

“EVENTS” CALENDAR

1. Assign Portfolios to Directors: (May)

Responsibility of the **President**. Ensure each director has his job description (“duties”) manual.

2. Rental Contracts: (June)

Responsibility of the **Ice Rental Director**. To be mailed by June 15 latest. See “Duties” section.

3. Membership Night: (September)

Responsibility of the **Membership** and **Entertainment Directors**. Usually held the first Wednesday in September. See “Duties” section.

4. Renter’s Night Meeting: (September)

Responsibility of the **President, Entertainment Director, Fund Raising Director and Ice Rental Director**. Usually held one week after Membership Night. To discuss any problems or concerns with the Renters contracts.

Advise the Renters of the deadline date to have their membership lists in the roster book. Obtain name and phone number of “contact” person of each Renter league.

Christmas Cash Raffle tickets to be ready for distribution.

5. Notice of Semi-Annual Meeting: (September)

Responsibility of the **Secretary**. See “Duties” section.

6. Semi- Annual Meeting: (September)

Responsibility of the **President, Secretary and Entertainment Director**. Secretary to review minutes of the previous Semi-Annual and Annual meetings. Ensure the agenda includes the Brian Holt Award committee selection and Nominating Committee selection.

7. Television for Downstairs Lounge: (September)

Responsibility of the **House Director**. Must be in place before the season starts. A draw for this TV for all regular, associates and clubhouse members is held at the Annual windup.

This is the responsibility of the **Membership Director**.

8. Roster: (October)

Responsibility of the **Second Vice President**. See “Duties” section.

9. Past President’s Dinner: (November)

Responsibility of the **President, Secretary and Entertainment Director**. Usually held late November or early December. Includes all Past Presidents and guests, Executive and guests, and widows of Past Presidents. See “Duties” section.

10. Christmas Decorations: (December)

Responsibility of the **Entertainment Director**. See "Duties" section.

11. Children's Christmas Party: (December)

Responsibility of the **Entertainment Director**. This event is optional and will depend on the makeup of the membership. Usually held early December, on a Sunday. Tickets sold on a "first come" basis. A smorg is served, gifts for all children and Santa attends. Sing songs are popular.

12. Christmas Cheer Board: (December)

Responsibility of the **Fund Raising Director**. See "Duties" section.

13. Christmas Junior/Youth Bonspiel: (December)

Responsibility of the **Junior Director**. See "Duties" section.

14. New Year's Eve Party: (December)

Responsibility of the **Entertainment Director**. See "Duties" section.

15. New Year's Day: (January)

Responsibility of the **Past President's Association & Club Secretary**. See "Duties" section.

16. Calcutta Night: (January)

Responsibility of the **First Vice President** and the **Entertainment Director**. See "Duties" section. Usually held the Wednesday night prior to the start of the MCA Bonspiel.

17. MCA Bonspiel Hospitality Room: (January)

Responsibility of the **Second Vice President**. See "Duties" section.

18. MCA Bonspiel: (January)

Responsibility of the **First Vice President**. See "Duties" section. If we are hosting a final, the MCA will provide us with a check list for this purpose.

19. "Battle of the Sexes" Night: (February)

Responsibility of the **Ice Rental** and **Entertainment Directors**. See "Duties" section.

20. Budget Meeting: (March)

Responsibility of **All Executive Board Members**. See President's "Duties" point #12 for general points to be reviewed at this meeting.

21. Membership Renewal: (March)

Responsibility of the **Membership Director**. By **May 1st** latest, mail every member an application form with the rates for the upcoming season, along with a letter detailing the rules to reserve a spot for the upcoming season.

22. Closing Stone Stag: (April)

Responsibility of the **Entertainment Director**. See "Duties" section.

23. Siesta Bonspiel: (April)

Responsibility of the **Second Vice President**. See "Duties" section.

24. Annual Windup: (April)

Responsibility of the **President, First Vice President Secretary, Entertainment Director, and Membership Director**. See appropriate "Duties" section.

25. Notice of Annual Meeting: (April)

Responsibility of the **Secretary**. See "Duties" section.

26. Annual Meeting: (May)

Responsibility of the **President, Secretary and Entertainment Director**. See "Duties" section.

27. President's Bar-B-Cue: (June)

Responsibility of the **Outgoing President**. For all members of the previous and newly elected Executive. Assistance given to the President's wife in food preparations. All costs are borne by the club.

DUTIES OF THE PRESIDENT

1. After Taking The Chair:

Give some thought to your personal objectives and projects that you would like to see happen during your term. Review the "Events" document.

2. Call First Executive Meeting: (May/June)

Assign your Directors to their portfolios.
Ensure that they have their "Duties" booklet.
State your objectives and proposed projects.
Advise the Secretary how you would like him to assist you.

3. Assist at Membership Night:

It is important for you to attend, and encourage all other Executive and Directors to also be in attendance.

4. Call and Chair the "Renter's" Meeting: (September)

Encourage all Executive/Directors to attend. See "Events" for details.

5. You sit on all Committees:

Be kept informed on the progress of the Holt Memorial and Nominating committees.

6. Chair the Semi-Annual Meeting: (September)

Have the Secretary review the minutes of the previous Semi-Annual and Annual meetings for special motions and/or old business to be brought to the meeting.

7. Past President's Dinner: (October)

Set November date for this event at the October (latest) Executive meeting.
Compose invitation letter for mailing by the Secretary.
You are the "MC" for the evening.

8. Christmas Cheer Board: (December)

Be kept informed of its progress by the Fund Raising Director.

9. Attend New Year's Eve party if at all possible.

10. New Year's Day Open House:

Greet members at the door.
Brief "Words of Welcome."
Challenge game vs the Ice Maker.
See "Events" for details.

11. Annual Windup: (April)

This is your function; however arrangements are the responsibility of the Entertainment Director, First Vice President and Secretary.

You are responsible for the following:

A) Head Table: Invitees and seating arrangements.

President and wife.

First Vice President and wife.

Club Patron and wife.

Club Pastor and wife.

MCA President and wife.

City Councillor and wife.

Secretary to send letters and free tickets.

B) Free tickets: To Trophy Sponsors and Special invitees including any Provincial/National winning teams who curled out of the St. Vital curling club.

Secretary to send letters and tickets.

C) Program: Obtain Group Winners from Ice and Draw Director and outline program with First Vice President who is responsible for the printing.

D) Holt Memorial Trophy:

Purchase of suitable trophy.

Arrange for presentation. (Generally done by previous years winner.)

12. Next Year's Budget Meeting: (March)

Incoming president to give his input as he is the one who will have to live with it.

House Director to give input as to repairs etc.

Treasurer must have current financial report.

Set member curling fees for next season.

Set ice rental fees for next season.

Review Ice Maker and Lounge/Kitchen positions for next season.

13. Renter's Windups: If invited, personally attend or appoint a representative.

14. Chair the Annual Meeting: (May)

Have the Secretary review the minutes from the previous Semi-Annual and Annual meetings for special motions and/or old business to be brought to the meeting.

Election of new officers. (Nominating Committee.)

Congratulate new President and ask for his remarks. (Recommend the chair be held by outgoing President until adjournment.)

15. Outgoing President's Bar-B-Cue: (June)

For old and new Executive/Directors.
See "Events" for details.

16. Miscellaneous:

Attend all Executive meetings.
Assist other Executives/Directors as required or requested.
Arrange for appropriate cheques and letters for St.Vital teams participating in MCA sanctioned provincial/national curling playdowns.
Arrange for the printing of approved "St. Vital Bucks"

DUTIES OF THE PAST PRESIDENT

- 1.** Assist the President and any other Executive member as required.
- 2.** You are the MCA representative for the Club. Attend all MCA meetings and report back to the Club at their monthly Executive meetings.
- 3.** You are the liaison person between the St. Vital Curling Club Executive and the St. Vital Past President's Association.
- 4.** Attend all Past President's meetings and report back to the Club Executive at their monthly meetings.
- 5.** You are responsible for organizing the New Year's Day Open House Stag together with the Past President's Association.
- 6.** You are the Chairman of the Nominating Committee for next year's Executive. This process should start in January.
- 7.** You are responsible for running the Election at the Annual Meeting.
- 8.** Attend all Executive meetings.

DUTIES OF THE FIRST VICE PRESIDENT

1. To represent the President at any function the President is unable to attend.
2. Have your picture taken for the Executive board.
3. Ensure that the insurance on the club facilities is up to date for the current year. Expiry date on the policy is **February 18**.
4. Process "Competitor Curling Cards" as requested. (Secretary will order them as soon as details are received from MCA office.)

5. MCA Bonspiel:

Post the entry sheet by November 1. Cutoff should be a few days before the opening day for entries with the MCA.

Collect entry fees and complete entry forms. (First names are required on the forms.) Ensure that the forms are complete.

Entry forms must be in the MCA office on opening day.

Ensure that the fax machine is arranged with the MCA.

6. Calcutta for the MCA Bonspiel:

Arrange for the Calcutta licence at least **eight (8) weeks** in advance of the event. Contact the Manitoba Gaming Control Commission for the application.

Arrange for the auctioneer.

Arrange rinks on sheets for Calcutta bidding. (Publicity Director will likely want to know team personnel for his newsletter.)

Pick up and distribute MCA bonspiel kits to teams.

Ensure you have a receipt book. (Treasurer should be asked to assist.)

Forward financial statement and cheque to Gaming Control Commission as requested. Copy of statement to Treasurer.)

7. Annual Windup: (April)

Obtain the Group Winners' names.

Contact the trophy donors to ensure their participation and support.

Ensure donors are invited to attend and they receive free dinner tickets. (Secretary will send letters and tickets when advised by you.)

Order individual trophies for each group winner. (Trophies generally purchased from the Trophy House on Henderson Highway as they have our logo on disc.)

Ensure all sponsor trophies are in good repair, clean and polished.

Arrange for program printing. (Review format with the President and Ice and Draw Director.)

Conduct trophy presentations to winners by attending donors.

Issue applicable invoice to trophy donors with copy to treasurer.

8. President's Gift: (May)

Arrange for suitable gift for the outgoing President, to be presented at the annual meeting.

9. Club Inventory: (May)

An inventory of the Club's assets must be taken with the House Director. This must include furniture, equipment and curling rocks. (This information beneficial for insurance purposes.)

10. Miscellaneous:

Attend all Executive meetings.

Prepare reports for the Semi-Annual and Annual meetings.

Make arrangements for "O'Grady Challenge" games if club is participating.

DUTIES OF THE SECOND VICE PRESIDENT

1. Roster:

Contact all of last year's advertisers by letter by August 1st for continuation of their ad and/or any changes that may be required. A response by September 1st should be requested. A phone call follow up is to be made to all non-respondents.

Men's club membership list (from Membership Director) and renter's membership lists are required by October 15th latest.

Take a copy of last year's roster, ad changes and membership lists to the printer. (We have been using Rinella Printers Ltd., contact is Frank Rinella.)

Proof read draft copy and return to printer A.S.A.P

Distribute rosters as soon as received from printer. Keep enough copies to send one to each advertiser with the invoice for their ad. Attend to this A.S.A.P.

2. Umpires:

Arrange for umpires as required for all MCA sanctioned events such as zone playdowns, MCA bonspiel, provincial playdowns etc. (except Junior competitions)

Ensure umpires are aware of date/time/location of applicable umpires meetings.

Arrange for umpires meals and payment. (Advise treasurer so payments will be made ASAP.)

3. MCA Bonspiel Hospitality Room: (January)

Solicit donations (chips, refreshments etc.) from selected suppliers/donors. Check with previous years organizer for details. (This should be done in Dec.)

Co-ordinate needed manpower to help set up the room:

- Move coolers from the Rose Room

- Set up tables and chairs

- Move T.V. from Rose Room.

Arrange with Kitchen/Lounge Director and Manager for:

- Food menu for Thurs., Fri., and Sat.

- System for recording beer/liquor taken from the bar.

- System for recording food supplied by the kitchen.

Co-ordinate volunteers to work in the room. (Review with last years organizer.)

Supplies Required:

- Plastic Glasses for beer and liquor drinks.

- Napkins and Stir Sticks ; Salt and Pepper

- Plastic cutlery, plates or bowls (depending on menu).

- Ketchup/mustard/relish (depending on menu).

Caesar ingredients (clamato juice, Tabasco, limes)
 Assorted mixes (coke products, orange juice, water).
 Assorted munchies (chips, pretzels etc.)
 Ice (bar should be able to supply.)

Signs for bar prices.

Signs to acknowledge Donors.

Arrange for several "Raffle" items. (need tickets and draw box.)(check with last years organizer)

Arrange to have room dismantled Sunday evening or Monday morning.

Record inventory of returned bar products and confirm with Lounge Director and Manger.

Send "Thank You" letters to donors and volunteers.

Prepare financial statement for next Executive meeting.

4. Siesta Bonspiel: (April)

Set date before curling season starts.

Put up poster mid to late February; restrict entry to first 48 paid up rinks.

This is a mixed bonspiel. One member of the opposite sex is required on each team.

Up to 2 spares are allowed. They must play lead and second. The team must maintain at least one member of the opposite sex.

Put most of the entry money back into prizes.

Pick-a-Prize order:(Based on 24 teams, 12 receive prizes.)

Based on three events:

- | | |
|------------------------------------|-------------------------------------|
| 1) "A" event winner | 7) "A" event runner up |
| 2) "A" event runner up | 8) "C" event runner up |
| 3) "B" event winner | 9) "B" event 3 rd place |
| 4) "C" event winner | 10) "B" event 4 th place |
| 5) "A" event 3 rd place | 11) "C" event 3 rd place |
| 6) "A" event 4 th place | 12) "C" event 4 th place |

5. Miscellaneous:

Attend all Executive meetings.

Prepare reports for the Semi-Annual and Annual meetings.

DUTIES OF THE SECRETARY

Responsibilities:

1. To attend all Executive meetings of the club and keep accurate minutes of same.
2. To distribute a copy of above minutes to all Board members as soon as possible after each meeting.
3. To conduct or cause to be conducted the correspondence of the club and, subject to the order of the Board, have control of all records, books, papers and documents.
4. To have charge of the seal of the Club.

To perform other duties as the Directors and/or President may assign.

Chronological List of Duties:

Weekly:

1. Pick up mail (at least once during the curling season) from P.O. Box 66, St. Vital Post Office
2. Open all Club mail, retain or distribute to appropriate Board member.
3. Arrange with the Treasurer to get all bills and/or cheques to him as quickly as possible for processing.
4. Any mail addressed personally to a Board member is to be delivered or re-directed unopened.
5. Maintain all bulletin boards. Remove outdated posters etc.

Monthly:

1. Contact all Board members on the Sunday before the Executive meeting to verify their attendance.
2. Prepare an agenda for the President. Review the prior month's minutes for any old, unfinished or tabled business.
3. Prepare the minutes and distribute a copy to all Board members as soon as possible.

May:

1. Prepare a list of the new Executive and Directors complete with mailing addresses and phone numbers. Distribute a copy to each Board member, the secretaries of each renter league and the MCA office.
2. Prepare a new seniority list and distribute a copy to each Board member.
3. Obtain a copy of the Ice Maker's signed contract for the upcoming season

June:

1. If requested, assist the President in organizing the outgoing President's bar-b-cue party.
2. Obtain a copy of the Ice Maker's signed contract for the upcoming season. (If not done in May.)
3. Pick up mail at least once a week.

July:

1. Pick up mail at least once a week.

August:

1. Order notice cards for the Semi-Annual meeting.
2. Pick up mail at least once a week.

September:

1. Mail notices for the Semi-Annual meeting a minimum of 10 days prior to the meeting date. Be sure to include all new Directors and Honorary Life members. (See Membership Director for addresses etc.)
2. Prepare agenda for the Semi-Annual meeting. Be sure to include a motion authorizing the Executive to renew the cocktail lounge license for the upcoming year.

October:

1. Attend M.C.A. Presidents and Secretaries meeting (The M.C.A. office will advise the date and location.)
2. Order "Competitive Curler Cards" when the order form is received from M.C.A. office. (Pass on to the First Vice President.)

November:

1. Mail invitations for the Past President's Dinner. (The President generally composes the letter.)
2. Order invitations for the New Year's Day Open House. Check with the Past Presidents for times etc. to be printed in the invitation.

December:

1. Mail New Year's Day Open House invitations to ALL members, Associates, Club House and Honorary Life members.
2. Send invitations (letters) for the New Year's Day Open House to special guests such as the MCA President, City Councillor, Club Pastor and Club Patron. Review the list with the President.)
3. Contact the Past Presidents to ensure they will "carve" on New Year's Day.

January:

1. File application for renewal of the Club Cocktail Lounge license with the M.L.C.C. (Form sent to the club from M.L.C.C. every January.)

February:

Nil

March:

1. Prepare invitations for the Annual windup. Review list of "special guests" with the President and Entertainment Director. (Trophy donors etc.)

April:

1. Order notices for the Annual meeting in May.
2. Prepare and mail above notices to ALL members and Honorary Life Members a minimum of 10 days prior to the meeting date.
3. Prepare the agenda for the Annual meeting.
4. Complete The Corporation Act Annual Return of Information" report and return complete with the required fee. (Obtain cheque from Treasurer.)

Miscellaneous:

1. Honorary Life Memberships are ordered from the M.C.A. The club purchases the frame for the presentation.

DUTIES OF THE TREASURER

The job of the Treasurer is to keep accurate financial records of the Curling Club and to report monthly to the Executive and semi-annually to the membership.

Beginning of the Curling Season:

1. Prepare post dated monthly cheques for the entire curling season for the Ice Maker and Lounge Manager.

Monthly:

1. Pay all invoices on time to prevent late payment charges and charge to the appropriate account.
2. Prepare monthly cheques for commissions owed to the Lounge Manager.
3. Balance the bank statement and investigate any discrepancies immediately.
4. Prepare monthly journal entries, including the cash "Blue Book". This information is to go to the Club Accountant.
5. Remit PST sales tax by the 20th of each month. Forms are received from the Government Finance / Taxation Department.
6. Remit quarterly GST tax to the Receiver General. These are due November 30th, February 28th, May 31st and August 30th.
7. Present current "Disbursement" statement at the monthly Executive meeting.

As Required:

1. Make bank deposits.
2. Order club stationary, forms, cheques etc.

End of Season:

1. Prepare year end entries and balance sheet for annual audit.
2. Ensure the Financial statement is ready for distribution to members at the Semi-Annual meeting in September.

Miscellaneous:

1. Assist the Entertainment Director in preparing financial statements for the club's various functions.
2. Assist the Membership Director on "Membership Night". (September)
3. Assist the First Vice President on "Calcutta Night". (January)

4. Prepare a current Financial statement for the "Budget" meeting in March.
5. Prepare current Financial reports for the Semi-Annual and Annual meetings.
6. Attend all Executive meetings.

DUTIES OF THE MEMBERSHIP DIRECTOR

March:

1. Prepare application form and newsletter for next year. The application form must include the fee schedule for the upcoming year as set at the Budget meeting. The newsletter must clearly outline the procedures and deadlines for securing a preferred spot. Such as, full payment must be received on "Membership Night", and only fully paid-up teams will be allowed to start curling. (See enclosed sample of the 1999/2000 application form.) Form to include: "a \$15.00 fee will be charged on all NSF cheques."
2. Mail application forms and newsletter by **May 1** latest, with a return date of **May 31**.
3. Prepare an up to date set of address labels for use by the Secretary to mail the notices for the Annual meeting.

April:

1. Make preparations to conduct the draw for the downstairs lounge TV at the Annual windup. (See "Events" #7.) *Honorary life members not included in this draw.
2. Obtain a list of "contact people" from all renter leagues to enable you to forward application forms to any prospective new members interested in joining the men's league next year.

June:

1. Record the returning application forms and ensure all information is complete and accurate as requested.

August:

1. If the membership is not full at this time, consider running an ad in the Winnipeg newspapers. (This should be discussed with the Executive before proceeding.)

September:

1. Membership Night:
 - a) In preparation, arrange to have the Treasurer And 3 or 4 other Executive members on hand to assist you.
 - b) Have extra applications forms on hand, along with pens, staplers and receipt books.
2. If the membership is not full after Membership Night, consider running ads in the newspapers. (Discuss with the Executive before proceeding.)
3. Prepare a Membership and Team list and forward a copy to the Ice and Draw Director.
4. Update the President and Ice & Draw Director regarding the number of confirmed teams, as decisions will have to be made by the end of September regarding draws etc. Constant communication is imperative at this time.

October:

1. Prepare an "Associate Members" list and post it in the locker room and on the main floor bulletin board.
2. Prepare a numerical list of all Active, Associate, Club House and Honorary Life members and give the Lounge Manager a copy for use to conduct the nightly "Can Draw."
3. By mid month latest prepare a complete membership list including Honorary Life Members for the Second Vice President to use when preparing the roster book.

November:

1. Continue to update the Membership list and mailing label list.

December / January / February:

1. Same as November.

Miscellaneous:

1. Attend all Executive meetings.
2. Prepare reports for the Semi-Annual and Annual meetings.

DUTIES OF THE HOUSE DIRECTOR

May:

1. Arrange for the hookup of the telephone answering machine for the summer months and arrange to regularly check for and respond to any messages.
2. Arrange to have the garbage bin picked up and returned in September.
3. Provide the Security Alarm Company with the names of 3 persons they are to contact in case of alarms at the club during the summer months.
4. Arrange to program the security alarm system for entry into the club by only limited persons during the summer months.
5. Inspect the premises to determine what repairs and/or purchases are required for the general upkeep of the property and equipment. All items to be brought to the Executive for review and approval.
The inspection includes the following:

Exterior:

Weed control

Painting

Parking lot repairs

Lighting

General repairs to the building

Interior:

Painting

Lighting and electrical repairs

Plumbing

Furnaces and air conditioning

General house cleaning

Carpet cleaning

Ice bed (Pipes, sand, dividers, etc.)

Fire extinguishers (Checked in October)

Security and fire alarms

Furniture

Kitchen and lounge equipment

Alterations and/or renovations

Ice plant repairs

Ice Plant: This machine is the heart of our curling club and must be treated as such!! Contact Ernie at Cimco for any repairs, maintenance or adjustments.

6. Inventory:

An inventory of the club's assets must be taken with the First Vice President. This must include furniture, equipment and curling rocks. (This information is beneficial for insurance purposes.)

June, July and August:

1. Carry out all the necessary repairs. (Do not hesitate to call out work parties as required.)

September:

1. All heating/air conditioning units must be serviced prior to the curling season.
2. Fire extinguishers including the automatic fire extinguishing system in the kitchen must be serviced prior to the curling season.
3. Arrange to have all carpets cleaned prior to the start of the curling season.
4. Purchase TV for downstairs lounge.
5. Ensure the pool table is in good repair, complete with cues, chalk and other required accessories.

October:

1. A preliminary estimate of the supplies required for the curling season should be reviewed with the Ice Maker and arrangements for approval of same to be made through the House Director and the Executive.

Items include:

Floor wax and cleaner

Paper towels

Bathroom tissue

Facial tissue (Kleenex)

Liquid hand soap

Brooms, mops, pails etc.

Urinal tabs, etc.

November to May:

1. Arrange for parking lot snow removal as required.
2. Make repairs as necessary during the curling season.

March/April:

1. Prepare a list of proposed work projects and/or repairs to be done over the summer months or during the next curling season for presentation at the Budget meeting. (Costs to be included as best possible.)

2. Arrange for the procurement and installation of any St. Vital "Champion" banners before the beginning of the next curling season.
3. **Ice maker's contract:** The House Director, First Vice and Treasurer to negotiate his contract and duties for the next season. (Proposed percentage increase to be reviewed at the budget meeting.) Copy to be given to ice maker and secretary.

Miscellaneous:

1. Prior to employing a contractor request a "letter of good standing" from the Workmen's Compensation Board.
2. Attend all Executive meetings.
3. Prepare reports for the Semi-Annual and Annual meetings.

DUTIES OF THE ICE RENTAL DIRECTOR

May:

1. Prepare Contracts for all rental groups which must contain the following information:

Rental date (which was set up at the budget meeting.)

Number of sheets used by each renter.

Starting and ending dates.

Letter to accompany the contract advising the date of the Renter's meeting in September.

The contracts must be mailed by June 15 latest, especially to any schools.

September:

1. Attend the Renter's Night meeting to resolve any concerns with dates, ice usage, etc.

October:

1. Co-ordinate with the Treasurer for the collection of the fees from all renter leagues.
2. Update Renter's contract list with complete details as to the rate being charged, number of sheets being used (confirm with ice maker) and the name of their "contact" person.

February:

1. "Battle of the Sexes": (See attached sample of the 1999 event.)

Arrange for participating teams from the Renter Leagues, Past Presidents and the Men's Club.

(Leagues should be contacted by **January 15**.)

Prepare format and draws.(Allow time for socializing.)

Tabulate scores and declare the "winners".

March:

1. Prepare the Monthly Calendar for the coming season. It should contain the following information:

Dates and times for all the renters.

Starting and ending dates of each of the men's rounds.

Dates for make-up games.

Club playoff dates.

Dates for any Zone playdowns etc. to be held at the Club.

Special event dates such as Calcutta Night, Battle of the Sexes Night, Siesta Bonspiel etc.

Dates of the Executive meetings.

2. Input is required from the following Executive members:

President
First Vice President
Second Vice President
Ice and Draw Director
Entertainment Director

3. The calendar should be ready for review at the April Executive meeting.

4. The final draft should be ready for the Semi-Annual Meeting in September.

Miscellaneous:

1. Complete contracts for casual renters as required during the season.

2. Attend all Executive meetings.

3. Prepare reports for the Semi-Annual and Annual meetings.

DUTIES OF THE ICE & DRAW DIRECTOR

Prepare all Draws for the Men's Curling Club:

1. Suggest you get a committee of 3 or 4 members to assist you with phoning, draw cards and the posting of schedules on lockers etc.
2. Before the season starts determine the dates that there will be no curling. With the President determine the starting and finishing date for each round.

Team Seeding for First Round:

1. Obtain a team list (from Membership Director) of all teams that will be curling.
2. Call the skips of all new teams to determine , if possible, what level of curling they were at last year (bonspiels won, club level of play, past records etc.) No new team should be placed higher than "B" Group unless they are previous zone winners or are well known competitive curlers.
3. For returning teams use last year's points total to determine in which group they should be placed.
4. Using the information from steps #2 and #3, place the teams in their respective "Peer" Groups.

Draw Procedure:

1. Obtain a list of skips and third names and telephone numbers from the Membership Director.
2. Prepare a locker list for all teams and post in men's locker room.
3. In preparing the draw for each round:

Balance the ice curled on for each team.
Attempt to balance the number of early and late draws for each team.
Prepare a master draw to be posted on the main floor.
4. Prepare Group lists for each night. Prepare and mount Group Score Sheets on the Draw Board.
5. Phone the skips or thirds of each team to notify them of the date and time of their first game. Make sure they notify the rest of their team, especially the new teams.
6. Prepare wallet size schedules for each team member (allow for any 5 men teams) and place on locker doors.
7. Prepare weekly draw sheets for use by the Ice Maker.
8. Post wins and losses at least weekly and obtain draw cards.
9. At the end of the round total and record the points. Set up groupings and team numbers for the next round. Keep track of group points.

Movement of Teams and Round Winners:

1. Based on win/loss record:

First place finisher in a group moves up a group.(max. 2)

Last place finisher in a group moves down a group. (max. 2)

In the event of a first place tie between 2 teams in a group, the team that won over the other team wins the round and moves up. In the event of a last place tie between 2 teams in a group, the team that lost to the other moves down.

2. In the event of a record tie from different groups, the team from the higher group will stay up, unless the team from the lower group is the round winner.
3. In the event of a point tie between 2 teams, the team that has won over the other team moves up or wins the round. In the event of a point tie from different groups, the team from the higher group will move up.
4. In the event of a three (3) way first place tie in a group:
 - A) If one team defeated the other two, that team moves up and wins the round.
 - B) If each team has defeated one other, then the team with the most points will move up. If there is a further tie, a draw will be made to determine which team moves up and a playoff will determine the "round winner" if necessary.
 - C) If a team wins more than one round/group then they must ply off for the highest group only. A team can only win one round in the same group. The Runner-Up to a multiple round winner in the latest round gets the remaining playoff spot.

Special Rules: (M.C.A. and Zone Playoffs)

1. If a club team has two (2) or more members still competing in the MCA bonspiel the club game(s) affected will be rescheduled.
2. If a club team is representing the club in Zone playdowns or higher level competitions, any club game(s) affected will be rescheduled.

Group Winners For Each Night:

1. At the end of the last round determine the "Round Winners" and "Runners-Up". A playoff may be needed if there is a tie.
2. Prepare a draw to determine the "Group Winners". The method used will depend on the number of rounds played. The method used should be in the roster.

Cross Night Consolation:

1. All teams not involved in the Club Championship are eligible to participate in the single knockout consolation championship.

Grand Aggregate Champion:

1. The team with the most wins regardless of the night. A playoff may be necessary to break a tie.

Club Champion:

1. An eight (8) team double knockout playoff format.

The teams involved will be the teams with the most points from each night plus the next four (4) highest point-getters regardless of the night.

Miscellaneous:

1. Attend all Executive meetings.
2. Prepare reports for the Semi-Annual and Annual meetings.
3. Distribute approved to Round Winners.

DUTIES OF THE JUNIOR DIRECTOR

To work with the Junior Executive and act as co-ordinator and advisor in all aspects of their operations.

August:

1. August 15 redraft letter and application form.
2. Mail applications/letters to last year's members and spares.
3. Establish date for Membership Night. (Usually held the night following the Men's Membership Night.)

September:

1. Prior to Membership Night:

Set curling fees for the season.

Establish fund raising projects:

Sell Entertainment books.

Sell Xmas cash raffle tickets.

Sell curling brooms.

Director assigns duties as required for the above projects.

Review Curling Clinic procedures and requirements and set date for the clinic..

Ensure the following materials are available: pens, application forms, staplers, receipt books, cash float, and general information on the St. Vital program, bonspeils etc.

2. Membership Night:

Acceptance of applications with cash/cheques. (Priority is given to returning curlers; then "first come basis.")

Try to have curling equipment on display for the benefit of beginners.

Have signs up for Curling Clinics.

Request parent volunteers to supervise on-ice activities.

3. Third Week of September:

Ensure equipment loan request for Junior Clinic is forwarded to the M.C.A. office, attention Susan Copeland, phone number 925-5723.

Establish teams and times. Establish Junior Membership list for roster book. Split up membership list and phone all members to advise them of the time for the Clinic and the start of curling.

Ensure that volunteers and instructors are available for the Junior Clinic. (See next page)

Arrange for food snacks and drinks at Junior clinic. (check with kitchen Manager)

Arrange for extra brooms, sliders and duct tape for the clinic.

Ensure slide projector is in working order and you know how to operate it.

October:

1. Co-ordinate use of practice ice during the season through the Ice Maker. (Confirm available ice through the Executive.
2. Announce Committee Chairpersons and outline basic duties of the volunteers.
3. Confirm dates of Junior Provincial Berth Bonspiels. Ensure that paid entries are mailed to arrive before the deadline. (Early October.)
4. Commence booking practice ice, with priority to the competitive teams until Christmas.
5. Distribute schedules to all curlers the first week of curling. Beginners – Saturday at 3 p.m. ; Intermediate – Sunday at 3 p.m. ; Competitive – Sunday at 5 p.m.
6. Emphasis the weekends where there is no curling.

November:

1. Post Xmas Bonspiel poster at Club on November 1.
2. Watch for Junior Women's and Men's Zone playdown announcements and forward paid entries before the deadline.
3. Watch for Junior Women's and Men's Christmas Bonspiel announcements and forward paid entries before the deadline. The deadline is generally around the end of November, however it is best to forward them around the middle of November to avoid waiting lists.
4. Follow up on the sales of the Entertainment books weekly.
5. Check with the MCA if competitor cards are required for Zone playdowns or bonspiels. Ensure all applications are fully completed including birth dates.

December:

1. Make up second round draw. (If applicable.)
2. Advise all Xmas bonspiel and Zone curlers the time and place of their first games.
3. Arrange for umpires for the Xmas Junior/Youth Bonspiel.

4. Attend Umpires meeting for the Xmas Bonspiel.
5. Prepare "spare list" in case of last minute drop outs.
6. Contact M.C.A. for any bonspiel rule/procedure changes.
7. Ensure all curlers are aware of which weekends there is no curling over the Xmas holidays.

January:

1. Remind Trophy and Trophy Donor Chairperson to make contact with previous donors to ensure that they are willing to continue with sponsorship of trophies.
2. Create a mailing list for sponsors.
3. Start looking for the trophies.
4. Remind Banquet Chairperson to begin plans and establish banquet date. Confirm date with kitchen Manger.
5. Establish budget for door prizes.

February:

1. Obtain progress reports from:
Trophy and Trophy Donor Chairperson
Banquet Chairperson and Prize Committee Chairperson
2. Make up draw for the third round (if applicable). Ensure all curlers get a copy.
3. Ensure all curlers are aware of the Youth Curling Jamboree and Provincial Championship Bonspiel held during the March school break.
4. Advise the St. Vital Executive of all Junior teams that reach the Provincial Playdowns as they are subsidized by the Men's Club.

March:

1. Obtain progress reports from:
Trophy and Trophy Donor Chairperson
Banquet Chairperson
Prize Committee Chairperson

2. Establish list of invitees for the banquet:

Trophy sponsors

President of the Men's Club

Any other individuals who have assisted the Juniors throughout the year.

Arrange to send invitation letters to the above.

Arrange for donations.(Check with previous organizer.)

3. Discuss, nominate and contact members for next year's Junior volunteers.
4. Determine cost and quantity of trophies required.
5. Forward list of trophy winners to trophy supplier.
6. Contact banquet caterer to confirm date , menu and cost.
7. Ensure large trophies are in good repair , clean and polished.

Miscellaneous:

1. Attend all Executive meetings.
2. Prepare reports for the Semi-Annual and Annual meetings.
3. Youth Curling Jamboree and Provincial Championship Bonspiel:
Confirm ice availability with Rental Director.
Arrange for umpires as requested by the Organizing Committee.
Attend meetings called by the Organizing committee.

DUTIES OF THE KITCHEN AND LOUNGE DIRECTOR

End of season (April/May):

1. Along with the 1st Vice President, review and finalize next year's contract with the Kitchen/Lounge manager. Ensure that the duties are fully understood by both parties involved. Provide secretary with a signed copy.
2. Take inventory of both kitchen and lounge. Make note of all discrepancies and make the appropriate adjustments and /or cross charges.
3. Review the kitchen and lounge facilities and arrange for repairs, remodeling, painting, cleaning etc.
4. Arrange for the return of all beer and Coke products before the building is closed for the summer.

September:

1. Establish "Opening Inventory" figures for the beer, liquor and wine Log Book. This book must be maintained accurately throughout the year, recording ALL product as it is removed to the bar area.
2. Review inventory with the Manager to ensure there are adequate supplies for opening day.
3. Review and set prices for the coming year. Executive approval may be required if the increases are unusually high.
4. Review the kitchen menu with the Manager.
5. Prepare a report from the financial statements, contract agreements and pricing for the Semi-Annual meeting.

Monthly Duties:

1. Ensure a lounge inventory is taken every month-end and a copy is given to the treasurer. Check these figures against the "log book" and investigate any discrepancies.
2. Must advise the directors of special events such as the "MCA Hospitality Room", "O'Grady Challenge" etc to record product used for their event and give this information to the treasurer and lounge director. This report is to show quantity and dollar value involved.
3. Ensure daily records are kept for sales, purchases etc.
4. Ensure bank deposits are made daily.
5. Review the recap of daily figures posted in the "Blue Book". Ensure the "Blue Book" is available for the Treasurer at month-end.
6. Be available to members and renters to discuss group or individual requirements or problems.
7. Prepare Lounge sales reports for presentation at the monthly Executive meetings.

8. Periodically review staffing hours to ensure proper service is being maintained.
 9. Observe that proper inventory is maintained and provide ordering assistance if required.
- Duties of the Kitchen and Lounge Director

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10. Monitor purchases to encourage as large a degree of cost efficiency as the situation will warrant.
11. Ensure all Government Departments Inspection reports are acted upon as quickly as possible, and they are understood by all staff concerned.
12. Review upcoming Month's Calendar to ensure staff are aware of all "Special Events", including the date(s) for the monthly Executive meeting(s).

Miscellaneous:

1. Prior to employing a contractor, request a "letter of good standing" from the Workmen's Compensation Board.
2. Attend all Executive meetings.
3. Prepare reports for the Semi-Annual and Annual meetings.
4. If we have any employees, we have to complete a Workmen's Compensation Board report by February 28 each year.
5. Arrange for appropriate Christmas gifts to kitchen and lounge staff. Confirm with club President before proceeding to determine amount to be spent and eligible staff.

DUTIES OF THE FUND RAISING DIRECTOR

Christmas Cash Raffle:

1. Have tickets printed and ready for distribution at the Renter's Night meeting in September.
2. Attend the Renter's Night meeting and distribute books to renters that wish to participate. They keep \$10.00 from every \$20.00 book sold.
3. Deposit all monies into the General Account.
4. Supervise the draw and distribute the prizes. Post winners names.

Nevada Break Open Tickets:

1. Our Lottery Licence is valid until December 31 of each year. Application for the new licence should be made by October 30.
2. Quarterly reports must be filled out and submitted to the Lotteries Commission. Reports are due January 30 and April 30. These are the only two reports we have to submit as the club is closed during the summer months. These reports are required regardless of the amount of sales. The report forms are sent with the new licence.
3. Deposits and expenditures must be made to and from the Nevada account.

MCA Bingo Staffing:

1. The MCA has previously obtained time slots for the curling clubs to volunteer at bingos. Each curling club must provide 7 or 8 workers. Usually the request comes with very short notice.

Christmas Cheer Board:

1. Start early in December. Request assistance from other Executive members to circulate in the lounge with "Percy's Pig" to collect money for this very worthy cause. Arrange to have all donations delivered to the appropriate location.

Club Pins:

1. Control the sales and inventory of the Club pins.

Miscellaneous:

1. Search and seek out other fund raising activities for the Club. Obtain Executive approval before proceeding with new ideas.
2. Prepare a list of suggested fund raising projects for the coming year with results from the current year for presentation at the Budget meeting in March.

3. We have to file an annual return with the Manitoba Gaming Control Commission for Nevada tickets.
This report is due by October 31

Duties of the Fund Raising Director

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4. Attend all Executive meetings.

5. Prepare reports for the Semi-Annual and Annual meetings.

DUTIES OF THE ENTERTAINMENT DIRECTOR

Membership Night: (September)

1. Arrange for a light lunch.
2. Ensure the bar is open and staffed with volunteers.

Semi-Annual Meeting: (September)

1. Arrange for a light lunch.
2. Ensure the bar is open after the meeting and staffed with volunteers.

Renter's Night; (September)

1. Arrange for a light lunch.
2. Arrange for a casual "no charge " bar.

Past President's Dinner: (November)

1. Usually held on a suitable Saturday or Sunday night in November and is hosted by the President.
2. You are required to :
 - a) Arrange for a suitable meal ; usually steak or roast beef. (President's choice)
 - b) Arrange to have the bar open. Regular pricing.
 - c) Arrange to have someone collect the admission charge from attendees.

Christmas Decorations:

1. This is generally done by the St. Vital Curlettes League. Suggest you check with them early in December to confirm this arrangement. The Club pays for any needed items from year to year.

Children's Christmas Party:

1. This is an optional party and depends on the make-up of the membership. See "Events" for the details.

New Year's Eve Party:

1. Set price at October Executive meeting.
2. Arrange to have tickets printed.
3. Post signs at the club by **December 1** with cost/times. Sales cut off by December 27, **no ticket sales at the door.**

4. Arrange for the music man. **(This must be done EARLY !!)**
5. Order party favours and decorations.
6. Arrange for meal.
7. Arrange for wine with the meal.
8. Arrange for "clean-up" at the end of the evening as the lounge is required for the New Year's Day Open House.

Calcutta Night: (January)

1. Arrange for a light lunch.
2. Arrange to have the bar open with "Happy Hour" prices.

"Battle of the Sexes": (February)

1. See enclosed for sample of the 1999 event.
2. Advise Kitchen Manager how many people will be attending so an appropriate light lunch can be prepared. (See Rental Director for head count.)
3. Arrange for each participating team to receive one free large jug of beer.

Closing Stone Stag: (April)

1. Usually held at the end of the curling season on a Friday night. (Should be a no cost, low profit event for the club.)
2. Tickets must be ready for sale 3 or 4 weeks prior to the end of the regular curling season.
3. Post signs at the club as soon as tickets are ready for sale.
4. Arrange for a light lunch.
5. Arrange for volunteers to work the bar.
6. Arrange for suitable "Stag type" entertainment.

Annual Windup Banquet: (April)

1. Arrange for location and suitable meal, with input from the President.
2. Have tickets printed by **February 20** and arrange for their sale. (Usually by Executive and bar staff.)

3. Post signs at the club by **February 20**. Cut off ticket sales one week before the event. **No ticket sales at the door.**
4. Arrange for a music man.
5. Arrange for a ticket taker. (Liquor ticket seller also required if cash bar not to be in effect.)

Annual Meeting : (May)

1. Arrange for a light lunch.
2. Arrange to have the bar open and staffed with volunteers after the meeting.

Miscellaneous:

1. Attend all Executive meetings.
2. Additional functions may be run by the Entertainment Director if he feels there will be adequate membership participation and approval is given by the Board.
3. Prepare reports for the Semi-Annual and Annual meetings.

DUTIES OF THE PUBLICITY DIRECTOR

Publish four Newsletters:

1. First Edition: Around the beginning of November.

Include the following:

- a) News from the Closing Stone Stag.
- b) News from the Annual meeting.
- c) News from the Annual golf tournament.
- d) President's greetings.
- e) News regarding Club draws.
- f) Announcement of upcoming events.

2. Second Edition: Around the middle of December.

Include the following:

- a) President's Christmas message.
- b) Announcement of upcoming events.
- c) Acknowledge Club teams who were successful in cash, zone or other bonspiels.

3. Third Edition: Around the middle of January.

Include the following:

- a) forecast of Calcutta teams.
- b) Update on any Club teams entered in zones etc.
- c) Announcement of upcoming events.

4. Fourth Edition: Around mid to late March.

Include the following:

- a) Recap of MCA bonspiel results involving Club teams.
- b) Recap of Provincial Playdowns.
- c) Highlight Annual Windup.
- d) Announcement of other upcoming events.

Miscellaneous:

1. Update outside lighted sign with appropriate messages.
2. Update Executive picture board and the name/phone number board before curling season starts.
3. Update the Past Presidents picture display. Check for any who passed away during the past season and update accordingly.
4. Mail a copy of all newsletters to Associate, Club House and H.L.M..
5. Attend all Executive meetings.
6. Prepare reports for the Semi-Annual and Annual meetings.