

Broomstones Curling Club  
Membership Policies  
&  
Code of Conduct  
Handbook

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## **The Spirit of Curling**

Curling is a game of skill and tradition. A shot well executed is a delight to see and it is also 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 never attempts to distract opponents, nor to prevent them from playing their best, and would prefer to lose rather than to win unfairly.

Curlers never knowingly break a rule of the game, nor disrespect any of its traditions. Should they become aware that this has been done inadvertently, they will be the first to divulge the breach. While the main object of the game of curling is to determine the relative skill of the players, the spirit of curling demands good sportsmanship, kindly feeling and honorable conduct.

This spirit should influence both the interpretation and the application of the rules of the game and also the conduct of all participants on and off the ice.

## **Our Mission and Philosophy**

Broomstones offers the sport of curling to a diverse membership in a welcoming environment. Broomstones operates a high-quality facility, trains and develops its curlers, and helps to expand curling in the region. Broomstones develops Youth, Adult, and Senior programs that lead to national and international amateur sports competition. Broomstones promotes physical education for students through organized high school and college programs and promotes the sport to other youth organizations as well as interested adults by creating public awareness and appreciation of the sport. Members of all ages enjoy the unique social and competitive aspects of the sport in a community that fosters sportsmanship, volunteerism, friendship, and tradition.

## **Membership Policies**

This document serves to outline the policies and practices that apply to all members of the Broomstones community. Members with questions or concerns about any policies or member conduct are encouraged to bring these issues to the attention of the Club's President. 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

Broomstones 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. See **Appendix A** for the Curler's Code of Ethics, On and Off Ice Etiquette, and **Appendix B** for the process to raise a complaint to the Broomstones board.)

## 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 Broomstones facilities. 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 should be kept locked when not in use. Full club members (including daytime) may request the door code from the board in order to take advantage of open practice ice. For safety reasons, no member may be on the ice surface without another adult in the building.

All other membership types (including juniors, social, provisional members) must be accompanied by a full club member while in the club.

Members are not permitted to stay overnight at the club without express permission from the board. Permission may be granted in cases where the ice crew is preparing the ice to host a large-scale bonspiel or championship. When granted, the member is expected to contact the Wayland Fire Department to notify them that the building will be occupied overnight in the event of an emergency. All requests should be submitted to the board in writing.

## Smoking

Smoking is not permitted in the Broomstones 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 and teams participating at the national and/or world level can request board permission for limited use of the [social@broomstones.com](mailto:social@broomstones.com) mail 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 Broomstones mail groups.

## **Broomstones Name and Logo**

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

## **Liquor**

Any liquor consumed on Broomstones premises must be supplied by and purchased from the Broomstones bar; no outside liquor is permitted.

## Appendix A – Code of Conduct

The Broomstones Curling Club, “the Club”, Code of Conduct establishes behavior expectations for members and guests to ensure a safe, friendly and respectful place. 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. The Spirit of curling demands good sportsmanship and honorable conduct. This Spirit should influence the conduct of all participants on and off the ice.

### 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 my 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.

### Curling Etiquette - On Ice

- The appropriate greeting is a hand shake with your opponents before and after each game.
- Opposing players will toss a coin at the start of the game to determine last stone advantage.
- When your opponents are preparing for delivery, stand to the side of the sheet, single file and between the hog lines. Move only after the stone has been released.
- If you are throwing next you may stand on the backboard, but remain quiet and out of sight of the opposition thrower.
- Only skips and vices may congregate behind the tee line. They do not move or hold their brooms on the ice while the opposition is preparing to deliver a stone.
- Wear clean, appropriate footwear that will not damage the ice.
- Be ready to go when it’s your turn to deliver a stone.
- At the conclusion of an end, all players remain outside the rings until the opposing vices have agreed on the score.
- Avoid resting hands and knees on the ice; this will prevent the ice/pebble from melting.
- At the conclusion of the game, sweep out the hacks and garage areas with corn broom, mop the sheet and place hack covers.

### Curling Etiquette - Off Ice

The Club is committed to a healthy, harassment-free environment. As such, the Club 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.

## **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.

## Appendix B – Complaint Procedure – Bullying, Harassment or Discrimination

1. Employees, volunteers, members or guests of the Club who believe that they have been bullied, harassed or discriminated against should report the behavior to the Club President or Vice President or a member of the Board of Directors. Letters of complaint should answer the following questions:
  - a. What was said or done?
  - b. Who did it?
  - c. When and where did it happen?
  - d. Did anyone else observe or hear it?
  - e. What did you <the complainant> do? Was the harasser confronted? What was the response?
  - f. Has this happened before? Was the same person(s) involved? How did you <the complainant> handle it in the past?
  - g. To your <the complainant> knowledge, have others had similar experiences?
2. A subcommittee composed of no less than three people shall be formed and led by the President, unless inappropriate based on complaint. The other two members shall include one member of the Board and one member of the Executive Committee. The subcommittee will ensure that all policies are administered fairly and equitably.
3. When a complaint is filed, the subcommittee will use the following process:
  - a. Ensure that all complaints will be handled confidentially, promptly, fairly and fully investigated.
  - b. Review the allegations made in the letter of complaint.
  - c. Examine all evidence presented prior to the start of the investigation.
  - d. Interview individuals who could provide insight into the Complainant's letter and ensure the following steps are taken before any interviews take place:
    - i. Preparing a list of witnesses to be interviewed.
    - ii. Compiling a list of questions to be asked of each witness.
    - iii. Finding a suitable, private environment in which to conduct the interviews for each witness.
    - iv. All interviewees will be presented with a written summary of their respective interview and be asked to sign to indicate that the summary accurately reflects the discussion that took place. Should the interviewee disagree with the summary, they can prepare and submit a written submission regarding the discrepancies.
  - e. The subject of the complaint should be given the opportunity to fully respond to the allegations made once all other interviews are complete and before any determination has been made.
    - i. Reassure the accused that the complaint is being dealt with in as confidential a manner as possible
    - ii. This final interview is to be solely a fact-finding session.
    - iii. No conclusions or recommendations should be stated.
  - f. Collect and consider any evidence that may assist in the investigation.
  - g. Determine if the allegations made in the complaint are substantiated or not substantiated.
  - h. Make recommendations based on the subcommittee's findings.



- i. After the interviews are completed, the subcommittee will meet to summarize the interviews, analyze the results of the interviews & agree on its findings, reach conclusions based on its findings and make recommendations. Once those tasks are completed, the subcommittee will compile the aforementioned items into a report.
- j. This report will be presented to the complainant and the individual(s) against whom the allegations were made, as well as to the Board of Directors.
- k. Ensure, to the maximum extent possible, that investigations protect the privacy of all parties concerned.
- l. Monitor to prevent any retaliation from being taken.
- m. See that the proper disciplinary action is taken against violators of policy.