

SKIP'S RESPONSIBILITIES

The following information is set out to assist the skips to better understand and fulfill their responsibilities.

- A.
1. Prior to the first game of the 1st Square, members of the Executive will contact and provide each skip with the following information:
 - a) The name and telephone number for each of the curlers on his team.
 - b) The actual date and time that curling will commence.
 - c) The position assigned for each curler on his team.
 - d) The Callie Senior Men's Curling Club annual membership dues amount payable to the Secretary Treasurer of the Callie Senior Men's Curling Club.
 - e) The Callie Curling Club's annual or per square curling ice fee amounts are payable at the Callie Curling Club office.
 2. The skip will be expected to contact and provide each curler on his team with the above relevant information. In addition, the skip will:
 - a) Collect the annual membership dues for the season from each of his curlers, prior to or immediately after, the first game and provide the money, including the names of the curlers that paid their dues, to the Secretary Treasurer of the Callie Senior Men's Curling Club.

If for some reason the skip is unable to collect an annual membership due, he will provide the name of the delinquent curler to the Secretary Treasurer.
 - b) Remind each curler on his team to pay the applicable Callie Curling Club curling ice fee directly at the Callie Curling Club office.
- B.
1. For subsequent squares, members of the Executive will contact each skip and provide him with the following information:
 - a) The name and telephone number for each of the curlers on his team.
 - b) The date of the first game in the next square.
 - c) The position assigned for each curler on his team.
 2. The skip will be expected to contact and provide each curler on his team with the above information. Also, the skip will remind each of his curlers to pay their curling ice fee, if applicable.
- C. The skip will attempt to determine which of his curlers will not curl in the next square. The names of such curlers will be provided to the Team Makeup Chair Person at least three weeks prior to the completion of curling in the current square.

- D. 1. Each skip is ultimately responsible to obtain a substitute curler (spare) to fill a vacant team position. The skip may delegate this responsibility.
2. Desirably, a vacant position should be filled with the upward movement of a team member, providing the team member is agreeable. For example, move the 3rd to skip position, the 2nd to 3rd position and the Lead to 2nd position, as maybe applicable.
3. A vacant position, resulting from either the upward movement of team member(s) or no opportunity for upward movement of a team member, can be filled with a substitute curler (spare). Desirably, it would be in order to replace:
- a) A skip with a spare skip.
 - b) A 3rd with a spare 3rd.
 - c) A 2nd with a spare 2nd.
 - d) A Lead with a spare Lead.

A spare may be obtained from the 'Spare List', if one is available, or from a team that is not curling on that particular day and time. Also, a spare may be any curler who has not paid the applicable Callie Senior Men's Curling Club ice fee for the current curling square to the Callie Curling Club office.

4. The skip is responsible to inform the spare, who has not paid the applicable Callie Senior Men's Curling Club ice fee for the current curling square, that both the membership dues and the substitution fee are payable to the Callie Senior Men's Curling Club and are to be paid to the skip or the Secretary Treasurer of the Callie Senior Men's Curling Club.

- E. The Executive will attempt to have the Team Makeup, Spare List, Draw and Team Game Dates documents prepared and posted on the bulletin board at least one week before the start of curling in a square. Prior to the first game, the secretary will provide the skip with a copy of the Team Makeup, Spare List, Draw and Team Game Dates documents. Also, the skip will be provided with a copy of the Team Game Dates document for each of his team members. This information is planned to be included in the Callie Curling Club's website (www.callieclub.com)
- F. It is important that each skip should cooperate and perform his responsibilities to achieve the objectives and goals of the Callie Senior Men's Curling Club. The Executive may find it necessary to demote skips that do not perform their responsibilities in an acceptable manner. Hopefully, such action will not be necessary.

The Executive,
Callie Senior Men's Curling Club.
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