



Policies & Procedures

Subject: **PAYMENT OF CURLING FEE(S)**
Number: RCR-017
Issued By: Board of Directors
Date Issued: April 18 , 2024
DEFINITION: RENFREW CURLING RINK "Club"
BOARD OF DIRECTORS "Board"

1. General:

Curling fees are due and shall be paid in full prior to any member starting to curl. Failure to do so is covered by Article 2.6 of the Constitution. However, should the member face financial difficulties which preclude or interfere with such payment, then the process delineated in this policy shall be followed.

2. Policy Procedures:

The Director responsible for Membership shall act in the following manner if a member has not paid the appropriate fee(s) before curling:

a. after 15 days of non-receipt of fee(s)

- the Director shall send a written reminder (by letter, e-mail, or other appropriate means) to the member reminding the member of the requirement to pay the appropriate fee(s) along with the amount outstanding;

b. after 30 days of non-receipt of fee(s)

- the Director shall send a second reminder requesting payment in full within 30 calendar days or Article 2.6 of the Constitution will be enforced. This second reminder shall contain an offer that if the member is not able to meet this requirement, the member may apply to the Director to be considered for special terms that will include the following:

- a signed commitment to pay the outstanding amount in full within 60 calendar days
- a deposit to the Club of at least 15% of the outstanding amount to accompany the signed commitment
- a detailed payment schedule for the outstanding amount plus an administration fee of 5% of the outstanding amount.



- c. after a further 30 days of non-response to the Director
 - the Director shall initiate action under Article 2.6 of the Constitution.

Any member subject to medical or other outside requirements precluding curling for fees already paid shall be dealt with on a case-by-case basis.

