

# MEMBER HANDBOOK



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# Welcome

## WELCOME TO THE TRAVERSE CITY CURLING CLUB!

We are thrilled that you chose one of the fastest growing winter sports in the world and couldn't be prouder to welcome you to our new dedicated-ice curling facility! The Traverse City Curling Club is an enthusiastic community of curlers committed to growing and sharing this ancient game. We strive to be the epicenter for an inclusive, socially engaging community through the culture of curling.

This handbook has been developed to provide additional information to members about our club, the nature of the sport of curling, league rules and etiquette.

Please use the communication tools listed on the next page and on our website to keep track of club events and stay in touch with fellow members. And mostly importantly, be sure to share your love of the game with friends and family!

Good Curling!  
TCCC Board of Directors

# Mission and Vision

## OUR MISSION

Building a strong community through the sport of curling.

## OUR VISION

The club strives to be the epicenter for an inclusive, socially engaging community through the culture of curling.

The TCCC offers the sport of curling to a diverse membership in a welcoming environment. The TCCC operates a high-quality facility, trains and develops its curlers, and helps to expand curling in the state of Michigan. Members of all ages enjoy the unique social and competitive aspects of the sport in a community that fosters sportsmanship, volunteerism, friendship, and tradition.



## Club Communication

Website	<a href="http://tccurling.org">tccurling.org</a>	This should be your first stop when looking for information on the club/leagues/events and volunteer needs.
Club Facebook Page	TC Curling Club	Please follow the club on Facebook to stay up to date on public facing posts.
Facebook Group	TC Curling Club Hub	Once you are a member you will want to request to be a member of the club's private group on Facebook. This is where you will see sub requests as well as internal facing posts.
Need to email someone?	General Inquires	<a href="mailto:info@tccurling.org">info@tccurling.org</a>
	All other club questions	<a href="mailto:operations@tccurling.org">operations@tccurling.org</a>
	Another member	Please go to <a href="http://tccurling.org">tccurling.org</a> , log in and then go to Members Home/ Members Search and email from the website.
	Executive Director	Tom Violette <a href="mailto:tomv@tccurling.org">tomv@tccurling.org</a>

# Getting Involved

## VOLUNTEERING

Traverse City Curling Club is a non-profit organization that has flourished because of the dedicated support of our member volunteers.

Our club cannot exist without our members contributing to teaching, ice prep, marketing, social media, communication, fundraising, event planning, handiwork, and so many other areas.

Volunteering helps members feel connected and develop a sense of ownership in the club. If you are interested in lending a hand, please send an email to: [operations@tccurling.org](mailto:operations@tccurling.org) to let us know about your skills and interests!

## BONSPIELS / FRIENDLIES

Consider attending a bonspiel (curling tournament) or friendly (interclub match event). Friendlies are typically one, occasionally 2-day events where members of our club will play another curling club and it is a great way to learn and improve your game. Socially, it's a great way to meet some of our extended curling family. Check our website and Facebook for details.

# Member Policies

## Membership Policies

This document serves to outline the policies and practices that apply to all members of the TCCC community. Members with questions or concerns about any policies or member conduct are encouraged to bring these issues to the attention of the Executive Director. Members can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including revocation of membership.

Prior to the beginning of each curling season, members will be asked to electronically acknowledge acceptance of this handbook and the policies enclosed.

## Member Code of Conduct

The TCCC is committed to providing an environment free of unlawful harassment (including behavior of a verbal, physical, or sexual nature). We hold each member to the highest standards at the club and when a representative of the club. Violations of this member code of conduct will result in disciplinary action. Actions may range from verbal warning up to and including temporary and/or permanent revocation of membership rights.

# Member Policies

## Animal Policy

No animals are allowed in the curling facility with the exception of service animals as defined by the Americans with Disabilities Act (ADA). According to the ADA, a service animal is defined as any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

Reasonable behavior is expected from service animals while on company property. The owners of disruptive and aggressive service animals may be asked to remove them from the curling center. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.

## Facilities Policy

The club facilities will be kept locked when not in use. For safety reasons, no member may be *on* the ice surface without another adult in the building.



# Member Policies

## **Smoking**

Smoking is not permitted in the TCCC facility or within 50 feet of an entrance. This includes the use of electronic cigarettes (e-cigarettes).

## **Solicitation Policy**

Members and guests may not engage in solicitation or fundraising (formal or informal) on club property. Limited sale of raffle tickets or merchandise for charitable causes may be allowed with prior approval from the Board.

Bonspiel committees can request board permission for limited use of the email group for the purposes of raffle tickets, merchandise, or fundraising. All requests should be submitted to the Board in writing.

## **Use of Member Information**

Member information contained in the club directory is intended for club use only. It may not be printed, reproduced, or distributed to non-members. This includes the TCCC email groups.

## **TCCC Name and Logo**

The TCCC name and logo are the property of TCCC, Inc. Any group (team, bonspiel committee, etc.) interested in using the TCCC name or image must request permission from the board. All requests must be submitted to the board in writing.

# Member Policies

## Liquor

As of this publishing the TCCC has not yet been issued a liquor license. We will provide all of our members the information and mechanisms to purchase and consume alcohol on premises once a license is obtained. **Pursuant to state law and until further notice, no alcohol of any kind is to be brought onto premises or consumed on premises.**

## Kitchen

The club has a warming kitchen available for member use. Members are expected to follow food safety regulations and ensure the kitchen and tables in the warm room area are thoroughly cleaned after every use. All dishes and utensils are to be washed, dried, and put away after every use, and all garbage and recyclable items properly disposed of. Food left unattended or in the refrigerator for extended periods will be discarded. Disregard for this policy could lead to the establishment of much stricter rules and/or enforcement of the policies.

# Code of Conduct

## Introduction

The TCCC is made up of a diverse mixture of people with varied backgrounds, beliefs, and communication styles. This is a guide to make it easier to ensure that our club's activities remain welcoming to everyone and help all of us become more self-aware of how our actions impact those around us.

This Code of Conduct applies within all physical or digital spaces, affiliated with, or owned by the TCCC. This includes, but is not limited to, on-ice activities, off-ice social events organized by the club, and all communications media. This Code of Conduct also covers any events, curling or non-curling, in which you are representing the TCCC.

The Traverse City Curling Club, "the club", Code of Conduct establishes behavior expectations for members and guests to ensure a safe, friendly and respectful environment. This code does not replace any club rules; it merely defines acceptable/unacceptable behavior. The club expects all members to be bound by the by-laws and rules of the club.

## Statement of Values

The World Curling Federation's "Spirit of Curling" refers to the respect curlers show for one another and the sport itself.

*Curling is a game of skill and traditions. A shot well executed is a delight to see and so, too, it is a fine thing to observe the time-honored traditions of curling being applied in the true spirit of the game. Curlers play to win but never to humble their opponents. A true curler would prefer to lose rather than win unfairly.*

# Code of Conduct

*A good curler never attempts to distract an opponent or otherwise prevent another curler from playing his or her best.*

*No curler ever deliberately breaks a rule of the game or any of its traditions. But, if a curler should do so inadvertently and be aware of it, he or she is the first to divulge the breach.*

*While the main objective of the game is to determine the relative skills of the players, the spirit of the game demands good sportsmanship, kindly feeling and honorable conduct. This spirit should influence both the interpretation and application of the rules of the game and also the conduct of all participants on and off the ice.*

The Spirit of curling demands good sportsmanship, honorable conduct and should influence the conduct of all participants. Along with the Spirit of Curling, our club has core values that guide our behavior both on and off the ice. These principles are grounded in our love for the game and our respect for one another. We strive to be a community that respects and welcomes people of all backgrounds and identities.

## **Be mindful of your words and actions**

You are an ambassador of your club. Remember that people of all ages and backgrounds may be within earshot. Please be mindful of your surroundings and your conduct and use good judgement.

We want to make sure the TCCC is a place that everyone can enjoy. Harassment, bullying and threats of any kind are never acceptable. In addition, behavior or language that degrades or devalues others, particularly in ways related to any persons' background, identity or physical ability is never ok, even if not directed at another member. Finally, violent or destructive behavior and illegal acts are always forbidden.

# Code of Conduct

## **Clothing Etiquette**

Please understand that people have different comfort levels and expectations around their and other's bodies. Members must wear clothing that includes a top (shirt, blouse, sweater, sweatshirt, tank, etc.) and bottom (pants, shorts, skirt, dress, etc.) when in any public areas of the club, including the common areas of the locker room.

## **Reporting, Issue Resolution, and Enforcement**

We believe that most members will try to resolve minor issues amongst themselves. If you encounter an issue that you feel comfortable attempting to resolve yourself, please do so, knowing that other resources remain available to you should the situation remain unresolved.

To report or seek assistance with a Code of Conduct related issue, please contact the Executive Director Tom Violette via email at: [tomv@tccurling.org](mailto:tomv@tccurling.org). The club will try to resolve issues through education and mediation wherever possible, but more serious violations may result in penalties up to and including expulsion from the club.

## **SafeSport and Interactions with Minors**

The TCCC has adopted USA Curling's SafeSport policies and procedures for incidents involving individuals under the age of 18. More information can be found in the USA Curling SafeSport Handbook at [usacurling.org](http://usacurling.org).

# Code of Conduct

## Curlers' Code of Ethics

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honorable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, I will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean opponents, teammates or officials.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.
- I will humbly accept any penalty that the governing body at any level of curling deems appropriate, if I am found in violation of the Code of Ethics or rules of the game.
- I will act as a mentor to new curlers and make them feel welcomed and accepted.

## Curling Etiquette - Off Ice

The Club is committed to a healthy, harassment-free environment. The TCCC has developed a policy to prohibit bullying, harassment or discrimination of any type, and to deal quickly and effectively with any incident that might occur. This policy applies to all club employees, volunteers, members, and member guests.

# Code of Conduct

## Definition - Bullying, Harassment, and Discrimination

**Bullying** (may include but is not limited to) any inappropriate conduct or comment by a person towards another person that the person knew or reasonably ought to have known would cause that person to be humiliated or intimidated. Bullying behavior may include but is not limited to: verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

**Harassment is objectionable and unwanted behavior that is verbally or physically abusive**, that is without reasonable justification, and that creates a hostile or intimidating environment. Harassing behavior includes persistent, demeaning or intimidating comments, gestures or conduct; threats to a person that is without reasonable justification, and that creates a hostile or intimidating environment; threats or comments towards an individual that affects their self-esteem so as to compromise their ability to work or play; unwarranted and excessive supervision or criticism of an individual; abuse of power, authority or position; sabotage of a person's work; hazing; spreading of malicious rumors or lies; or making malicious or vexatious complaints about a person.

The Club also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

**Discrimination** means any form of unequal treatment due as a result of any of the following: Age, Color, Physical and Mental Disability, Place of Origin, Race, Religion, Gender, Sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation.

Discrimination does not refer to specific physical or mental requirements to perform a specific role within the Club. However, the club will not reject applications from persons with disabilities on the assumption that they cannot adequately perform a given role, but they may ask the applicant if they are able to perform the requirements of the position.

# Safety

## YOUR SAFETY IS IMPORTANT!!

1. **Step-on sliders should only be worn when delivering or waiting to deliver a rock.** After delivering a rock, step off your slider first before standing up.
2. **Step on to the ice with your “gripper” shoe first.** Never use your slider foot for your first step onto the ice.
3. **Sliders should be removed** (or covered with a gripper for curling shoes) after a player has delivered their rock or when leaving the ice.
4. **Use your broom to stop a rock.** Never stop a rock with your hand. Your fingers can be crushed if the rock hits another rock while you’re trying to stop it. Never use your feet to stop a rock as you can lose your balance and fall.
5. **Always carry your broom with the broom head down,** which you can use to avoid a fall if you lose your balance.
6. **Never run on the ice.** If a rock is moving too fast to keep up, let it go!
7. **Be aware of the ice conditions.** Sometimes the ice is wet from pebbling or condensation and will be more slippery than normal.
8. **Never go on the ice with your balance impaired** from sickness, medication or alcohol.



# Safety

9. **Do not wear pants that are too long.** Pants dragging on the ice can easily result in a trip and fall.

10. **Do not leave equipment laying around** on the playing surface where people can trip or slip. Grippers, extra brooms and sliders should be left near the back boards out of the way.

11. **Do not let rocks go flying into the hack** as they can damage both the hacks and the ice. **Catch rocks** before they cross into another sheet.

12. **Curling rocks should never be carried or lifted.** Always push the stone to where you need it to go.

13. **Consider wearing a helmet.** Ice is slippery and can be treacherous. Most curling injuries are the result of falls, with 30% resulting in a traumatic brain injury (concussion). If you feel that a helmet is a good idea for you then wear one. No one will judge!

## EMERGENCY ACTION PLAN

Should a curler or other individual incur an injury on or off the curling ice and an assessment is made that emergency medical assistance is required, then call 9-1-1 immediately. Injury reports should be filled out and submitted to the executive director.

# League Rules

1. **THE GOLDEN RULE:** Curling has a long history as a self-governed sport with respectful play, no referees, and no officials. The 'rules' listed here are not exhaustive or complete. Please observe common curling etiquette and curl in a timely and sporting manner.
2. **ELIGIBILITY:** To participate in a league, you must be a current club member and have previous curling experience (successfully completed some form of "Learn to Curl" class or program, or have equivalent curling experience elsewhere).
3. **TEAMMATES:** A full team typically consists of 4 curlers who have paid to participate in the league or otherwise been approved by the Draw Master to participate.
  - a. If 4 (a full team), 3, or 2 curlers join a league with the stated intent to curl together, they will be teamed up with those curlers
  - b. If you join the league without a full team (alone, or with 1 or 2 other curlers), the Draw Master will make every effort to join you with other curlers to make a full team of 4 curlers.
  - c. **ALTERNATE/5<sup>th</sup> TEAMMATE:** an alternate/5<sup>th</sup> teammate is considered to be a full team member in all respects. There is no limit to the number of alternate/5<sup>th</sup> teammates a team can have.

# League Rules

## 4. SUBS:

a. **POSITIONS:** Subs can play any position except Skip (ie. can't direct the team from the house, and can't throw last). Otherwise, subs typically throw lead or play the position they are subbing for.

b. **2 SUBS MAX:** No more than 2 subs are allowed per game for a team. A full team of 4 curlers must have at least 2 team members playing. A team of only 3 curlers must have at least 1 team member playing. **DOUBLES LEAGUE:** Since teams are comprised of only 2 members, only 1 sub will be allowed per game.

If these conditions aren't satisfied, you are encouraged to still play for fun and practice, but the official result will be a forfeit.

c. **GET A SUB:** If you can't make it to a game, you are expected to make your honest, best effort to arrange for a sub. The easiest way is to check directly with your teammates and curling friends. The second easiest is to post the opening on the Club Hub page on Facebook.

5. **START ON TIME:** Be prepared to begin at least 10 minutes BEFORE your scheduled start time (i.e., no later than 6:20pm if your league starts at 6:30pm).

a. If a team is not present or prepared to curl within 10 minutes of the scheduled start time, for every ten minutes of delay that team will be penalized one point, lose the hammer, and one less end will be played. After 30 minutes of delay the game is officially forfeited.

# League Rules

6. **GAME LENGTH:** All league games are a maximum of 8 ends. If you are in a time-constrained league, you play to a “complete the end you are playing/no more ends can start” TIME LIMIT. This time limit typically will be 1 hour and 45 minutes after the start time for a standard curling league.

- a. An end is considered started once the first rock of the end is released.
- b. It is expected that everyone will be off the ice no more than 20 minutes after the time limit.

7. **TIES:** Ties will be broken by a “skip’s draw”, closest to the button (any team member can throw, must be in the house to score, sweeping by throwing team allowed). The team that would have the hammer throws second into a clean house (first rock is cleared before second rock is thrown). If no one scores, you do it again (same throwing order).

8. **5 ROCK RULE:** Teams are not permitted to eliminate their opponent's free guard zone rocks until five rocks have been played in the end (i.e., through the 3rd shot of the non-hammer team).

9. **PLAYING WITH 3 PLAYERS:** With only 3 players, the first 2 players throw 3 rocks each. You cannot play with 2 players.

10. **MEASUREMENTS:** Measurements at the end of the end only, and by the thirds/vice-skips. Please use measuring instruments if needed (no feet, brooms, etc.). The score is decided when the vice-skips agree upon the score. If stones that may have affected the points scored in an end are displaced prior to that decision, the non-offending team receives the benefit that might have accrued from a measurement.

# League Rules

11. **DISPUTES:** Please refer to Rule #1. Otherwise, disagreements will be settled by the Draw Master, League Manager, a Rules Committee member, or the Club Director.

12. **REPORT YOUR SCORES:** It is the winning team's (third/vice) responsibility for recording results on the posted scoresheet.

13. **END OF GAME:** At the conclusion of your game, members of both teams will help move the rocks to their stowed position, stow any club equipment used, and clean up the area around their sheet.

# Curling Etiquette

**Be prepared** to step on the ice at the **on** time.

**Greet** each member of the opposing team with a handshake, a self-introduction and a wish for good curling. Likewise, at the conclusion of the game, you should shake hands and thank your opposition for the game.

**Dirt and debris on the ice is the game's worst enemy!** Clean your broom and shoes before stepping onto the ice. Change into indoor shoes. Do not wear sweaters, fleece or hats that shed.

**Be ready to play** when your turn comes. As soon as your opponent has delivered (released) his or her rock, step into the hack and get your own rock ready (tilt it up, brush frost and loose dirt off the bottom and brush any resulting debris off the ice). Be ready and waiting for your skip's instructions by the time your opponent's rock comes to rest. Every end should take a **maximum** of 15 minutes – do your part to make sure your team stays on time.

Skips do **return to the house** after their 1<sup>st</sup> rock to discuss strategy and the next shot with their vice. They are ultimately in charge of deciding the shot/ice (with input from their vice).

At the conclusion of the end, the **lead of the team that scored should get into the hack** and prepare to throw the 1<sup>st</sup> rock right away. Let everyone else clear the rocks. Do not spend time ordering the rocks.

Front end players (lead or second) can **place the skip's rock in front of the hack** to help speed up the game.

## Curling Etiquette

After shooting, if you tend to drag your knee or put your hands on the ice, **please get up quickly** as the heat from your body could melt the ice and leave a depression which can alter the rock's path.

**Do not disturb** a curler in the hack. If you are waiting to deliver, stand quietly well behind the curler and out of reach of the broom. If you are an opposing sweeper, stand still at the side of the sheet beyond the hog line.

Always **walk down the sidelines in single file as close to the sideboards as possible**. Stop walking while your opponent is throwing. Once they have released the rock you may start walking again.

**Sweep from side to side**, and when you stop, don't lift your broom straight up. Instead, make sure your last sweep finishes off to either side of the moving rock.

Behind the tee line, **only one member of each team can sweep at one time**. If you decide not to sweep your own rock, make way for the other team.

As soon as the delivered rock comes to rest, **leads and seconds leave the house** and return to the side of the sheet between the hog lines. Only the skips and vice-skips should be in the house.

When a team is preparing to deliver, the **opposing skip stands still** and holds his/her broom off of the ice to avoid disturbing the concentration of the player in the hack.

# Curling Etiquette

At the conclusion of the end, **only the vice-skips are in the house** to determine the score of the end. No rocks are moved until the vice-skips agree. The vice-skips are responsible for measuring, if necessary, for posting the score on the scoreboard and, at the conclusion of the game, for posting the points on the draw sheet.

**Scoreboard etiquette** - While spectators enjoy having the score posted quickly after the completion of an end, curling etiquette does exist in certain situations where delaying or even not posting the score would be considered a sportsmanlike gesture. For example, if after 3 or 4 ends, a team is leading by 7 or more (for example), then further scoring should be postponed until the trailing rink counts an end – please use your judgment. In these situations, it can be considered **unsportsmanlike** to rush and immediately post the results of an end especially when the score is lopsided.

**The etiquette of conceding a game:** At any time, a team may concede a game by the conceding skip offering to shake hands with the skip of the winning team. After a team has conceded, they may still play for fun if time allows (no score). If time is short, good etiquette is to concede a game when all chances of winning the game are gone.

**Be a good sport.** Compliment a good shot by either side. Never comment negatively on a teammates' or opponent's poor shot or bad luck. Control your own frustration when you make a poor shot.



# Curling Etiquette

**If you “burn” (touch) a moving rock** with your broom while sweeping before it reaches the far hog line, it should be immediately stopped and removed from the ice. If you burn a rock after reaching the far hog line, all stones are allowed to come to rest after which the non-offending team has 3 choices:

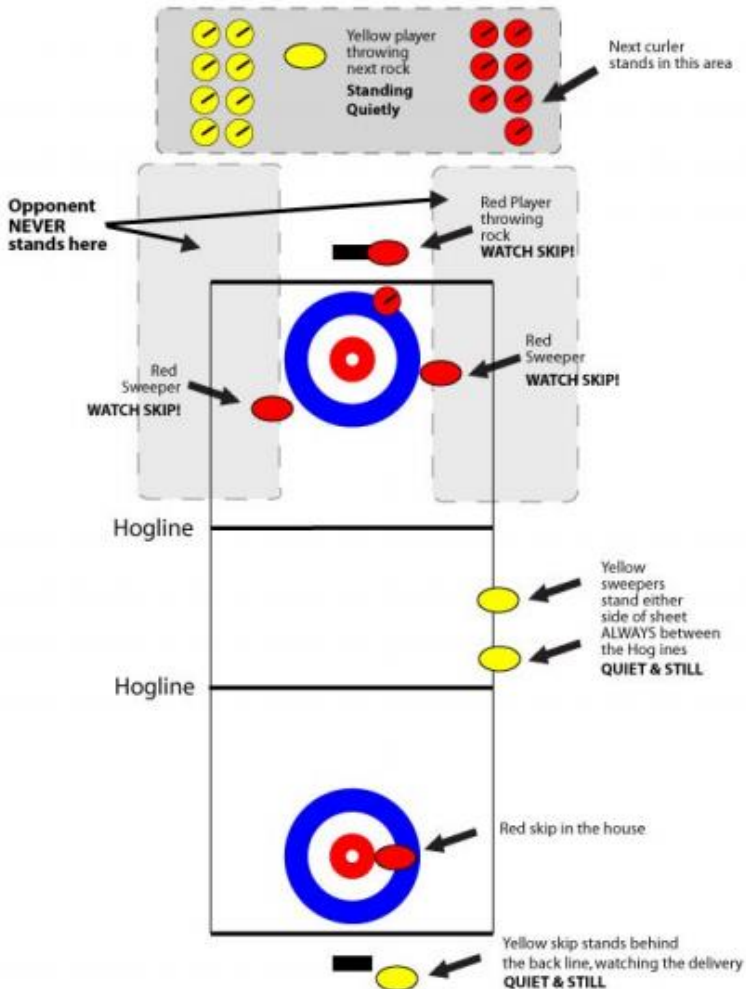
- remove the touched stone and replace all stones that were displaced after the infraction to their original positions, or
- leave all stones where they came to rest, or
- place all stones where they reasonably consider the stones would have come to rest had the moving stone not been touched

**If you move a stationary rock**, and if that move did not affect a running rock, then the non-offending team replaces the rock to its original position (if there is any question about whether the touched rock or another rock is closer to the button, the touched rock is replaced in favor of the non-offending team). If the move would have affected the course of another rock in motion, then the non-offending team has 3 choices:

- all the play to stand, or
- remove the rock in motion and replace all the affected rocks to their original positions, or
- place the rock in motion and all rocks it would have affected where they would have come to rest if the violation had not occurred

# Curling Etiquette

WHERE DO I STAND? (Red throwing)



# Weather Policy / Subs

## WEATHER ALERTS!

Let's face it. Bad weather happens in Northern Michigan. In the interest of safety for all our members, there may be instances when league curling or learn to curl classes are cancelled due to unsafe road conditions.

The operations team will monitor weather situations and, based on weather forecast and/or reports from the County Road Commission and the GT Sheriff's Department, will make the decision to cancel curling a minimum of 2 hours prior to the scheduled start time.

Last minute cancellations will be posted on Facebook and on the Website [tccurling.org](http://tccurling.org).

## FINDING A SUB

If you can't make it to a game, you are expected to make your honest, best effort to arrange for a sub. The easiest way is to check directly with your teammates and curling friends. The second easiest way is to post the opening on the Club Hub page on Facebook. Search "TC Curling Club Hub" on Facebook to join.

**GOOD CURLING!**

