



West Northumberland Curling Club

Policy Manual

March 2022
Updated January 2024

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WEST NORTHUMBERLANDS CURLING CLUB

POLICIES

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INTRODUCTION

The West Northumberland Curling club (WNCC) is a not-for profit, membership directed club that provides a curling facility and service for its membership to enjoy in a safe and social environment. The WNCC is a family oriented, community minded facility servicing the west Northumberland County area. The WNCC is committed to providing an affordable and enjoyable curling experience for all ages, with a very active junior program, and all skill levels from the learn to curl program to a competitive league.

This policies and procedures manual is intended for members of the West Northumberland Curling Club, WNCC representatives or contract personnel, and WNCC Board of Directors.

1.0 GOVERNANCE

1.1 Board of Directors

The Officers of the Board consists of the President, immediate Past President (ex-officio), Vice-President, Secretary and Treasurer, (or in lieu of a Secretary and Treasurer, a Secretary/Treasurer) and remaining Directors will be at large, with responsibilities to be defined at a Board meeting subsequent to election.

Duties and responsibilities of the Board as outlined in the WNCC By-Laws.

1.2 Code of Conduct

1. The Board commits to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Directors and employee/volunteers (*Representatives*) of the Club.
2. The Code of Conduct policy is monitored by the Board of Directors, reviewing the organization's code of conduct, and as necessary suggesting changes in the policy. Changes to the policy shall be communicated immediately to all Representatives and club members.

Code of Conduct Principles

1. The primary obligation of a Director and Representatives is to represent the best interests of the club and the community. This accountability supersedes all other interests.
2. Directors will not attempt to exercise individual authority over the organization.
3. Directors' interaction with the President or with Representatives or members must recognize the lack of authority vested in individuals except when explicitly authorized by the Board.
4. Directors will conduct themselves in a manner which reflects respect and professional courtesy and does not use offensive language in or against the members of the WNCC, WNCC representative Member, contract personnel or any WNCC Board of Directors member.
5. Directors' interaction with the public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
6. Any Directors' comments on staff performance will be directed to the President. Directors will also avoid public comment on staff performance.
7. Directors shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any legislation are neither encouraged nor condoned.
8. Directors will respect the confidentiality of issues that are determined by policy of the Board to be confidential, including but not limited to matters of a deliberative nature.

Each new Representative shall be required to review a copy of this Policy and to acknowledge in writing that they have done so. **Attachment A**

1.3 Conflict of Interest

Further to the WNCC By-Laws, the Board commits to conducting the business of the Curling Club in an ethical and transparent manner. The Conflict of Interest Policy is designed to help Directors and employees/volunteers (**Representatives**) to identify situations that present potential conflicts of interest and to provide a procedure that will allow a transaction to be valid and binding if a Director or employee may have a conflict of interest regarding a transaction.

The Conflict of Interest Policy is monitored by the Board of Directors reviewing the policy and as necessary making changes. Changes must be communicated immediately to Responsible Person

Conflict of Interest Defined: For purposes of this policy, the following circumstance is deemed to create a Conflict of Interest.

An agreement between the WNCC and an entity in which a Board Member or Family Member has a Material Financial Interest.

A Director with a Conflict of Interest shall:

- Before a board meeting or Agreement or Transaction when in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure will be reflected in the minutes of the meeting.
- If not attending a meeting at which they have reason to believe the board will act on a matter in which the person has a Conflict of Interest shall disclose to the President all facts material to the conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes.
- Not participate in or be permitted to hear the board's discussion of the matter except to disclose material facts and to respond to questions.
- If in attendance when a vote with respect to an Agreement or Transaction not be counted in determining the presence of a quorum for purposes of a vote. Such person's ineligibility to vote is reflected in the minutes of the meeting.
- Not be present for the vote unless taken by secret ballot.

Each new Representative shall be required to review a copy of this Policy and to acknowledge in writing that they have done so. **Attachment A**

1.4 Board Positions and Coordinators

President

The President shall:

- preside over all Board and Annual General meetings when in attendance;
- provide general direction and active management of the affairs and business of the Club;
- ensure that all orders and resolutions of the Board are carried into effect;
- execute all contracts and agreements authorized by the Board;
- participate as an ex-officio member of all Club committees and sub-committees;
- ensure that all other directors/coordinators of the Club properly perform their duties; and
- perform such other duties as may from time to time be prescribed by the Board.

Vice-President(s) combined with other positions

The Vice-President shall:

- be vested with all the powers of the Chair and perform all duties of the President in the absence of the President;
- perform such other duties as may from time to time be prescribed by the Board of Directors.

Secretary (may be combined with Treasurer)

The Secretary shall:

- attend all Board and Annual General meetings and provide the agendas for meetings as well as record the minutes of all proceedings. A copy of the minutes is to be displayed within the Club and/or on club website once approved;
- give or cause to be given, in accordance with the Constitution, By-Laws, or Resolutions of the Board, notification of Board meetings and meetings of members when directed to do so by the President or when notice of a meeting is required by said documents; and
- perform such other duties as may from time to time be prescribed by the Board.

Treasurer

The Treasurer shall:

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- keep or cause to be kept, full and accurate books of account and accounting records with respect to all Club financial transactions including records of:
 - all monies received and disbursed by the Club and the matters with respect to which receipts or disbursements took place;
 - all sales and purchases of the Club;
 - the assets and liabilities of the Club; and
 - all other transactions which may affect the financial position of the Club;
- supervise the care and custody of all the funds and securities owned by the Club;
- deposit the Club's funds or securities in the name of the Club in a chartered bank or financial institution as the Board may direct;
- render to regular Board meetings and at other such times as required by the Board, an account of all transactions occurring in connection with the affairs and financial position of the Club;
- present to the Annual General Meeting, as proposed by the Board of Directors, an annual budget; and
- perform such other duties as may from time to time be prescribed by the Board.

Coordinators

All Coordinator positions shall be filled with active members of the WNCC. All Coordinators will have computer skills and be responsible the areas of they are accountable.

House/Facility Coordinator (member of the Board of Directors)

The House Coordinator with the assistance of a committee of volunteers from Club membership, if desired, which the House/Facility Coordinator shall chair, shall

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- maintain the Club's fixed assets/infrastructure including building and kitchen equipment
- effect repairs to fixed assets/infrastructure and provide for supervision of workers;
- identify requirements and opportunities to improve the Club's infrastructure including
- opportunities to reduce costs and/or realize efficiencies;
- maintain an ongoing list of required repairs and capital expenditures;
- maintain an equipment and maintenance record;
- monitor facilities power, gas and water usage;
- monitor facility capital assets, with exception of assets related to ice;
- order in supplies as required including cleaning and kitchen
- responsible for liaison with the cleaners
- adhere to health and safety regulations; and
- perform such other duties as may from time to time be prescribed by the Board.

Marketing Coordinator (does not have to be Board of Directors member)

The Marketing Coordinator with the assistance of a committee of volunteers from Club membership which the Marketing Coordinator shall chair, shall:

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- obtain and maintain business advertisers/sponsors for the signs placed on/in Club assets and collateral;
- correspond directly with the business advertisers/sponsors;
- establish policies and practices with respect to Club sponsorship and advertising;
- establish relations and liaise with all media outlets;
- coordinate all Club advertising;
- ensure that the Club website is updated as required; and
- perform such other duties as may from time to time be prescribed by the Board.

Membership Coordinator (does not have to be Board of Directors member)

The Membership Coordinator or Registrar shall:

- attend scheduled Board and General meetings and provide reports as appropriate;
- establish membership practices, policies, fee structures, definitions, and budgets;
- maintain the membership roster, including a sub-roster of voting members;
- track and reconcile membership fee payments and follow-up with individuals as required
- establish and chair a committee consisting of the league convenors for the purpose of administering the regular operations of the Leagues including draws, competitions, playoffs, and other functions;
- provide an annual report for the Annual General Meeting; and
- perform such other duties as may from time to time be prescribed by the Board.

Bonspiel / Rentals Coordinator (does not have to be Board of Directors member)

The Bonspiel Coordinator shall:

- attend scheduled Board and Annual General meetings and provide reports as appropriate;

- coordinate through a committee of volunteers drawn from the membership all club and invitational bonspiels and special events;
- responsible for the ice rentals of the club and maintaining a calendar;
- provide an annual report for the Annual General Meeting; and
- establish and maintain a reporting format for Club sponsored events in order to ensure the appropriate accounting of Club revenues and disbursements resulting from said events;
- establish a budget and plan for Club-sponsored events;
- establish and maintain policies and practices with respect to Club-sponsored events; and
- perform such other duties as may from time to time be prescribed by the Board.

Bar Coordinator (does not have to be Board of Directors member)

The Bar Coordinator with the assistance of a committee of volunteers from Club membership, if desired, which the Bar Coordinator shall chair, shall:

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- ensure compliance with all pertinent rules and regulations of the Liquor Control Board of Ontario (LCBO);
- ensure the Club's liquor license is maintained in good standing through the Secretary;
- ensure the orientation, training, and management of bar volunteers/staff takes place;
- perform monthly inventory – can be completed by a volunteer;
- order and restock Bar products and supplies as necessary;
- publish and maintain Square Terminal point-of-sale procedures and publish and maintain the bartender procedures;
- establish policies and practices pertaining to the Bar in compliance with LCBO rules and regulations; and
- perform such other duties as may from time to time be prescribed by the Board.

Ice Coordinator (does not have to be Board of Directors member)

The Ice Coordinator shall:

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- oversee the ice area, and equipment;
- responsible for enlisting volunteers to install and remove ice surface and prepare ice when the ice tech is not available;
- effect repairs to refrigeration/ice equipment and provide for supervision of workers;
- identify requirements and opportunities to improve the Club's infrastructure including
- opportunities to reduce costs and/or realize efficiencies;
- supervise the ice staff;
- maintain an equipment and maintenance record;
- adhere to health and safety regulations; and
- perform such other duties as may from time to time be prescribed by the Board

Pro Shop Coordinator (does not have to be Board of Directors member)

The Pro Shop Coordinator with the assistance of a committee of volunteers from Club membership, if desired, which the Pro Shop Coordinator shall chair, shall:

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- ensure compliance with all pertinent rules and regulations with regards to selling of goods;
- ensure the sales reports are submitted to club's operations;
- ensure the orientation, training, and management of pro shop volunteers takes place;
- perform monthly inventory – can be with a volunteer;
- order and restock Pro Shop products and supplies as necessary;

- publish and maintain point-of-sale procedures and publish and maintain the pro shop procedures; and
- perform such other duties as may from time to time be prescribed by the Board.

Catering Coordinator (does not have to be Board of Directors member)

- attend scheduled Board and Annual General meetings and provide reports as appropriate;
- coordinate the catering to Club rentals if required
- provide an annual report for the Annual General Meeting; and
- perform such other duties as may from time to time be prescribed by the Board.

Volunteer Coordinator(s) (does not have to be Board of Directors member)

- attend scheduled Board and Annual General meetings and provide reports and schedules as appropriate;
- responsible for the volunteer of the club, including posting volunteer opportunities and ensuring they are filled appropriately;
- responsible for accumulating/tracking member volunteer hours and providing/authorizing administration with names of member who have earned reimbursement of volunteer fee,
- provide an annual report for the Annual General Meeting; and
- perform such other duties as may from time to time be prescribed by the Board

Fundraising Coordinator - may be combined with other positions when required (does not have to be Board of Directors member)

- adhere to all rules and regulations for fundraising in the municipality, province and/or country;
- coordinate, with help from a committee, the fundraising activities for the Club including the 50/50 weekly draw;
- provide an annual report for the Annual General Meeting; and
- perform such other duties as may from time to time be prescribed by the Board

Webmaster (does not have to be a Board of Directors member)

The Webmaster with the assistance of a committee of volunteers from Club membership, if desired, which Webmaster shall chair, shall:

- maintain the WNCC website which can be done with the help of a committee,
- provide an annual report for the Annual General Meeting; and
- perform such other duties as may from time to time be prescribed by the Board

1.5 Formation of Committees

As per the WNCC By-Laws, the Board may create advisory or other sub-committees of the Directors/Coordinators in order to achieve the purposes of the curling club. Such committees shall have the power to provide advice, information and recommendations to the Board.

To date these committees are:

- **Facilities Committee**
- **Ice Committee**
- **Marketing Committee**
- **Membership Committee**

Facilities Committee

Reports to: Board of Directors

Members: House /Facilities Coordinator active members who have an interest in contributing to the Goals of the Committee

Overall Objectives and Responsibilities:

To ensure a safe, clean, organized and inviting environment for all WNCC members and visitors. The purpose of this committee is to ensure the curling club building including locker rooms and upstairs lounge and kitchen as are maintained to a high standard of quality and safety.

Specific Responsibilities:

The Coordinator will work to:

- Ensure necessary repairs are made to facilities for safety and esthetics
- Prepare a list of necessary upgrades with possible dates and estimates
- Contact suppliers and contractors for quotes
- Develop a team of volunteers to address maintenance issues as volunteer skills allow
- Develop ways the club can promote responsible environmental practices (i.e. recycling)

Communication with the Board of Directors:

The Coordinator will provide a brief report to the Board of Directors at each Board Meeting outlining

- Repairs ongoing and necessary
- Needs to be considered for budgetary purposes

The Board gives this Committee autonomy to follow through on repairs and contracts following a motion of approval of the concept. All purchasing policy and guidelines must be followed.

Ice Committee

Reports to: Board of Directors

Members: Ice Coordinator, Ice Tech, active members who have an interest in contributing to the Goals of the Committee

Overall Objectives and Responsibilities:

To provide the best possible quality curling conditions for members and guests at WNCC. The purpose of this committee is to work with the Ice Tech to provide a well-prepared ice surface and maintain consistency for our club membership and any guest using the curling facility. Communication with the Ice Tech re the use of the curling facility will ensure that the ice surface will be properly prepared for each event.

Specific Responsibilities:

The Ice Committee will:

- Ensure a qualified Ice Technician with minimum Ice Tech Level 1 is in position
- Ensure that Health and Safety Procedures are in place
- Be familiar with all operating equipment

The Coordinator will work with the Ice Tech to:

- Provide support for upgrading certification.
- Ensure a proper ice maintenance schedule is followed
- Ensure all operating equipment is in good working order
- Develop a trained volunteer crew that is available when additional help is required for big events
- Monitor the condition of the curling rocks
- Ensure proper maintenance of areas that have an impact on the curling facility (i.e. vacuuming rink area carpet, snow shoveling at the doorways)
- Complete a season-end Performance Appraisal of the Ice Technician

Communication with the Board of Directors:

The Coordinator will provide a brief report to the Board of Directors at each Board Meeting outlining

- The state of operating equipment, problems and repair status.
- Any future required equipment purchases and applicable budgetary information
- Provide input to the condition of the curling rocks
- Ongoing informal evaluation of Ice Tech performance providing support for upgrading certification.

The Board gives this Committee autonomy to implement emergency repairs to the plant. Large capital expenditures are made with a Board approved motion and/or a motion by full membership if required.

Marketing Committee

Reports to: Board of Directors

Members: Marketing Coordinator, active members who have an interest in contributing to the Goals of the Committee

Overall Objectives and Responsibilities:

The purpose of this committee is to:

- Coordinate and monitor activities related to communication (Newsletters, website, social media sites and public relations) both outreach to the community and within the club to ensure accurate, professional content in a consistent and tasteful format.
- Present a professional image to the public in all of WNCC business endeavours, including marketing to the wider community and to our members

Specific Responsibilities:

The Coordinator will work to with the committee to:

- Develop and maintain information packages for members
- Maintain an up-to-date communication at the club featuring upcoming events
- Maintain an up-to-date social media presence (i.e. Facebook, twitter etc.)

Communication with the Board of Directors:

The Coordinator will provide a report to the Board of Directors at Board Meetings outlining:

- Planned upcoming communications
- Ideas and plans for new communiqué

The Board assigns this Committee the responsibility to follow through on initiatives after approval of the concept.

Membership Committee

Reports to: Board of Directors

Members: Membership Coordinator, active members who have an interest in contributing to the Goals of the Committee

Overall Objectives and Responsibilities:

The purpose of this committee is to work to promote and increase the membership of the curling club. To ensure the long term wellbeing of WNCC through sustaining a robust membership and promotion of curling to all ages.

Specific Responsibilities:

The Coordinator will work to:

- Schedule a yearlong calendar of bonspiels to be posted on the club's web site
- Explore events and promotional ideas to increase membership
- Explore initiatives to retain membership levels as revenue sources for the club

Communication with the Board of Directors:

The Coordinator will provide a brief report to the Board of Directors at each Board Meeting outlining

- Planned upcoming events to increase membership
- Ideas and plans for new events

The Board gives this Committee autonomy to follow through on events after approval of the concept.

1.6 WNCC Club Administrator Job Description

The WNCC Club Administrator manages the operation and maintenance of the West Northumberland Curling club, and directs the rental, scheduling and staffing of the facility. Duties of the position include the following:

A: Administration

Receive and respond to member inquiries about the club and activities

Maintain and manage all contacts, correspondence, and inquiries for the club including letters, phone calls, voicemails, and emails

Have a working knowledge of the club's by-laws and maintain a master copy to be available to members as necessary

Maintain club calendar on website and schedule and maintain notice board in lounge - ensure current events on notice boards and coordinate same with ice technician

Coordinate and assemble emailers to club members,

Prepare and maintain annual club roster, by updating membership records.

Attend board meetings,

Prepare various other reports as required

B: Accounting

Prepare invoices for payment

Maintain accounting controls and provide documentation to satisfy an audit trail and maintain internal controls

Ensure timely billing of revenues including locker rentals, advertising and various other areas

Responsible for accounts receivable collection when necessary in consultation with the Treasurer/Board of Directors.

Coordinate the receipts and collection of reports for Bonspiels and other Club functions

Provide recommendations for annual budget

Prepare financial reports as required

Ultimately, the Curling Club Administrator is central to promoting the enjoyment of the West Northumberland Curling Club to members, prospective members and visitors.

From time to time, achieving this goal may require additional activities not outlined in this document.

1.7 Policies and Procedures Review

1. The Board will review all governance policies every three (3) years.
2. The Directors at any regular Board Meeting may amend these policies. Additions, changes or deletions of these policies can be made at any meeting or by email addressed to all Directors. Any such additions, changes or deletions will be passed by a majority vote in order to become effective.
3. All additions, changes, or deletions to these policies will come into effect immediately after a majority vote.

1.8 Risk Management

The Board oversees the risk management systems and programs of the organization ensuring that they are developed, implemented and effective in identifying, monitoring and managing strategic risks affecting the organization.

1. The Board shall purchase Directors and Officers Liability Insurance, Asset Policy Protection and other risk management Insurance Policies as determined by the Board.
2. Insurance Policies shall be reviewed by the President and Club Administrator and renewed annually.

1.9 Purchasing Policy

A purchase order (P.O.) must be prepared for all goods and services prior to the purchase with the exception of utility services and statutory payment with a total value of over \$200.00.

1. Purchase Order Preparation:

The purchase order will describe the item(s) to be purchased and the work to be performed if of a service nature or the type of rental. The purchase order will show quantity, description, account code, price (extended to include all taxes) and the person requesting and authorizing the purchase.

Where an exact price is not available, the best estimate obtainable will be used and should be noted as such.

Where a purchase order relates to a contract, the approved total cost of the contract and the billing periods should be specified in addition to the above information. It is also recognized that certain products/services are specialized and may only be offered by one supplier.

2. Purchase Order Preparation:

- | | | |
|--------------------|-----------------------|--|
| A Copy | <input type="radio"/> | to be forwarded to the to the Board (President) |
| Second Copy | <input type="radio"/> | to be kept by the supplier |
| Third Copy | <input type="radio"/> | to be forwarded to the Administrator signed off by the person ordering immediately following goods received. |

3. Responsibility of Person requesting Purchase Order:

- 1) Purchase Orders must be requested through and/or approved by the President and/or Board.
- 2) Purchase Orders over \$10,000.00 must be authorized by the Full Membership and signed by signing authorities of the WNCC.
- 3) Standing purchased orders for recurring orders ie bar supplies can be authorized by the signing authorities.

The person requesting the P.O. must:

- (a) ensure that monies are available in the approved current year budget;
- (b) ensure that the necessary quotations and approvals have been obtained and granted;
- (c) ensure that the goods and/or services are received and are satisfactory, and
- (d) ensure that all bills of lading, packing slips, etc. are correct and forwarded to the administrator.

2.0 HEALTH AND SAFETY POLICIES

2.1 Health and Safety

The Board and its employees recognize their corporate and individual obligations to provide a safe working environment by enacting regulations set out in the Ontario Occupational Health and Safety Act. The board is committed to a workplace that provides a healthy and safe environment.

All employees, volunteers and service contractors are required to work safely and to know and follow the guidelines for safe work procedures.

The Board is responsible for:

- Providing a safe and healthy work environment
- Must take every reasonable precaution in the circumstances for the protection of workers.
- Addressing unsafe situations in a timely, effective manner.
- Ensure training opportunities for Club employees as per Ontario Regulation 297/13
- Providing a health and safety orientation to new employees and volunteers
- Providing ongoing training to employees
- Ensure regulation inspections take place and investigations when necessary
- Reporting any safety or health hazards

Employee's and contractors' responsibilities include:

- Work in compliance with OH&S acts and regulations
- Use personal protective equipment and clothing as directed by the employer
- Report workplace hazards and dangers
- Work in a manner as required by the employer and use the prescribed safety equipment.

Representatives and members have the following three basic rights:

- To refuse unsafe work
- To participate in the workplace health and safety activities
- To know, or be informed about, actual and potential dangers in the workplace

In addition, representatives and members

- Identify hazards and obtain information about them
- Recommend corrective actions
- Assist in resolving work refusal cases
- Participate in accident investigations and workplace inspections
- Make recommendations to the management regarding actions required to resolve health and safety concerns
- Follow Concussion Protocol (Policy 2.2)
- Work with Club Administrator to complete Incident Report

A representative can refuse work if they believe that the situation is unsafe to either themselves or their other individual.

1. The representative must report to the Club Administrator or WNCC President that they are refusing to work and state why they believe the situation is unsafe
2. The representative and Club Administrator or WNCC President will investigate
3. The representative returns to work if the problem is resolved with mutual agreement
4. If the problem is not resolved, a government health and safety inspector is called
5. Inspector investigates and gives decision in writing.

2.2 Policy for Falls

WNCC takes seriously the health of all curlers and is committed to ensuring the safety of participants and providing a safe curling environment.

In the event of a fall where a curler's head or helmet impacts the ice, a curling stone, or any hard surface 911 (EMS) **must be called**.

Procedures:

In the event of a fall where a curler's head or helmet impacts the ice, a curling stone, or any hard surface the participant (if able), coach, or other curler shall:

1. Initiate Emergency Action Plan and call 911. The injury should be considered to be serious.
2. Inform the parent/guardian if the person is under the age of 18 years.
3. The curler must not resume play.
4. Stay with the injured participant until a parent/guardian and emergency personnel arrives.
5. Monitor and document any physical, emotional and/or cognitive changes.
6. Complete a WNCC Incident Report and give to the WNCC Administrator for distribution to the board and filing.

For someone who is Unconscious: Assume there is also a possible head and/or neck injury and, only if trained, immobilize the individual before ambulance transportation to hospital. Do not remove athletic equipment (e.g. helmet) unless there is difficulty breathing.

League convenors and instructors are encouraged to stress safety while on the ice.

Safety Tips:

Always step on the ice Gripper foot first

Be aware of what's happening in your surroundings

It is recommended that curlers wear hard shelled helmets with chin straps firmly secured, in particular new curlers and senior curlers.

WNCC is committed to implementing the requirements in Rowan's Law legislation.

2.3 Concussion Prevention

Objective:

This policy will provide guidance in preventing concussions among curling participants at WNCC.

Policy:

WNCC recommends that curlers, including, but not limited to, novice, beginning and developing curlers:

- Use double grippers when on the ice and not delivering a stone
- Wear a helmet or other head protection

WNCC requires that all curlers under the age of 13 years:

- Use double grippers when on the ice and not delivering a stone
- Wear a helmet or other head protection

WNCC encourages all curlers, coaches, officials, volunteers, and other curling participants to recognize and be aware of potential falling hazards and behaviours.

Examples are, but not limited to:

- Improper footwear
- Unaware of position of curling stones on ice during play
- Proximity to the boards during play
- Stepping on to the ice surface
- Water on the ice
- Sweeping

2.4 Harassment

The Board and its representatives recognize their corporate and individual obligations to provide a working environment in which individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace.

“Harassment” means any objectionable conduct, comment, or display by a person that:

- Is directed at a worker
- Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, nationality, ancestry or place of origin: and
- Constitutes a threat to the health or safety of the worker

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code.

Harassment can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause's offence, discomfort, or personal humiliation or embarrassment to a person or group of persons.

Examples of harassment include:

- a) Unwelcome remarks, jokes, nicknames, innuendo, or taunting
 - b) Written or verbal abuse or threats
 - c) racial or ethnic slurs;
 - d) Displays that may cause offence and are related to prohibited grounds, such as sexual, racial, ethnic or religious posters or graffiti
 - e) Use of terminology that reinforces stereotypes
 - f) Vandalism or physical assaults motivated by prohibited grounds
 - g) Condescension, paternalism or patronizing behaviour that undermines self-respect or adversely affects performance or working conditions.
1. Every worker is entitled to a working environment that is free of harassment. A worker may include a Director, member, officer, and/or employee.
 2. The Board is committed to following the Health & Safety Program as laid out by CurlOn

2.5 Workplace Violence

The Board and its representatives recognize their corporate and individual obligations to provide a working environment in which individuals are safe from workplace violence. Every worker is entitled to a working environment that is free of physical violence. (A worker may include a Director, member, officer, and/or employee.)

Workplace violence is defined as:

- The exercise of physical force against a worker, in a workplace, that causes or could cause physical injury
- An attempt to exercise physical force against a worker that could cause physical injury to a worker
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker that could cause physical injury.

Examples of workplace violence include but are not limited to:

- a) Verbally threatening to attack a worker
- b) Leaving threatening notes at or sending threatening e-mails to a workplace
- c) Shaking a fist in a worker's face
- d) Wielding a weapon at work
- e) Hitting or trying to hit a worker
- f) Throwing an object at a worker
- g) Sexual violence against a worker
- h) Kicking an object, the worker is standing on such as a ladder
- i) Trying to run down a worker using a vehicle or equipment.

The Board is committed to following the Health and Safety Program as laid out by CurlION

Attachment A

Confidentiality Declaration

As a Director or representative of the West Northumberland Curling Club, I acknowledge that any and all information disclosed to, or acquired by myself, as a result of my connection to WNCC, is confidential. I acknowledge that all such information shall be held in strict confidence and that I will not disclose, or otherwise make available any information, to any party not privy to the acquisition of this knowledge.

I further acknowledge that I am bound by the “Code of Conduct Policy” Governance Policy 1.2 from the Policy Manual.

I further acknowledge and understand that breach of this confidentiality is grounds for dismissal, if I am an representative or contractor and /or grounds for resignation or removal from the Board, if I am a Director. In addition, breach of confidentiality may also result in legal action.

Signature _____ Date _____

Conflict of Interest Declaration

As a Director or representative of the West Northumberland Curling Club (WNCC) I confirm that I have reviewed the “Conflict of Interest Policy” Governance 1.3 and I am bound by the tenets of the Policy. I agree to refrain from letting personal and /or financial interests and external activities from coming into opposition with the WNCC’s interest.

I further acknowledge and understand that failure to disclose a conflict of interest is grounds for dismissal, if I am an representative or contractor and /or grounds for resignation or removal from the Board, if I am a Director. In addition, failure to declare Conflict of Interest may also result in legal action.

Signature _____ Date _____

Appendix 1

Rowan's Law Protocol

As required by Rowan's Law all coaches, instructors of curlers under the age of 26 years and all curlers under the age of 26 years, and parents/guardians of curlers under the age of 18 years shall:

- Review any one of Ontario's official Concussion Awareness Resources before curling at WNCC
- Confirm that you have reviewed this every year. A receipt of Review of Concussion Awareness Resources must be completed, and a copy held by WNCC
- Review the WNCC Concussion Code of Conduct
- Confirm that you have reviewed this every year. A receipt of Review of Concussion Code of Conduct must be completed, and a copy held by WNCC

As required by Rowan's Law, the Return-to-Sport Protocol requirements for curlers under the age of 26 years is:

To return to training, practice or competition the curler or, if the curler is under 18 years of age, the curler's parent or guardian provide confirmation to WNCC that,

- The curler has undergone a medical assessment by a physician or nurse practitioner and has not been diagnosed as having a concussion, and
- has been medically cleared to return to training, practice or competition by the physician or nurse practitioner.

Follow a diagnosed concussion curler must follow the Graduated Return To Physical Activity steps as outlined by a medical professional

- WNCC coaches parents/guardians, and curlers will commit to supporting the return-to-curling process and collaboratively implement the Return to Physical Activity (R2P) plan as outlined by a medical practitioner

Appendix 2

Common Signs and Symptoms of a Concussion

Possible signs observed A sign is something that will be observed by another person	Possible Symptoms reported A symptom is something the curler will feel/ report
<p>Physical</p> <ul style="list-style-type: none"> ➤ Vomiting ➤ Slurred speech ➤ Slowed reaction time ➤ Poor coordination or balance ➤ Blank stare/glassy-eyed/dazed or vacant look ➤ Decreased playing ability ➤ Loss of consciousness or lack of responsiveness (call 911 immediately) ➤ Lying motionless on the ground or slow to get up ➤ Amnesia ➤ Seizure or convulsion (call 911 immediately) ➤ Grabbing or clutching of head 	<p>Physical</p> <ul style="list-style-type: none"> ➤ Headache ➤ Pressure in head ➤ Neck pain ➤ Feeling off/ not right ➤ Ringing in the ears ➤ Seeing double or blurry/loss of vision ➤ Seeing stars, flashing lights ➤ Pain in physical site of the injury ➤ Nausea/ stomach ache/pain ➤ Balance problems or dizziness ➤ Fatigue or feeling tired ➤ Sensitivity to light or noise
<p>Cognitive</p> <ul style="list-style-type: none"> ➤ Difficulty concentrating ➤ Easily distracted ➤ General confusion ➤ Cannot remember things that happened before or after injury ➤ Does not know time, date, place, type of activity in which they are participating ➤ Slowed reaction time 	<p>Cognitive</p> <ul style="list-style-type: none"> ➤ Difficulty concentrating or remembering ➤ Slowed down, fatigue or low energy ➤ Dazed or in a fog
<p>Emotional/Behavioural</p> <ul style="list-style-type: none"> ➤ Strange or inappropriate emotions (crying, laughing, getting angry easily) 	<p>Emotional/ Behavioural</p> <ul style="list-style-type: none"> ➤ Irritable, sad, more emotional than usual ➤ Nervous, anxious, depressed

Signs and symptoms can appear immediately or may take hours or days to emerge. Signs and symptoms may be different for everyone.

Appendix 3

WNCC Concussion Code of Conduct

Curlers and coaches/instructors will help prevent concussions by:

- Wearing the proper equipment for curling and wearing them correctly.
- Respecting the rules of curling.
- Develop skills and strengths so that curlers can participate to the best of their abilities.
- Commitment to fair play and respect for all curlers.

Curlers and coaches/instructors will care for the health and safety of themselves and others by taking concussions seriously, and understand that:

- I will respect the other curlers, coaches and instructors by following the WNCC Concussion Policy regarding mandated calls to 911
- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to the head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- Loss of consciousness is not required to have had a concussion.
- A person with a suspected concussion should stop participating immediately.
- A commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to WNCC when an individual suspects that another individual may have sustained a concussion.
- I will not hide concussion symptoms and will encourage fellow curlers not to hide their symptoms.
- To participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.
- After a concussive injury time is required for a full recovery.
- All curlers under the age of 26 years must follow the Return to Sport Protocol as outlined in Appendix I

Appendix 4

Workplace Violence Procedures

Definition

Workplace violence is defined as:

- The exercise of physical force against a worker, in a workplace, that causes or could cause physical injury
- An attempt to exercise physical force against a worker that could cause physical injury to a worker
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against a worker that could cause physical injury

Worker Right

Every worker is entitled to a working environment that is free of violence

Employer Obligation

This employer will ensure that no worker is subjected to violence at this place of employment

Worker Obligation

No worker shall cause or participate in violence against another worker

Imminent Danger – Immediate Reporting

Any worker who finds or considers themselves or someone else to be in imminent danger while on the property of the West Northumberland Curling Club, or while engaged in any Club approved activity, can summon immediate assistance by contacting:

- Police at 911 (emergency)

Violent Incidents/Threats of Violence

Workers who become involved in or witness a violent incident or a threat of violence or who receives a report of such an incident are required to:

- Ensure their own safety (remove yourself from situation)
- Do what is safely possible to ensure a victim's safety
- Call 911 if necessary

- Make a formal report/statement to the Club Administrator or to a person designated by the Board of Directors to receive complaints of violence

Non-Urgent Threats

Incidents involving statements or behaviours that don not present an immediate risk of physical harm, but make the worker feel threatened or otherwise concerned for his/her safety must be reported immediately to the Club Administrator or a person designated by the Board of Directors to receive complaints of violence.

Reporting Requirements

All workers are required to immediately report acts of violence, threats or possession of weapons on Club property or during Club approved activities to the Club Administrator.

All workers are encouraged to report persons of concern to the Club Administrator.

Documenting a Report of Workplace Violence

The Board of Directors must assign a competent person to do the investigation. This person should be objective. The investigation should be completed as soon as possible.

The investigating party must communicate with the parties in writing throughout the process and include the outcome of the investigation.

Responding to Reports of Violence

All reports will be taken seriously and investigated. No reprisals will be taken against any worker who makes a report in good faith.

The Club Administrator and/or the Board will promptly carry out an investigation as noted above.

Appendix 5

Workplace Harassment Procedures

Definition

1. "Harassment" means any objectionable conduct, comment or display by a person that:

(i) is directed at a worker (A worker may include a Director, member, officer and/or employee.)

(ii) is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and

(iii) constitutes a threat to the health or safety of the worker.

Worker right

2. Every worker is entitled to a working environment that is free of harassment.

Employer obligation

3. This employer will ensure that no worker is subjected to harassment at this place of employment.

Worker obligation

4. No worker shall cause or participate in the harassment of another worker.

Procedure

5. Workers are encouraged to address alleged incidents of harassment internally.

6. A worker who believes that he or she has been subjected to harassment is encouraged to clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

7. Where circumstances prevent a worker from taking action; or the action taken is unsuccessful worker should report the alleged harassment to the manager or to one of the following persons designated by the Board of Directors to receive complaints of harassment:

(Name, position)

(Name, position)

Once a person designated by the Board to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the Board.

Investigations should:

- Be undertaken promptly and diligently and be as thorough as necessary
- Be fair and impartial

- Be sensitive to the interests of all parties and remain confidential
 - Be focused on finding facts and evidence
- Incorporate any need or request for assistance for all parties during the process

Process:

The purpose is to determine what happened, allowing all parties to express their view and provide evidence to the investigator.

The details of incidents or complaints should be gathered and recorded using “The Harassment Investigation Form.”

8. Steps

Step 1: Review the workplace policy statement and procedures on harassment

Step 2: Meet with each party separately to explain the investigation process

- Expected timetable
- Overall process (interviews, review of documented evidence)
- Roles and Responsibilities of anyone involved in the investigation
- Confidentiality of the investigation (who will receive the report)
- Interim measures to limit the harassment if required.

Step 3: Select an investigator

- An investigation must be fair and impartial.
- May be an internal or external person

The investigator will notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation

Step 4: Gather evidence

Speak separately with all parties, if they agree on the details of what happened, move on to Step 5. If they do not agree, interview witnesses or other parties.

- What happened? Describe the incidents
- What specific words or behaviour is the source of the complaint?
- What words were used by the respondent?
- What impact did the words or behaviour in question have on the complainant?
- When did this happen?
- Where did the alleged incidents occur?
- Is there any written or other physical evidence?
- Did anyone witness the incident?

Step 5: Review the evidence and make a decision

Step 6: Discuss the findings

- The investigator, employer, club administrator or supervisor could meet separately with all parties and explain the investigation's findings.

Step 7: Take corrective action

- The employer must aim to fully address the incident and ensure the future harassment is prevented.

Step 8: Keep a record

- The employer must aim to fully address the incident and ensure the future harassment is prevented.

Resolution and corrective action

Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint. Action may include written or verbal apology, termination of employment, or suspension of membership.

Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

Confidentiality

This employer will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law

External complaints

Nothing in this Harassment Policy Statement shall discourage or prevent a worker from filing an application with The Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise other legal avenues that may be available.

FORMS

PROXY FORM

This form can be used if the member assigning their vote prefers written form rather than emailed instructions to the Club Administrator or recording secretary.

Instructions

Print this form.

Print your name (absentee voter) and the name of your designated voter. Your designated voter need not be a member of the West Northumberland Curling Club and should be someone you trust to vote according to your wishes.

Sign and date.

To be valid, this proxy must be presented by the designated voter to the Recording Secretary or Club Administrator prior to the start of the meeting.

PROXY

I, the undersigned, hereby acknowledge that I am a member in good standing in the West Northumberland Curling Club and that the person designated below has the authority to vote for me at the _____ WNCC Annual General Meeting.
(date to be inserted)

Date: _____

NAME OF THE DESIGNATED VOTER: (please print)

NAME OF THE ABSENTEE VOTER: (please print)

Signature of Absentee Voter

West Northumberland Curling Club

WAIVER AND RELEASE OF LIABILITY

(To be signed by participants of the age of majority and over)

By signing this form you give up important legal rights. Please read carefully.

This is a binding legal agreement. As a participant in the programs, activities and events of the West Northumberland Curling Club, the undersigned acknowledges and agrees to the following terms.

Disclaimer

The West Northumberland Curling Club, their directors, officers, members, representatives, volunteers, and representatives (the "Organization") are not responsible for any injury, damage or loss of any kind suffered by a participant during, or as a result of, any program, activity or event, caused in any manner whatsoever including, but not limited to, the negligence of the Organization,

Description of Risks

The consideration of my participation in such programs, activities and events, I hereby acknowledge that I am aware of the risks and hazards associated with or related to curling. The risks and hazards of curling include, but are not limited to:

- Executing strenuous and demanding physical techniques in curling;
- Exerting and stretching various muscle groups;
- Being struck by a broom, brush or curling stone;
- The failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
- Physical contact with other participants, spectators and equipment;
- Running or sliding on the ice surface;
- Falling while delivering the curling stone, skipping or sweeping;
- Falling because of slippery ice or uneven or irregular ice surfaces;
- Spinal cord injuries which may result in permanent paralysis;
- Stepping onto the ice surface from the walkway or onto the walkway from the ice surface;
- Weather conditions which may result in hypothermia;
- Travel to and from events.

Furthermore, I am aware:

- That injuries sustained in curling can be severe;
- That I may come into close contact with other participants, including the possibility of accidental contact;
- That I may experience anxiety while challenging myself during the activities, programs, and events;
- That my risk of injury is reduced if I follow all rules established for participation; and
- That my risk of injury increases as I become fatigued.

Release of Liability

In consideration of the Organization allowing me to participate, I agree:

- a) To assume all risks arising out of, associated with or related to my participation; and
- b) To be solely responsible for any injury, loss or damage that I might sustain while participating; and
- c) To release the Organization from liability for any and all claims, demands, actions and costs that might arise out of participating, even through such risks, injuries, loss, damage, claims, demands, actions or costs may have been caused by the negligence of the Organization.

Acknowledgement

I acknowledge that I have read this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, executors, administrators and representatives.

Name of Participant Signature Date

Note: This waiver will be in effect for 1 year from date of signature.

West Northumberland Curling Club

INCIDENT REPORT

(Personal injury; Property damage; Accident)



Instructions:

Address for 911 call is 206b Furnace Street (Jack Heenan Arena)

Non-emergency police phone # 905 372-6821

Incident report to be completed in the event of any injury, damage, or accident involving any person/equipment/building/property in the WNCC facility or on the grounds and parking lot of the facility. Please complete the form and leave in the administration office or mailbox. Thank you.

Date and Time of Occurrence:

Location of Occurrence (if on ice indicate sheet# and location):

Person's name: _____ Email or phone: _____

Witness / Other persons involved:

Emergency Contact name & email/phone

Description of personal injury incident: (use reverse if additional space is required)

Did the person hit their head: Yes / No

Ambulance Called: Yes / No

Date & Time: _____

Emergency Contact called/emailed: Yes / No

Note: if injured party refuses to go in the Ambulance, the emergency contact must be contacted.

Description of damage, theft or other incident:

Police Called Yes / No

Date & Time: _____

Name of person completing report: _____ Email or phone: _____