

NEW HORIZONS SENIORS' CURLING LEAGUE

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CONSTITUTION & POLICY MANUAL

2015 – 2016 EDITION

SUBJECT	Page No.
RULES & BY-LAWS	2
EXECUTIVE BODY	5
COMMITTEES	
Bonspiel	6
Prizes	7
Draw	7
Publicity	11
Vice-President	11
Secretary	11
Webmaster	11
Treasurer	12
Banquets	12
Ratings	13
ANNUAL BONSPIEL	13

Revised April 2015

CORPORATION RULES AND BY-LAWS

NEW HORIZONS SENIORS' CURLING LEAGUE

ARTICLE 1

SECTION 1 - NAME AND TITLE

The League shall be known by the name or title of the "**NEW HORIZONS SENIORS' CURLING LEAGUE**" and shall not be affiliated with any parent Associations.

SECTION 2 - HEAD OFFICE

The site of the head office shall not be fixed. For the purpose of office administration, the City or Town of the Secretary shall be considered head office protem.

SECTION 3 - OBJECT

The object shall be to promote the game of curling in Timmins and area; to foster friendly relations among its members; to secure honorable conduct in and during their curling; to cultivate fraternal relations; to preserve the tradition and literature of the game, and to provide healthy exercise to the members within their physical and medical capabilities.

SECTION 4 - MEMBERSHIP

Membership shall be open to all curlers and potential curlers upon receipt of fees.

To be eligible, any male or female member must be a minimum of 50 years old. All fees will be collected on the days of the game(s). In the event of conflict or dispute, the decision of the Board of Directors shall be final.

SECTION 5 - POLICY AND GUIDELINES

The affairs and policies of the League shall be managed throughout each fiscal year by a representative body composed of a maximum of twelve (12) members as follows:

The President

The Vice-President

The Treasurer

The Drawmaster

The Secretary

The Immediate Past President

The Webmaster

Six (6) Directors (maximum) plus the Webmaster

This body shall be known as the **BOARD OF DIRECTORS**.

The position of President, Vice-President, Treasurer, Drawmaster and Secretary shall be elected from the floor at the annual general meeting.

The positions of the six (6) Directors shall be selected by the President.

For the purpose of the annual general meeting and special general meetings, each registered member shall be empowered with one vote on decisions made for and by the League.

SECTION 6 - DAY-TO-DAY ADMINISTRATION AND MANAGEMENT

The ordinary administration of the League shall be conducted by the Board of Directors. This Board of Directors shall be vested with authority to conduct the ordinary and normal affairs of the League which are necessary between the annual meetings. The Board of Directors shall be vested with authority to conduct policies of the League and to make payments of any bills owed by the League.

SECTION 7 - VOTING AT MEETINGS

Each registered member is entitled to one vote on all motions brought before the meeting. The chairman of the meeting shall be entitled to a second or deciding vote should the original decision votes be equally split. All motions shall require a simple majority of votes to be considered a passed motion. This shall apply to Board of Directors meetings and annual or special meetings.

ARTICLE 2

SECTION 1 - AMENDMENTS

Amendments to these Corporation Rules and By-Laws shall not be made except by the following procedure:

By giving written notice of proposed amendments to the League Secretary, who in turn will submit them to all members and Directors. This notice must be in the hands of the members of the League at least fifteen (15) days prior to the time it is to be put before any annual or general meeting.

ARTICLE 3

SECTION 1 - RULES OF ORDER

In all cases where order of procedure or rules of order are not specifically provided for, the rules of the Canadian Corporation Act shall apply.

ARTICLE 4

SECTION 1 - GENERAL MEETING

The annual general meeting of the New Horizons Seniors' Curling League shall be held in April each year.

The place of the meeting shall be the McIntyre Curling Club.

SECTION 2 - SPECIAL GENERAL MEETING

A special general meeting may be called by the Board of Directors whenever they deem it necessary and also, they shall, upon requisition made in writing by a majority of the members and within fifteen (15) days upon receipt of such requisition, convene a general meeting.

SECTION 3 - QUORUM

The quorum of any annual or special meeting shall be not less than twenty (20) members of the League, who have been registered members for a minimum of twelve (12) weeks.

BY-LAWS

1. Membership to the New Horizons Seniors' Curling League may be acquired by registering and paying required fees to the League Treasurer.
2. The fees shall be determined by the Board of Directors and shall be presented to the membership at the general meeting.
3. The fees shall be paid to the Treasurer or Drawmaster prior to the commencement of each curling game.
4. The duties of the President shall be to preside at all meetings of the Board of Directors and at the general meeting in the spring. He/she shall be an ex-officio member of all committees and shall represent the League in any official capacity and shall have such powers of supervision and management as may pertain to the office of President, or as shall be assigned to him / her by the annual meeting.
5. In the event of absence, disability or death of the President, the Vice-President shall exercise the powers and perform all duties of the office of President.
6. The Board of Directors shall appoint from within its ranks a person to be an ex-officio member of all committees of the various sections. This person shall be responsible to the Board of Directors with reference to all financial dealings of the sections.
7. It shall be the duties of the League Secretary to keep a complete record of the proceedings of the League, and to keep, or cause to be kept, full and complete minutes of all meetings of the League. All minutes shall be forwarded to the Webmaster for posting on the website.
8. It shall be the duties of the League Treasurer to collect all monies, fees and assessments due the League; keep a correct account thereof, and shall deposit same in the accounts of the League in such chartered banks as authorized by the League. To prepare and present to the annual meeting a detailed financial report. To make such payments as become necessary in conducting the ordinary business of the League. All payments are to be made by cheque signed by any two (2) of the President, Treasurer, Secretary, or other members of the Board of Directors.
9. It shall be the duties of the Webmaster to annually keep our website up-to-date, and to post all Executive and General Meeting minutes on our website.

10. The fiscal year of the League shall be from May 15th to May 14th of the following year.
11. A copy of the minutes and proceedings of the spring annual meeting is to be available to all League members.
11. At the annual meeting in April, all positions for the ensuing year shall be elected. The mode of election shall be by secret ballot, should the office be contested by more than one person. Nominations from the floor are to be accepted for each office.
12. The term of office will be for a period of one year. Should one or more of the elected Directors resign his / her position prior to the term of office being completed, another Director shall be appointed by the President of the Board of Directors for a term not to exceed the original term of office of the Director being replaced.

EXECUTIVE BODY

2015-2016

The Executive body of the **New Horizons Seniors' Curling League** shall consist of the following:

PRESIDENT	WAYN E JASZAN
PAST PRESIDENT	RAY SCHIZKOSKE
VICE-PRESIDENT	NORM BEAUDRY
TREASURER	ELAINE JASZAN
SECRETARY	MALCOLM MACDONALD
DRAWMASTER	RAY GINGLO
WEBMASTER	RAY GINGLO
DIRECTOR	CONSTANCE LEROUX
DIRECTOR	RITA BEAUDRY
DIRECTOR	JOAN PYE
DIRECTOR	NOEL ARBIC
DIRECTOR	CLAUDETTE PELLETIER
DIRECTOR	GERVAIS PELLETIER

COMMITTEES

BONSPIEL

1.0 SCOPE

The duties of this position include but are not limited to the following:

- 1.01 In conjunction with the Board of Directors and the Drawmaster, develop the schedule of the annual bonspiel for the ensuing season.
- 1.02 In conjunction with the Prize Committee Chairman, verify that suitable prizes have been purchased.
- 1.03 Posters for the Bonspiel should be made up at least six (6) weeks prior to the event. Posters should clearly indicate the following:
- Entry Fee
 - Closing date for entries
 - Day-time curling only
 - Open to men and women who are a minimum of 50 years of age.
- 1.04 In conjunction with the Treasurer, the Drawmaster and the President, set the budget for the Bonspiel. In general, the total cost of the Bonspiel must be offset by the amount of revenue generated from entry fees. The overall cost of the Bonspiel will normally include such items as:
- Prizes
 - Food
 - Free coffee
- 1.05 In conjunction with the Publicity Chairman and the Drawmaster, confirm that the news media is aware of the event and that arrangements have been made for photographs to be taken of the winning teams.
- 1.06 In conjunction with the Banquet committee Chairman and Drawmaster, confirm that bar coverage is available.
- 1.07 Bonspiel trophies must be checked prior to the Bonspiel to ensure that all plaques are up-to-date and that the trophies are cleaned and repaired if required.
- 1.08 Assist the Prize Committee Chairman with the presentation of prizes to the winning teams.
- 1.09 It is imperative that the President be kept informed of all plans for the Bonspiel.
- 1.10 **2015 - 2016**
- The annual Bonspiel for 2014 – 2015 will be held on November 17, 18 and 19, 2015.

PRIZES**1.0 SCOPE**

The duties of this position include but are not limited to the following:

- 1.01 Prior to the start of the curling season, and in conjunction with the Bonspiel Chairman, contact all the sponsors of the Bonspiel trophies in order to verify their continued involvement and also to establish the amount of their involvement.
- 1.02 If there is a shortage of trophies or sponsors for the Club Playdowns (Joe Gubbels FunSpiel) or Bonspiel, contact merchants or corporations to solicit their involvement with the New Horizons Seniors' Curling League. Other members may be able to assist with this.
- 1.03 Ensure that all trophies are on hand for presentation to the winning teams of the League Playdowns (Joe Gubbels FunSpiel)for presentation during the annual general meeting in April.
- 1.04 Ensure that trophies are repaired as required and that the plaques for the winning teams are made and installed on the trophies.

1.05 APPENDIX:

Following is a list of trophies and dates for the annual Bonspiel, the Joe Gubbels Fun Spiel and the Wednesday morning league.

"DUSTY" BAKER BONSPIEL

November 17, 18 and 19, 2015

First Event

Dusty Baker Trophy

All participants will receive a prize.

For the 2014 Bonspiel, Tim Horton's gift certificates in the amount of \$10 were presented to all participants.

JOE GUBBELS FUNSPIEL:

March 22, 23, 24, 2015

First Place Finish

Joe Gubbels Trophy plus \$ 40.00 per player

Second Place Finish

Parmalat Trophy plus \$ 30.00 per player

Third Place Finish

Labatt Trophy plus \$ 25.00 per player

DRAW**1.0 SCOPE**

The duties of this position include but are not limited to the following:

- 1.01 In conjunction with the Board of Directors, develop the schedule of curling events for the ensuing season.
- 1.02 This position is responsible for the implementation and control of the following:
- **TUESDAY MORNING DRAW**
 - **WEDNESDAY MORNING DRAW**
 - **THURSDAY MORNING DRAW**

DRAW (continued)**2.0 TUESDAY AND THURSDAY MORNING DRAWS****2.01 Duration:**

These draws are to be run from the start of the season to the end. For the past number of years, there have been in excess of 12 teams (48 participants) and it has become necessary to play games at 9:00 a.m. and 10:30 a.m.

2.02 Schedule and Draw:

There are a number of acceptable draw structures which the Drawmaster may employ. The format which will be used for the 2015-2016 season is as follows:

- Attendance is taken as the players arrive at the Club and pay their fees.
- Players are listed on the draw sheet as per their current rating (Skip, Vice, Second, Lead)
- Selection of position for the draw is done based on the player's rating within the league, with some emphasis on attempting to equalize the number of players according to strength.
- Ten minutes prior to game time, the players are asked to choose a number in order of position they will play for this game.
- The number chosen will indicate the team number and will dictate the sheet of ice they will be playing on.
- **Example:** Teams 1 and 2 will play on ice #1; teams 3 and 4 will play on ice #2, etc.

3.0 WEDNESDAY MORNING LEAGUE**3.01 Duration**

This draw is to be run in two divisions:

- Draw # 1 - October to December – for 2015
- Draw #2 - January to March – for 2016

The draw is to be run with the same teams for the duration of each division.

After each division, teams may be changed or added.

The draw format will be a round robin.

3.02 Rules of Play

- *This Competition is open to all members of the New Horizons Seniors' Curling League*
- *Players are asked to sign up as teams. Teams will remain intact for the duration of each draw. Players that are not on a team, but wish to curl, are asked to sign up and the Drawmaster will attempt to make up teams.*
- *There will be no rating in effect for this competition.*
- *All games will be eight (8) ends.*
- *Scoring will be wins and losses.*
- **SUBSTITUTION:** *Two substitutes are allowed without a penalty, but an original member of the team must skip and play last rock. If a rink has three players, the lead and second curlers shall throw three rocks each. Substitutes must conform to the rules of the League with regards to age and working status.*
- **TIES:** *In the event of a tie after eight ends, the results shall be marked as T and T.*

DRAW (continued)

- *The Free Guard Rules will be in effect for this draw on a trial basis for 2015-2016.*
- *Team members may play any position, but changes during the game are not permitted.*
- *If a team forfeits two consecutive games without notifying the opposition, that team will be asked to withdraw from further competition*

4.0 **JOE GUBBELS FUNSPIEL**

4.01 Early in February, sign-up sheets must be posted identifying the dates of the Joe Gubbels FunSpiel.

4.02 The dates for the FunSpiel are to be set such that League competition is completed prior to the annual Closing banquet and General meeting.

4.03 The League FunSpiel format is dictated by the number of curlers entering the competition. A suggested format is the Percentage Point system, with each team playing six (6) games.

4.04 **JOE GUBBELS FUNSPIEL - RULES**

1. This competition is a six-game random format. Scoring will be as per Percentage Point System. The team with the highest point scores at the completion of the competition will be the Club Champion.
The team with the second highest score will be the Consolation winner.
Teams 3 will be declared Runner-up.
2. Teams will be selected by the Draw Committee. Should a player elect not to play with the team he/she has been drawn on, that player will not be able to participate in the Playdowns.
3. Committee decisions are final.
4. Curlers must play, in all games, at the position at which they are originally placed on the team. If a spare is used, all players (except the spare) will move up in position. Should the original player return to the team, the team make-up shall return as originally selected. The spare player shall return to the "spare list."
5. Replacements must be selected by the team skip (from the spare list if possible) and approved by the Draw Committee.
6. Players from the spare list must be used first and must be approved by the Draw Committee.
Spares will play Lead position.
7. Teams are allowed only one replacement per game.
8. Should a team using a spare finish in the prizes, the players may share the prizes on a percentage basis.
9. Teams are permitted to curl with three curlers. If a team elects to play the game with three players, the first two players shall deliver three rocks each.
10. In the event of a defaulted game, the score will be recorded as 10-0 in favour of the non-offending team.
11. In the event of a tie game at the finish of regular play, the score will be marked as 50% -50%.
12. In the event of a tie in the standings for any of the top 3 positions, such ties will be broken by each team member delivering a rock to the button, with sweeping allowed. (5-4-3-2-1)

DRAW (continued)

13. The Drawmaster has the authority to change the Draw and Teams until Day 1 of the Draw.

All games will be six (6) ends.

5.0 **CHALLENGE WITH IROQUOIS FALLS**

5.01 Twice during the curling season, five (5) teams from our League will travel to Iroquois Falls to compete in a friendly game of curling.

5.02 Twice during the curling season, six (6) teams from Iroquois Falls will travel to the McIntyre to compete in a friendly game of curling.

5.03 Notices will be posted in advance of this competition, announcing the date of the event and requesting that INDIVIDUALS sign up. This notice must include the following statement:

Any curler who has played against Iroquois Falls in a previous competition this season may sign up only as a spare. Spares will be used only if insufficient number of players is available.

5.04 The Drawmaster will make up the teams.

5.05 The first game of the season will be alternated each year, so that each community has an opportunity to host the final game every other year.

5.06 **PROCEDURE FOR MAKING THE CHALLENGE ROUND DRAWS**

THE FIRST CHALLENGE ROUND GAME OF THE CURLING SEASON:

1. Post a sign-up sheet on the senior curling board at the McIntyre Curling Club.
2. Once the sign-up sheet is filled and a week before the event, the draw will be made up.
3. From the sign-up sheet, select the number of names needed to fill the draw, on a first-come basis.
4. The remainder of the names will be put down in the draw as spares, again on a first-come basis.
5. Select the number of persons needed for each position (Skip, Vice, Second and Lead). Seniority does not apply when making up teams for this event, unless the member indicates on the sign-up sheet that they wish to be placed on a team according to seniority.
6. Conduct the draw for all positions. (Skip, Vice, Second and Lead).

“NOTE”- In the event a curler cannot make it to the event, a substitute can be used from the spare list.

THE FOLLOWING CHALLENGE ROUND GAMES OF THE SEASON:

1. Post a sign-up sheet on the senior curling board at the McIntyre Curling Club. This sheet should be divided into two parts. The top portion of the sign-up sheet is for curlers who did not participate in the challenge round previous to the one posted. These curlers will be given first consideration in the draw. The section below is a spare list; that is, for curlers who did participate in the challenge round previous to the one posted.
2. Once the sign-up sheet is filled and a week before the event, the draw will be made up.

3. From the sign-up sheet the persons from the top list will be used to fill the positions. If there are not enough persons to fill the positions on the draw, members will be selected from the spare list on a first-come basis.
4. Conduct the draw for all positions. (Skip, Vice, Second and Lead).

“NOTE”- In the event a curler cannot make it to the event, a substitute can be used from the spare list.

“NOTE”- In all Draws, the Draw Master reserves the right to make changes to the draw schedule until the event begins. Once the event begins the rules of the event must be followed.

PUBLICITY

1.0 SCOPE

The duties of this position include but are not limited to the following:

- 1.01 In conjunction with the League Secretary, arrange for the printing of posters announcing the Bonspiel and have them mailed out to all Clubs in the area.
- 1.02 Contact all the news media, in particular the people in charge of sports for the Timmins Daily Press and Timmins Times. Convey to them the various events planned for the New Horizons Seniors' Curling League for the current season.
- 1.03 In conjunction with the League Secretary, prepare an advertisement for insertion in the Daily Press. This is to be arranged for placement two weeks before the start of the curling season. Items to be included are:
 - Starting dates of the curling season
 - Date of the curling clinic

VICE-PRESIDENT

- 1.0 To be the liaison person for the Board of Directors in Dealings with the Management of the McIntyre Curling Club.
- 1.01 To exercise the role of the President in his absence.

SECRETARY

1.0 SCOPE

The duties of this position include but are not limited to the following:

- 1.01 It shall be the duty of the League Secretary to keep a complete record of proceedings of the League.
- 1.02 To keep, or cause to be kept, full and complete minutes of all meetings of the League.
- 1.03 To prepare and distribute posters and notices as required for mailing to other Seniors clubs in the area with reference to our annual Seniors' Bonspiel.
- 1.04 To forward minutes of all meetings to the Webmaster for posting on the website.

WEBMASTER

- 1.0 To develop and update the website of the New Horizons Seniors' Curling League.
- 2.0 To post all Executive and General Meeting minutes on the website.

TREASURER**1.0 SCOPE**

The duties of this position include but are not limited to the following:

- 1.01 In conjunction with the Board of Directors, formulate an expense and revenue budget for the ensuing curling season.
- 1.02 Based on the projected expenditures and revenues, to recommend to the Board of Directors the fee structure for the New Horizons Seniors' Curling League for the ensuing year.
- 1.03 To deposit all monies to the account of the League, in such chartered bank(s) as authorized by the Board of Directors.
- 1.04 To collect all monies, fees or assessments due the League. This includes:
 - Bonspiel entry fee.
 - Membership fees.
 - Special function fees; i.e. Christmas banquet, closing banquet, etc.
- 1.05 To keep a correct account of all fees, monies and assessments.
- 1.06 Prepare and present to the annual meeting a detailed financial report.
- 1.07 To make such payments as become necessary in conducting the ordinary business of the League. All payments are to be made by cheque, signed by any two (2) of Treasurer, President and Secretary. All invoices for services rendered or supplies provided to the League shall be submitted to the Treasurer of the League.
- 1.08 Issue a financial report of the Bonspiel or other events when requested.

BANQUETS**1.0 SCOPE**

The duties of this position include but are not limited to the following:

- 1.01 In conjunction with the Board of Directors, plan all special events for the curling season.
- 1.02 These functions shall include:
 - Annual Dusty Baker Bonspiel
 - Annual Christmas Banquet
 - Annual Closing Banquet
- 1.03 Notices for the Christmas Banquet and Closing Banquet shall be posted on the bulletin board as soon as possible, in order to determine an approximate number of members attending the function(s).
- 1.04 Arrangements for the meals shall be made as early as possible.
- 1.05 Arrange with the McIntyre Curling Club Manager regarding seating for the function and any special furniture requirements which may be necessary.
- 1.06 Arrange with the McIntyre Curling Club Manager regarding the availability of a bartender for the function if required.

RATINGS**1.0 SCOPE**

The duties of this position include but are not limited to the following:

- 1.01 In early November or when deemed necessary, arrange for a meeting to be held specifically for the purpose of rating all members of the League.
- 1.02 Arrange to have a membership list produced, indicating the year in which the member first joined the League.
- 1.03 Arrange the membership by seniority and formulate listings for Skips, Vices, Seconds and Leads.
- 1.04 Rating of curlers is done on a seniority basis, also keeping in mind the wishes of the individual curler; i.e. some curlers may not wish to curl at a certain position.

ANNUAL BONSPIEL (DUSTY BAKER BONSPIEL)

The "Dusty" Baker Bonspiel is an annual event.

- The Bonspiel will be held on November 17, 18 and 19, 2015.
- The draw format will be based on the percentage point system, with each team playing four (4) games over a two-day period.
- Game times and opponents will be predetermined.
- Entry fee will be \$140.00 per team.