**Windsor Curling Club**

**Responsibilities of Role**

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# President

The President shall be responsible for the Chairing and effectiveness of the Executive Board and shall perform other duties as assigned by the members, other Officers, or the Directors. They are also responsible to attend NS Curling Association meetings and be the primary representative and contact for the WCC.

# **Vice President**.

The Vice President shall perform the duties of the Chair during the absence, illness, or incapacity of the President, or when the President may request him/her to do so. In addition, the functions of Bar and Canteen; Ice and Facilities Coordination and Rentals; and Kitchen and Banquets are within the responsibilities of the Vice President.

# **Secretary**:

* Attend all Executive meetings, including the Semi-Annual and Annual General meetings of the club and keep accurate Minutes of same.
* Control Board correspondence as instructed by Executive Board Members.
* Distribute a copy of minutes to all Executive as soon as possible after each meeting.
* Email and post Minutes of Meetings, *following* their approval
* Email Notice and Proxy for the Semi Annual and General meetings a minimum of 10 days prior to the meeting date. Mail to those Members without email addresses.

Maintain all bulletin boards. Remove outdated posters etc.

* Prepare a list of the new Executive and Directors complete with email addresses
* Maintain up-to-date email addresses of Members (now stored on Website data base) and mailing addresses for those Members without email.
* Distribute curling-appropriate notices to members.
* Obtain postage and paper supplies as required by the Club.
* Submit receipts to the Treasurer for reimbursement.

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# **Treasurer**:

* Have responsibility for the preparation and custody of all books and records including: a Balance Sheet for presentation at Board and Annual meetings and a Statement of Income and Expenses to present at Board and Annual Meetings.
* Do all banking, and issue all cheques. Supporting data is to be kept on file for review.
* Maintain a listing of paid members.
* Have custody of the Seal, if any, which may be affixed to any document upon resolution of the Board of Directors
* File with the Registrar – within fourteen (14) days of their election or appointment, a list of directors with their addresses, occupations, and dates of appointment or election, – within fourteen (14) days after the resolution is passed, a copy of every special resolution
* Make available all records as are required for an appointed individual or firm, to verify the accuracy and completeness of financial reports and statements prepared.

# Membership:

* Maintain a current and accurate membership list of all members
  + This can be done via the website
* Keep yearly stats on membership to use for trend analysis
* Compare lists at the beginning of the season with league coordinators to make sure all players are are registered and paid
* Send membership statistics to Nova Scotia Curling Association by deadline
  + This info can be captured from website
* Work with treasurer to prompt people to pay their fees
* Coordinate the fall “learn to curl” events, manage participant registration and inform the training coordinator of numbers so they know how many coaches are needed.
* Attend learn to curl events and registration open houses
  + Have membership and league information ready to give to prospective members (conversation and paper)
* Field inquiries from public on membership information and help them registration

# Match:

* Organize weekly leagues for the club with direction from the executive board.
* Ensure there is a league coordinator for each league and support the coordinators if there are any questions or concerns
* Promote the draw function on the website and assist with promotion of league draws and information on the website and on bulletin boards at club
* Be knowledgeable about provincial competitions and promote these with the WCC membership
* Be aware of any deadlines for provincial competitions and post them at club
* Organize any club playdowns that are needed for entry into provincials
  + Sign up deadline
  + Design format of playdowns
  + Schedule date of play downs
  + Coordinate with ice maker
* Communicate with Nova Scotia Curling Association in regards to provincial events and deadline, rules, etc.

# Social:

* Organize Monthly events if possible around Holidays,
  + Harvest Social
  + Christmas
  + Valentines
  + St. Patricks
* Assist withOpening and Closing Spiels
* Assist with special events (ex. wine tasting night)
* Prior to events:
  + Review Curling calendar to schedule events in advance as the dates get booked up quickly.
  + Book any outside involvement , Local Talent.
  + Complete the Form to schedule Bar Coverage and Ice Makers
  + Prepare Bulletins to be sent out to the members and put sign-up sheets up to understand how many will be attending.
  + Obtain helpers if needed
  + Plan for Activities on the night- can involve Curling or not.
    - ex. Curling with modified rules
    - ex. Crib games inside going on as well as curling.
    - Provide a Snack of food of some sort- plan for this and prepare- keeping in mind this all should be complete in the Club Kitchen with certified kitchen staff.
    - There may be a monetary charge to help with food cost as the overall budget for social activities is minimal. In the past Gift Cards from SuperStore that were provided for payment for Signage.
* Night of the Event:
  + Prepare the food
  + Setup the Club for the event
  + Organize the curling draw - (this can also be set up prior to the night if you have everyone's names)
  + Assure everyone is having fun
  + Announce what is happening so everyone is engaged
  + Clean up the Kitchen and leave as clean as possible
  + Clean up Club house and put back as normal at the end of the evening

# Property:

* Coordinating cleaning of the club
* Garbage disposal
* Any electrical or mechanical issues
* Arranging for any building repairs
* Rental support (i.e.: elections)
* Alarm system
* Fire suppression system and all associated equipment
* Exterior of building - roadway, parking lot, roof cleaning, snow removal, etc

# Website:

* Maintain the WCC website
* Work with Paul MacDonald from Curlingclubmanager to fix issues and add features
* Coordinate training sessions lead by Paul MacDonald if there is an interest
* Train other volunteers such as treasurer, league coordinators, membership, secretary, etc so they can access information and perform other duties via the website.
* Update online calendar with club and valley events and rentals
* Assist members with technical issues such as login and usernames
* Assist membership coordinator and club members with the annual season registration
* Monitor website for out of date information and update when necessary
* Post league descriptions and membership information
* Update text within the registration system

# Publicity:

* Publicity advertises different events by promoting them in different forms of media.
* They help promote the open houses and clinics.
  + social media
  + outside signage,
  + posters, newspapers, bulletins, etc.
* Develop or coordinate the development of “interest stories” for local media to get our story out there.
* Invite media people to come to the club on special events for photos etc.
* Add posts to the club's Facebook site. Boost posts advertising clinics, etc
* Develop other forms of social media

# Advertising Chairperson:

Job Summary: Send out Sign Rental invoices to current sponsors and solicit potential sponsors

* Current Sign Rental Sponsors:
* Take and print current sign rentals.
* Bring invoices for large, medium and small sign rentals. Also, provide a cover letter with a brief description of the overall operation of the WCC, upcoming clinics, website and Facebook information.
* Mail or email cover letter and invoices in early October. (I hand delivered these

the last 4 out of five years.)

* Provide a receipt to businesses once the cheque is received. (Treasurer lets me know the date and amount of the cheque.)
* Keep a list of those paid and update any information provided.
* Follow-up in mid November any of those sponsors that have not renewed their sign rental and update records. (Keep a “cancelled list.”)
* Potential Sign Rental Sponsors:
* Check the past list of those companies already approached and declined. Consider approaching new businesses. In person drop in with a cover letter and cost of sign rentals to potential sponsors. Explain the reason for the visit and what the WCC has to offer…Ask if you can F/Up with a phone call in a week or so?
* Keep a list of those companies and contact person, noting those who declined and those agreeing to a sign rental.
* Those wishing to have a sign made.
  + Their Logo can be sent to me by email and confirmed once the template is prepared by a local sign company (Rod Boudreau) Cost for the sign is included in the first year's sign rental payment. (I usually pay for the sign and get reimbursed by our Treasurer, once Rod delivers me the sign and invoice for his work.)
  + \*The WCC has used Speed Pro Signs in the past. I found Rod Boudreau to be more affordable, quick and local. rodboudreau56@gmail.com
  + I install, take a picture of the sign in the ice shed and send it off to the customer and keep it for our records.
  + Update current sign rental list with contact information, size of sign, etc.

Notes: KEEP RECEIPTS and submit to the Treasurer of any personal expenses related to the position. ie. copies of sign rental pictures, stamps, copies of cover letter, % of ink cost for use of personal computer. Brooklyn Office Supplies can be used for printing, supplies and can order letterhead and envelopes, if needed. WCC has an account there.

# Rental coordinator:

* Fields all enquiries for ice, lounge and kitchen rentals via e-mail or telephone.
* Arranges to show the building to interested parties.
* Determines the needs of the renter with regard to kitchen, bar and lounge use and set-up.
* Files rental information forms in binder in the bar.
* Contacts bar manager, kitchen manager, building manager and ice maker/maintenance with rental details required for rental.
* Recruits necessary volunteers for rentals, such as on ice instructors for school students.
* Enters rental events on master club calendar.
* Collects kitchen deposit and all rental fees and submits them to the treasurer. Issues invoices and receipts as necessary.
* Ensures the club will be open for renters and secured after each event.
* Inspects for damage prior to refunding the kitchen damage deposit.
* Updates online club calendar with rental events with assistance from website coordinator
* Notes:
  + Rental coordinator needs to be aware of weekly league and ice usage schedules and other club events as these activities take precedence over rentals.
  + If a renter wishes to operate their own bar they must secure their own liquor license and our bar manager (James Partridge) must suspend our license for that day. The renter will be expected to provide their own bartender.
  + Only painters tape is to be used on any painted surface in the club.

# Kitchen Coordinator:

* (non voting position)
* Annual pre-opening (or early season) cleaning of kitchen. Can solicit member’s assistance for:
  + Refrigerator cleaning
  + Dishwater cleaning (remove, rinse filter, other cleaning as necessary)
  + Empty kitchen drawers, wipe down, dispose of any unnecessary contents
  + Review kitchen towels, etc for potential replacement.
  + Clean silverware trays and shelving beneath counter
  + Kitchen cabinets
  + Metal shelving unit at back of kitchen
  + Windows
  + Cooktops & ovens
  + Other kitchen areas as needed
  + Check kitchen small appliances for broken/replacement parts. Order and replace as necessary. Clean if required.
  + Sharpen knives
* Review Food Hygiene certificates for possible training/retraining. This training conducted by NS Department of Agriculture expires every five years. Certificates are filed under “Certificate” folder in office file cabinet.
  + If certificates have or are near expiration, evaluate to determine if retraining member is feasible/regular kitchen volunteer.
  + If the number of members holding current certification is low, solicit membership for possible candidates for training. Provide potential dates to candidates for their first & second choice selection.
  + After compiling a list of candidates, print off registration form, complete and submit for payment to the Dept of Agriculture. Request cheque to be written by club Treasurer. Website can be found on the Department's website.
  + Communicate confirmed course dates to registered members.
  + Sometimes Dept of Ag will send completed certificates to each individual, other times they will send to the Kitchen Coordinator. Originals of each certificate MUST be retained within the club in file drawer. (Upon yearly inspection, the Food Services Inspector will request to view these certificates.)
  + Update list of certified Food Handlers posted on side of frig to ensure each event coordinator is aware of who they are able to approach. Each event using the kitchen to store, prepare and or serve hot or cold food MUST have a Food Handler with a valid (ie non-expired) certificate present in the club during food prep and serving.
* Spring duties
  + Coordinator will receive by mail the food permit registration form. Complete, mail in by deadline and post sticker on side cabinet by kitchen counter. Club does *not* pay for this permit as we are not a revenue generating business (even though paperwork may say otherwise, do not submit payment, it is not expected. If uncertain call contact number on registration form.)
  + Remove soiled kitchen towels as required, wash/dry/return to club. Most events using the kitchen will do their own. Normally, not a major task.
  + Dishwasher Detergent and Rinse Agent: purchase from any commercial supplier in Burnside. If large tubs which are used to refill smaller under sink containers, these can be stored in broom closet.
  + Throughout the season, monitor the dishwasher supplies, it won’t run without both of these liquids!
  + Purchase and maintain adequate amounts of hand soap, hand dishwashing soap and scrubbies.
* Weekly duties:
  + check salt & pepper shakers; particularly if there has been an event, refill as required. Purchase in bulk as needed.
  + check sugar packets and refill small black dispensing boxes
  + check the fridge for cleanliness. Clean as required
  + Check bleach:water squirt bottles. One by each sink is a gov’t requirement. Purchase bleach as required.
  + Now and again, check for coffee filters, replenish as required (Walmart usually cheapest). Coffee, tea, hot chocolate supplies, etc are the responsibility of the event planner or morning curling group.

# Bar Manager

Licensee No. 500287 Licence number 1309

Yearly The Alcohol and Gaming Division (1 877 565 0556) or (1 902 424 6313) before we reopen wants a list of executive, the minutes from the meeting that elected them and a Personal History Report Manager filled out for the principals.

Stock Bar as needed weekly

Liquor & beer All orders through the NSLC 798 2520 or take up completed form. They usually need 24 hours to clear the bank and get order ready. Automatic bank withdrawal

Draught beer: Call in order before 2:00 P.M. receive next day 1800 380 7449

Armor truck delivers usually around noon

Keep all receipts from NSLC on a clipboard

Occasionally the Liquor inspector will come to visit and check it.

Potato Chips: Frito Lay 1 800 428 6537

Automatic bank withdrawalFor orders call the driver Stuart Ellsworth 1 902 300 9766

Delivery Thursday(changes yearly) Minimum order 3 cases

as needed Monthly

Pepsi: For orders call 1 800 963 2424

Automatic bank withdrawal They call Friday - Deliver Tuesday Minimum order 15 cases

Chocolate bars: As needed on startup

These can be purchased at Costco or Atlantic Wholesalers Halifax . Pay with cash from till. Enter receipt.

napkins/ place mats for kitchen ask cook

Juices/mix: pick up as needed from local stores as needed each day

Cash

Daily: Keep standard change in till.

It is marked on a card in the till and count on a daily basis

To get a daily record of sales:

1. Remove the REG key from cash register
2. Replace REG key with the Z key found on key ring
3. Turn key to "Z" and press Cash/Tend
4. replace the REG key and leave it in the register
5. deposit schedule with Treasurer
6. Replace REG key with the Z key found on key ring

To get a monthly record of sales: Turn key to "Z" and press Charge

Arrange Bar: Set things up keeping in mind use and availability

Inventory: Monthly - count all stock and compare to sales

Membership: An up to date membership list is required at the bar at all times

Cleanup   
Floors on a regular basis.   
Remove washed glasses from the dishwasher and put away.

Monthly: Clean ingots on a regular monthly basis. Run very hot water through them.

yearly Send to Dr. Clock for refurbishing and cleaning as needed

1 902 422 1307 5656 Bilby Street Halifax N.S.

Start-Up

Check Stock and order as needed

Clean & Turn on Ice Machine

Turn on Air to Draught machine

Run all glasses through the Sanitizer

Wipe down shelves as they empty

Set up schedule for Bartenders   
Evening: Monday, Tuesday, Wednesday, Thursday, Friday   
Sunday Morning Rookie league

Bartenders:

Unlock Door   
turn off alarm   
Open bar   
Put ice in the container   
Wash glasses and put them through the Sanitizer   
Wipe down tables at the end of each evening.   
 return lights to automatic   
 Check doors and washrooms   
 set alarm   
 Lock door

# Ice Maker

Pre-season

Receive scraper blades from being sharpened

Make sure all lights are working

Call Acadia Refrigeration to make appointment for plant start up

Replace filters ( dehumidifier, furnace, brine and water.

Air filters = heater - 4 - 2”-24”x 24”

-2- 2”-12’X24”

- Dehumidifier 2- 2”- 20”x20”

2- 2”-16”x20”

NOTE Double up 1” filters if no 2” available

Water filters- use 1 micron filters

- Flood filter replace after 8-10 floods

- Cold water filter replace at start of season check mid season

- Hot water filter replace at start of season check mid season

-Brine filter replace at start of season check monthly

NOTE save filters removed at the start of the season as brine replacements

Unless too dirty

Paint floor where paint has chipped

Move rocks from storage to side boards

Sand rocks to make running surface to 5-6 mm- refer to rock maintenance

Texture rocks so they will curl (80 grit) refer to rock maintenance

Vacuum walkways

Clean plant room and floor

Wet mop floor with vinegar and water removing all dirt changing water several times

Rinse with mop and water

Get scraper ready - check tire pressure, batteries, install blade

Clean vat see Vat clean for instructions

Top up oil in plant

Plant is started

Check Brine level (14-16)

Give several days for the brine temp to reach 27 degrees or lower

Start making Ice

Pre Flood

Bug walk As the slab cools bugs tend to wander onto the floor

Pre flood pebbles

* Use the garden hose and sprinkler hooked to the cold water pebble
* Shower the floor 5 times allowing to freeze between applications.
* NOTE this prevents cracking of ice

Install Hack frames with copper pins - position and pour water on them to hold them in place

Install Center pins - position and pour water on them to hold them in place

NOTE One center pin is shorter it goes on ice 4 home end

Insure all screws are turn in as as far as possible , they will be heightened after level

scrapes are completed

Flooding

NOTE Prior to each flood do a bug walk removing any , may need hand scraper

NOTE Each flood should have 3-4 people

Use red hose

Set gage to desired flow, it increases as more floods are completed

Before first few floods run the water out the far door ( ice 1 scoreboard end) this flushed th hose

Working from ice 1 to 4 then reverse until the home end

Note each pass should be roughly 12” and should take approximately 18-19 seconds.

Too slow to much water , too fast not enough.

NOTE if first few floods are too thick ice may “shale” and you will need to restart whole process over

Windsor needs 16 floods to insure pins are covered due to a high spot.

Note Gallons are rough after all floods are complete there should have been 5500 gallons used

NOTE Record all amounts and plant info on log sheets

Clean wheels on scraper and insure it is charged

Install new blade

CAUTION BLADE IS EXTREMELY SHARP ALWAYS USE THICK GLOVES

Move it to ice lower blade to cool it down

Remove all copper pins from hack frames

Do a practice scrape to to insure its level ‘if not adjust retry until its level

LEVEL SCRAPES

Double pebble with med cold

Scottish scrape blade angled out Note be careful next to boards

Once the sheet is scrapped use big mop to collect the snow and remove it

Double pebble with med cold pebble

Scottish scrape blade angled out but go in opposite direction

Again remove the snow with the mop

Repeat this until the ice is flat.

Note when the pipes lines are visible it should be close to level

Double pebble with med cold

Scrape AR pattern

Remove snow as prior except this time both mops

Double pebble med cold

Scrape BL pattern

Remove snow again using two mops

Double pebble med cold

Single pebble fine hot

Install hacks

Melt center holes

Put rocks on mesh mats and allow 24 hours to cool before putting directly on the ice

Remove rocks form mesh

Hot med pebble

Nip

Mop

Play

End of season

Make appointment with Acadia Refrigeration for shut down

Make appointment with The Curling Store for blade pick up

Turn off plant

Turn on exhaust fans

Remove and store rocks on their back leave handle on

Remove blades and ready for pickup

Wait several days for ice to melt

Remove plugs

Wait several days for water to drain

Squeegee remaining water

Also use mops to remove water and dirt

Wet mop with water and vinegar if needed

Turn off dehumidifier

Get some rest