage the opposing Skip to allow one of his/her team members to fill in so that the game continues.

FALLING TO THE ICE AND HITTING YOUR HEAD: The curler is done curling for the night and the Club will call 911. If there is a monetary charge for calling the ambulance, the Club will pay for this if requested by the curler who fell.

Positions of Players:

Members of the non-delivering team

Only the Skip and Vice may be positioned inside the hog line at the playing end. They shall position themselves behind the back line when the delivering team is in the process of delivery. Both players shall be motionless with their brooms positioned in a manner not to interfere with or distract the attention of the player who is in the process of delivery.

The player who is next to deliver may take a stationary position to the side of the sheet behind the hacks at the delivery end. The player shall remain silent and motionless when the delivering team player is in the process of delivery.

The players not taking the positions (delivering or calling shot) shall position themselves between the hog lines and to the extreme sides of the sheet when the opposing team is delivering a stone.

The non-delivering team members shall not take any position or cause such a motion that would obstruct, interfere with or distract any member of the delivering team.

Members of the delivering team

The Skip or Vice directing the play shall be positioned between the back line and the hog line of the playing end while their team is in the process of delivery. They shall have choice of position for the purpose of directing play. The players who are not in charge of the house or delivering a stone will take a position to sweep.

Delivery of stones

The delivery and release of a curling stone are intended to occur in a reasonably straight line from the hack towards the target broom. A player shall only commence a forward progression from the hack with a stone after the previously delivered stone and any stones set in motion have come to rest or have crossed the back line and their team is in control of the house.

The stone shall be released before it reaches the hog line at the delivering end. If a team declares its own violation, all stones shall be allowed to come to rest before any action is taken. At this time, the nonoffending team may allow the play to stand or remove the stone just delivered from play and replace all affected stones as close as possible to their original positions.

If a player wishes to recommence the delivery because of their own team's action, the player may do so providing the stone has not reached the nearer tee line. Each player shall be ready to deliver when his/her turn comes. If a player delivers a stone belonging to the opposing team, that stone shall be allowed to come to rest and then is replaced with a stone belonging to the delivering team.

Sweeping

Between the tee lines, all members of the delivering team may sweep any of their team's stones in motion. A stationary stone must be set in motion before any sweeping may occur. Only the Skip or Vice of the non-delivering team may sweep their team's stone(s) after it is set in motion.

During the delivery of the first four stones of any end, only the person in charge of the play for the non-delivering team may sweep their stone when set in motion. Behind the tee line at the playing end, only one player from each team may sweep at only one time. This may be any player of the delivering team, but only the Skip or Vice of the non-delivering team.

Behind the tee line, a team has the first privilege of sweeping its own stone, but it must not obstruct or prevent the opponent from sweeping. An opponent's moving stone shall not be swept until the front end of the stone reaches the farther tee line and sweeping shall only take place behind the tee line.

Role of Skip:

The Skip will inform the opposing Skip of the throwing order of rocks regardless of a player's position on the team. NOTE that Spares MUST still throw Lead or Second rocks.

The Skip is responsible to remind any Spare to pay the fee to the bartender. Make sure your team is aware of curling etiquette. Set an example. Be courteous and be aware of team dynamics. Be a nice person.

Tailor your expectations to the ability of your team members. Be considerate of those with lesser talents.

Know the rules so you can assist your team.

Make sure your team is ready to play on time; that is, members are on the ice and ready to throw the first rock by your scheduled time. Be on the ice by 6:20 p.m. (Early draw) and, if both teams are there, start a little earlier! If some members are not able to start on time inform the opponent Skip, start your game, and fit your team members in when they arrive.

Early draw (6:30) has time restraints. No new end begins after 8:10 p.m. However, if the first rock of the end is delivered before this time you may complete your end. Late draw's (8:30) last end does not start after 10:15 p.m.

Role of Vice:

Assist the Skip in communicating with the Lead and Second. Your role is to be teaching and encouraging.

Flip a coin to determine who has the choice of first end's last rock.

Determine the score. In the case of a measurement, this is done by the Vices. All other team members must stand outside of the house when a measurement is taking place.

Responsible for putting the score up on the scoreboard as outlined in VI "Format of Games".

Responsible for recording the score including win, points and # of ends (as outlined in VI "Format of Games") on the chart in our Clubhouse. In the absence of the Skip, assume the role of Skip.

Role of Second and Lead:

Assist the Skip in determining the weight of a rock. Communicate as to whether the rock is heavy or light so the Skip can make his/her call on sweeping. When not shooting, Leads and Seconds should stand outside the hog line as not to clog the house for the Skips/Vices.

Lead or Second sets up the rock for the Skip.

Have fun, watch the Skip/Vice and continue to learn the game. (Do not be afraid to ask questions, quite often something comes up that the Skip/Vice takes for granted and may not realize you are unaware of the rule or strategy.)

In the absence of the Skip or Vice, the Second assumes the role of the Vice.

Equipment:

Curlers are advised to wear appropriate protective head gear on-ice.

HCC insists on the MANDATORY use of grippers with ALL on-ice footwear except broomball shoes. Limited sliders are available for use during the game.

Layered, warm, loose-fitting clothing and gloves are recommended.

Limited curling brooms are available to borrow (\$20 non-refundable per session) during the game.

Spares:

Spares throw Lead or Second rocks as determined by the Skip. If there are two Spares on a team, they throw Lead and Second rocks. ALL on-ice Spares MUST have a current Registration Form completed and on file prior to going on-ice! **NEW Fees:** Curlers who are only on the Spare List during a session must pay \$20 at the Bar for the evening (e.g. A Fall session curler who spares during the winter or a curler who curls only as a Spare and is not signed up for a Fall or Winter session.) Registered Fall afternoon curlers who spare during the Fall evening session games must pay \$5 at the Bar.

VII FORMAT FOR PLAYOFFS

Following each draw, the final night will be a Play-Off Event.

SECOND place ~ 6:15 p.m. games with 8:00 p.m. curfew and winners of each game to draw to the button.

1st and 2nd place teams will play for FIRST with the loser joining draw to button score to be included in 6:15 p.m. draw.

CONSOLATION/THIRD 8:30 p.m. games will be 6-end games with 10:15 p.m. curfew and with winners of each game drawing to button.

VIII EMERGENCY PLANS

1. Meeting in September of Directors to review location of Member Information Binder, first aid kit, and defibrillator.
2. Contents of Member Information Binder regarding emergency information required.
3. Contact List (i.e. which members have medical training / First Aid / CPR) and should form the basis of Response Team + 911 address of arena. This list is posted at the Bar and in the on-ice First Aid bin.
4. Liability forms are to be signed by all players and filed in the Member Information binder.

5. Slips and Falls on the Ice: There is no need to feel embarrassed if a curler falls as can happen to anyone. Running on the ice is strongly discouraged. To better protect our members and our Club, we have implemented the following guideline:
FALLING TO THE ICE WITHOUT HITTING YOUR HEAD: The curler must sit out one complete end. If this curler is part of a three-person team, we would encourage the opposing Skip to allow one of his/her team members to fill in so that the game continues.
FALLING TO THE ICE AND HITTING YOUR HEAD: The curler is done curling for the night and the Club will call 911. If there is a monetary charge for calling the ambulance, the Club will pay for this if so, requested by the curler who fell.

IX **Addendums**

1. Bereavement Policy: HCC will send a donation to charity listed in obituary for any current member in the amount of \$50.00. A sympathy card (with notation of charity supported) will be sent to the family from HCC by the secretary.
2. Registration Form and Freedom of Information Statement including Liability Form
3. HCC Constitution
4. "Rules of Curling for General Play" Canadian Curling Association www.curling.ca info@curling.ca
5. Haldimand County Policy No. 2003 - 08 "For the Sake of Sport: Acceptable Behaviour Policy in County Recreational Facilities"
6. Insurance Coverage (The Co-operators) and D&O
7. "TUMBLE LEAGUE" (see next page)

This League is separate from the 6:30 & 8:30 draws. So Tumble League members may still play in the Fall Evening Session as a team-member for an additional \$50 fee OR spare in the Fall for an additional \$5 per night fee. Those registered in the Fall Evening Session only pay \$5 per afternoon to the Tumble League Drawmaster.

“TUMBLE LEAGUE” is a fall afternoon session that will be incorporated into the body of this document (HCC Manual of Operations) when established as an ongoing program. It was piloted in 2024. It is a program on the 2025-2026 Registration Form. Minimum registration numbers are required.

What? HCC is initiating this Fall Afternoon League in October 2025. “Tumble League” is an effort to expand curling opportunities offered to our members in the Fall Session.

How? You register as a curler to participate in this Fall Afternoon Session. You have participated in a “Learn to Curl” session or are an experienced curler.

When? Show up between 4:10 – 4:20 pm on Fridays upstairs in the McSorley Room and sign in with the Drawmaster. We want to be on the ice as close to 4:30 pm as possible!

Other information.....

The Drawmaster is appointed by the Board of Directors (Membership & Scheduling) each session. The plan is to organize 3-4 person teams each night. There are NO assigned teams. (Can't make it? No problem....you do not call a spare.)

We start on-ice just after 4:30 pm. Our curfew is 6:00 pm to be OFF the ice.

We play 6-end games.

Each team member will throw only TWO rocks. (Exception will be a 2-person team, each throwing 3 rocks.)

YES - grippers are a MUST! If you need a broom or stick, please make arrangements to rent needed equipment from the Club.

We rotate positions.....YES - you MUST be Skip, Vice, Second AND Lead each game! But don't worry, there is plenty of help and encouragement! (Hence our name, "Tumble League".) The Drawmaster will name a "Skip" for each team (hopefully a curler with Skip or Vice experience) who will Skip the 1st and 6th ends. "Vice" skips ends 2 & 5, "Second" skips 3rd end, "Lead" skips the 4th. (Exception for 2 or 3 person teams....please split the 6 ends equally.)

Individual Stats will be recorded during this Tumble League and result in Award Presentations at the Fall Evening League's Playoff Celebration Night.

We will enjoy "Broomstacking" after our 6-end games....upstairs in the McSorley Room. The Bartender will have hot and cold beverages ready to serve.