



# Huntley Curling Club Policy

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**Title/Reference:**      **Membership and Team Registration Policy**

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**Approved by the Board:**    **10 Mar 2019**

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## **PREAMBLE**

**Purpose:** this policy defines the annual registration process, including key dates for member and team registration, and the prioritization process used to determine team and player inclusion in the event that demand exceeds space in any league.

**Bottom Line:** Returning members are given priority for their desired leagues, if they register and pay before the Membership Preference Date, as defined below. In many cases, the earlier that an individual or team registers and pays, the more likely it is that they will be accepted. **THE EARLIER YOU REGISTER THE BETTER.** This applies as much to new members as to returning members.

## **DEFINITIONS**

**Returning Member:** a member who was a member in the immediate past season, and who either paid the Volunteer Opt out Fee for the past season, or fulfilled his/her volunteer obligations.

**Returning Member Returning to a league:** a Returning Member who is registering for a league in which he/she was registered, and was not a spare, during the immediate past season

**Returning Member New to a league:** a Returning Member who is registering for a league he/she was not registered in, nor a spare for, during the immediate past season

- NOTE: Learn to Curl Graduates from the immediate past season are considered "Returning Members New to a League"

**New Member:** an individual registering to play at HCC who was not registered in the immediately preceding year.

Half-Season Member: a member who registers for a half-season membership.

Member Preference Date: **MPD** date by which a returning member must register and pay in order to be accorded priority for their league choices.

First Come First Served: **FCFC** A selection process where registrants are placed in order by date of payment in full (to include payment of Vol Opt out Fees from prior year if not yet paid).

Team Declaration: a declaration of intent to register a team. May be completed by anyone, returning or new.

## **HCC PREPARATION FOR THE REGISTRATION PROCESS**

1. The Board of Directors must complete significant efforts to prepare for the annual registration season. This includes determining the league structure, numbers of players or teams in each league, and the fee structure. They must also update the application forms, registration website, club website, and other associated items. Finally, they must set the Membership Preference Date (MPD). All of this must be communicated to the membership in a timely manner.
2. The membership registration opening date, with a target of March 31st, must be established and published by the Board early enough that all members are given the opportunity to be aware of it, familiarize themselves with the selection process, and thus have a fair chance to select their desires and register.

## **THE REGISTRATION PROCESS AND PRIORITIZATION**

1. **Half Season members**: as a first principle, half season members will only be considered for inclusion in a league on a space available basis, after the selection process has run its course.
2. **Draw and Come and Curl leagues**:
  - a. **STEP ONE**: Returning members who are returning to the league and register and pay by the MPD: Guaranteed IN the league
  - b. **STEP TWO**: If vacancies exist, they will be filled by Returning members who are new to the league and have registered and paid by the MPD: they are selected to fill vacancies on a FCFS basis amongst all such returning members new to the league
  - c. **STEP THREE**: if vacancies exist, they will be filled by New members, and by returning members who registered and paid after the MPD: all are prioritized together FCFS by date of payment.
  - c. **STEP FOUR**: Half season members will be offered remaining spaces

### 3. **Fixed team leagues:**

a. **STEP ONE:** Teams will be selected for each league from those declared teams that have at least 3 teammates registered and paid by MPD. They will be prioritized for inclusion using the following table:

#### NOTES:

- i) The selection process will start with the top row and continue row by row until a league is filled.
  
- ii) All teams in each row will be considered on a FCFS basis from amongst the teams in that row.
  
- iii) Upon request the membership director will provide a list of singletons who registered and asked to be placed on a team, to assist teams to fill vacancies.
  
- iv) Vacant positions are those for which no member is registered. While past systems allowed teams to pay for vacant spots, this has been discontinued.

Returning Members Returning to League	Returning Member new to League	New Members	Vacant position or half season member, or member not paid in full at time of team selection SEE NOTE (max 1)	Priority
SECTION ONE: ALL 4 TEAMMATES ARE RETURNING MEMBERS RETURNING TO THE LEAGUE				
4				1 IN
SECTION TWO: 3 TEAMMATES ARE RETURNING MEMBERS RETURNING TO THE LEAGUE				
3	1			2 FCFS
3	0	1		3 FCFS
3	0	0	1	4 FCFS
SECTION THREE: 2 TEAMMATES ARE RETURNING MEMBERS RETURNING TO THE LEAGUE				
2	2			5 FCFS
2	1	1		6 FCFS
2	1	0	1	7 FCFS
2	0	2	0	8 FCFS
2	0	1	1	9 FCFS
SECTION FOUR: 1 TEAMMATE IS A RETURNING MEMBER RETURNING TO THE LEAGUE				
1	3			10 FCFS
1	2	1		11 FCFS
1	2	0	1	12 FCFS
1	1	2		13 FCFS
1	1	1	1	14 FCFS
1	0	3		15 FCFS
1	0	2	1	16 FCFS
SECTION FIVE: NO TEAMMATES ARE RETURNING MEMBERS RETURNING TO A LEAGUE				
0	4			17 FCFS
0	3	1	0	18 FCFS
0	3	0	1	19 FCFS
0	2	2		20 FCFS
0	2	1	1	21 FCFS
0	1	3	0	22 FCFS
0	1	2	1	23 FCFS

**NOTE:** a Returning Member who did not fulfill his/her Volunteer obligations in the prior year will not be considered paid in full until they have paid the Volunteer Opt Out Fee for that curling year, and their date of payment will reflect the date of final payment in full.

b. **STEP TWO:** if team vacancies remain at the end of this process, the Membership Director and Match Director will attempt to form teams by approaching individuals who registered as an individual and asked to be placed on a team. Additionally, teams that register and have their third teammate pay after MPD will also be considered on a FCFS basis.

4. **Member and Team Confirmation:** The Membership Director, working with the Match Director, will notify Teams and members as soon as possible after the Membership Preference Date of their “acceptance” to a league requested, or of their “non-acceptance”. This is to allow them to consider alternate leagues in the event that their desired league was filled.

5. **Membership Registration and Payment Deadline:** All players must have registered and paid in full prior to playing any game. Teams in violation will forfeit the games played prior to all members having paid.

## **FAIRNESS**

Much as in the game of curling, the spirit of fair play and good sportsmanship is an essential aspect of the selection process. The only way it can be fair, is if members who are registered with a team actually intend to play on that team. Accordingly, once the teams have been prioritized and notified of acceptance, any changes of team members must be explained to the Board, via the Match Director. Should it be determined that attempts were made to obtain higher priority by listing and registering members who did not actually intend to curl on the team, the Board will consider appropriate actions including, but not limited to removal of the offending team, or offending member, or other such measures as are deemed appropriate.

## **SUMMARY**

- The earlier the better is always applicable
- Teams that wish to enter a fixed team league must declare a team and have at least 3 members registered and paid by the Membership Preference Date. These teams are prioritized based on the above table
- Returning members returning to the league who register and pay prior to the Membership Preference Date are afforded priority in placement. This is followed by Returning members new to the league who register and pay prior to the Membership Preference Date.