

# **Kettles Policies & Procedures**

Adopted 2004  
Amended 2006  
Amended 2012  
Amended 2014  
Amended 2015  
Amended 2016  
Amended 2019

## **Rules of Play**

### **Kettle Past Presidents/Chairs**

1963-66	Maddie Herzfeld	1988-89	Liz Williams
1966-68	June Wegner	1989-90	Betty Champion
1968-69	Bee Anderson	1990-91	Jane Kurth
1969-70	Joanne Price	1991-92	Judy Maier
1970-71	Kay Harley	1992-93	Mary Rasmussen
1971-72	Irene Browning	1993-94	Phyllis Flemming
1972-73	Betty Byers	1994-95	Bonnie Dixon
1973-74	June Spence	1995-96	Mollie Lantz
1974-75	Arlene Artz	1996-97	Katie Carrera
1975-76	Judy Maier	1997-98	Kathy Hyslop
1976-77	Grace Friend	1998-99	Millie Buege
1977-78	Jan Biersach	1999-00	Carol Stevenson
1978-79	Marge Zoesch	2000-01	Kris Bischoff
1979-80	Marie Leupold	2001-02	Chris Holding
1980-81	Helen Schilz	2002-04	Sue Hoff
1981-82	Marge Laflin	2004-06	Barbara Rampolla
1982-83	Joan Skaar	2006-08	Nancy Rogers
1983-84	Loie Sawyer	2008-10	Mary Rasmussen
1984-85	Sally Maier	2010-12	Molly McKeon
1985-86	Marlene Kelley	2012-14	Jackie Stetina
1986-87	Doris Harbeck	2014-16	Sheri O'Driscoll
1987-88	Carol Hollenbeck	2016-18	Michele Heinze
		2018-19	Jo Ball

## **KETTLES CHAIRPERSON**

- Serves a two year term and chairs the Kettles organization
- Is a voting representative to the KMCC Board, providing reports to/from KMCC Board meetings and the Kettles
- Holds regular general and special meetings within the Kettles organization
- Is responsible to fill and post Committee and AdHoc positions
- Communicates results of activities and committees within the Kettles organization
- Collects Kettles monies to be transferred to the KMCC Treasurer
- Posts a detailed electronic financial report along with Kettles meeting minutes on the members only KMCC website as part of the required Board committee reports
- Maintains an electronic file folder and hard-copy binder for the Kettles Chair/Treasurer position to include KMCC Board reports, Kettles Treasurer reports, the latest rules and procedures, and any other key Kettles communication
- Sits on Rules Committee

## **KETTLES VICE CHAIRPERSON**

- Serves a two year term and succeeds the Chair (total 4 year commitment)
- Assists the Kettles Chair and performs the duties of the Kettles Chair in her absence
- Is Secretary of the Kettles recording and posting minutes at all general/special meetings
- Maintains an electronic file folder and hardcopy binder for the Vice Chair/Secretary position to include the Kettles minutes

## **DUTIES OF ALL COMMITTEES**

- All Committees to include (at a minimum) a Chair and Vice Chair
- All Chairs of a committee will be responsible to fill the position of Vice Chair
- All Vice Chairs will succeed the Chair position the following year
- All Committees will provide a yearly report to the Kettles
- Maintains an electronic file folder and hardcopy notebook to include at a minimum the yearly report and any other committee business.

### **Daytime Games – Kettles Granite / USWCA All American Committee**

- Set up the daytime Granite and All-American Events
- Arrange and hold a draft for the daytime Granite and All-American events
- Furnish members with a schedule
- Hold Skip's meetings to discuss on and off the ice etiquette
- Keep an electronic and hardcopy record of all participants and record winners and runners-up in every event
- Announce the results and award pins for each event
- Set up schedule for weekly cleaning and ice preparation. Cleaning includes emptying of wastebaskets, restocking of tissue in the ice house, and replenishment of bathroom supplies
- Games Chair and Vice Chair will sit on Rules Committee

### **InterClub Events Committee**

- Coordinate club participation in InterClub Event

### **Fall Fling Bonspiel Committee**

- Committee consists of a Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair (3 year commitment)
- Hold a yearly fall Women's Bonspiel
- Collect all monies for the event and provide to the KMCC Treasurer with a report to Treasurer and the Kettles Chair
- Chair curls in the event the following year. Her team shall consist of Kettles members only
- Vice Chair runs the Fall Fling the next year
- Any changes to the dates of the Fall Fling must be submitted to the KMCC Board Major Bonspiels representative for review and approval by the Board

### **Kettles Raffle Committee**

- Holds a yearly fundraiser for the Kettles Organization (traditionally held during a Friday night Mixed League close to Christmas)
- Collects all monies and provides report to KMCC Treasurer and Kettles Chair
- Monies shall be designated to the Kettles Treasury

## **Evening Games – Moonrock/Night Owl/USWCA All American Committee**

- Arrange and hold a draft for the night-time Moonrock, Night Owl, and All-American curling events. No draft is needed for the All-American when decided that the teams will remain the same as the Night Owl event.
- Furnish members with a schedule
- Schedule teams to bring food, clean, and prepare ice
- Hold Skips meetings to discuss on and off the ice etiquette
- Keep an electronic and hardcopy record of all participants and record winners and runners-up in every event
- Announce the results and award pins for each event
- Games Chair and Vice Chair will sit on Rules Committee

## **Kettles One-on-One Committee**

- Arranges and holds two yearly one-on-one events (one daytime / one nighttime)
- Posts a sign-up sheet to solicit participation
- Set up schedule
- Keeps an electronic and hardcopy record of all participants and record winners and runners-up in every event
- Announces the results and awards pins for each event

## **Nominating Committee**

- Consists of all active Past Presidents and active Kettles Past Chairs
- Immediate past Chair is responsible for contacting and scheduling a Nominating Committee meeting
- Solicits suggestions, provides and posts to the Kettles a slate of nominees for:

Kettles Chair (2 year term)

Kettles Vice Chair (2 year term)

United States Women's Curling Association Representative (3 year term)

Badger Women's Curling Association Representative (3 year term)

## **Old Timers (WISCA) Committee**

- Prepare a volunteer schedule for event
- Daytime curlers provide breakfast and lunch for the events held at KMCC
- Collect all monies for the event and arrange to give to the KMCC Treasurer with a report to the Kettles Chair

## **Pins and Awards Committee**

- Orders, engraves and provides pins and/or plaque for the following events:

Fall Fling Bonspiel

Moonrock

Night Owl

Granite

One-on-One Events

Daytime and Nighttime USWCA All-American Events (engraving)

Club Kettles pins

Past President plaque

Past President gavel

- Timely submission of full event results must be provided to the Pins & Award Chair. This will ensure that each team member receives a pin in the event of a 5-person team.
- Spring Dinner Chair should coordinate date for event with Pins & Awards Chair to ensure ample lead time for engraving of award pins.
- Any Kettle team that earns a trophy from an outside event has the option to engrave the trophy themselves or make arrangements directly with the Pins and Awards Chair to have this done. The Kettles will pay for basic engraving of a trophy won by a Kettle Team.
- The cost to return any trophies won outside of our club will be the responsibility of the winning team.

### **Rules Committee**

- Consists of Kettle Chair and the Chair/Vice Chair of all women's Daytime and Evening events
- Provide rules to all members whenever amended and to new members when they join
- Changes to the current Rules of Play must be voted on by the Kettles

### **Social Committee**

- Arranges for seasonal decorations for the club
- Stores and maintains an inventory of available decoration
- Organizes and runs the Fall and Spring Kettles dinners

### **Badger and USWCA Representative Positions**

- Serve a three-year term, each to be elected in the same year
- Attend all meetings for each organization
- When a representative is not able to attend a meeting, they are responsible for finding an alternate
- Report national and state minutes to the Kettles
- Responsible for all invitations to the USWCA and Badger Bonspiels

### **Suggested AdHoc Committees Formed by Kettles Chair (as needed)**

- Budget/Improvement Committee
- Constitution/By Laws/Guidelines Committee
- New Members/Instructional Committee

## **KETTLES EVENTS**

### **RULES OF PLAY**

The Rules Committee shall interpret and enforce rules of the “United States Women’s Curling Association’s Handbook of Rules and Regulations” and the local rules, as adopted by vote, by the Kettles. They shall formulate, revise and update any of these local rules as deemed necessary by the Rules Committee.

#### **1. Scheduled Games:**

- A. All games will be scheduled by the Kettles evening and daytime games chairs.
- B. All games shall be scheduled for 8 ends, unless the losing team has run out of stones.
- C. When using the win/loss, points and ends system for above events, points and ends will count for the first 6 ends only. Ends 7 and 8 will be played for win/loss only. In case of a tie, play off the tie, counting only the win. Do not count the points or the extra end.
- D. A team shall be penalized 1 point and 1 end for each 10 minutes after starting time that they keep their opponents waiting. An exception to this rule, governed by the Games Committee, shall be consideration of weather and highway conditions.
- E. All scheduled games must be played on sheets assigned by the Games Committee. An exception can be made for the second shift; they may use the first available sheet if all members of the teams are present.
- F. A countdown clock will be set at the beginning of play for 1 hour and 40 minutes. When the timer rings, you may finish the end currently in play and one more. The beginning of the new end starts when the last rock has come to a complete stop.
- G. The schedule for all events needs to be posted on the website.

**2. Three Person Teams:** If a member of a team is late for her game, the team may start with three players. The late member may then take her original position at the start of the next end with no penalty. A team unable to find a sub may play with three members.

**3. Five-Person Teams:** Every effort will be made to setup four person teams. However, should it become necessary to accommodate circumstances, a five person team with a shared position, will be allowed at the discretion of the Games Committee.



#### **4. Substitutions:**

- A. **After consulting with her Skip**, the regular member of a team, if unable to be present is responsible for obtaining her own sub. Let the Skip know who the sub is.
- B. A team shall consist of at least two of its regular members, unless it is a three-person team, in which case, one member constitutes a legal team. If at any time a three-person team plays with four persons, then two of the original members must be present.
- C. If a substitute starts a game, she may not be relieved by the regular member or by another substitute.
- D. Where a player is unable to continue to play in a game, her Skip may:
  - (1) Finish the game then in progress, in which case the first two players shall throw three stones each, or
  - (2) Bring in a qualified substitute for the game then in progress at the beginning of the next end.
- E. A player who has left a game may rejoin her team at any time during any game if a substitute has not replaced her.
- F. There shall be no shifting of position within a team during the progress of any game.
- G. A junior adult curler (between the ages of 14 and 21, as of June 30<sup>th</sup> preceding the start of the curling season) who has paid the appropriate dues may play in any Kettles league event. They cannot however hold an office or vote in meetings.
- H. A junior adult curler may substitute in any Kettles event.

#### **5. Postponed or Forfeited Games:**

- A. Notify and confer with your Games Chair and opposing skip immediately to resolve any change in scheduled games.
- B. After all names on the substitution list have been called and the game cannot be played as scheduled, the make-up game must be completed prior to the scheduled game or within two (2) weeks of the postponed game, or before the last scheduled game of the event, whichever comes first. If the game is not played within this timetable, the team responsible for the postponement forfeits that game to the other team.
- C. If both teams are unable to play the scheduled game and do not make it up in the

allotted time, both teams take a forfeit.

- D. If the event is a kill-down (bracket) format, the rescheduled game must be played before the next scheduled game.
- E. A forfeited game cannot be used when considering the final standings for an event. The winning team will post a win with no points. The losing team will post a loss with no points.

## **6. Determining Event Winners:**

- A. Winners are determined by the team with the highest number of wins.
- B. If there is a tie (based on the number of wins) head-to-head competition should be the first determining factor in selecting the winner. If one team has played a different number of games due to byes, the winner is then determined by dividing each team's total wins by the number of games played. The winner is the team with the highest percentage.
- C. If there is still a tie, the winning team is the team with the highest number of points.
- D. If still a tie based on points, the winning team is the team with the highest number of ends.
- E. If still a tie based on ends, the Games Chairman will flip a coin to determine the winner.

## **7. Ice Etiquette:**

- A. No cell phones are allowed on the ice during play.
- B. Remove any debris that you see from the ice.
- C. After delivering your stone, keep hands and knees off the ice to avoid ice melt.
- D. Make sure ice house TV monitors are turned off after play (red light must be on).

## **8. Moonrock and Night Owl Events:**

**(Rules 1-7 above will apply for these events)**

- A. Team Selections: Skips Draw
- B. Drawing Sequence: Sequence will be determined by the most current win/loss record for each skip (on occasion, this may not be the record for the previous event, but rather a prior event). New Skips (defined as having skipped less than two events) will draw first. Thereafter, the skip with the best record draws last, the

skip with the lowest record draws first for third and lead positions. The reverse applies for draft of the second position.

- C. Position Selection: Each person indicates first and second choice of positions. The Games Chair will try to accommodate everyone's choice. It is recommended that curlers play in a position for two years before requesting the next level. This will be a determining factor when making position decisions.
- D. Skips should not select a player who played on their team in the previous Moonrock or Night Owl session. If a Skip plays on both daytime and night-time leagues, avoid choosing the same members whenever possible. All attempts should be made to balance the level of players on a team.

## **9. Granite Event:**

**(Rules 1-7 above will apply for this event)**

- A. Team Selections: Skips Draw
- B. Drawing Sequence: Sequence will be determined by the most current win/loss record for each skip (on occasion, this may not be the record for the previous event, but rather a prior event). New Skips (defined as having skipped less than two events) will draw first. Thereafter, the skip with the best record draws last, the skip with the lowest record draws first for third and lead positions. The reverse applies for draft of the second position.
- C. Position Selection: Each person indicates first and second choice of positions. The Games Chair will try to accommodate everyone's choice. It is recommended that curlers play in a position for two years before requesting the next level. This will be a determining factor when making position decisions.
- D. Skips should not select a player who played on their team in the previous Granite session. If a Skip plays on both daytime and night-time leagues, avoid choosing the same members whenever possible. All attempts should be made to balance the level of players on a team.

## **10. Regulations for the All-American Event (Per the USWCA)**

**(Rules 1-7 above will apply for this event)**

- A. Eligibility
  - (1) All clubs and curlers must be USWCA members.

- (2) Clubs with 26 or more active members shall have a minimum entry of four teams. Smaller clubs shall have a minimum entry of three teams. Teams shall be balanced by the Chair of the local All-American Event.
- (3) Where a club cannot field the minimum number of teams, it may join with another club. The composition of the teams will be determined by the local Chair of this event.
- (4) Clubs with both daytime and evening women's curling sessions, with at least 20 curlers in each, may have both a daytime and an evening All-American Event. There shall be a minimum of three teams in each event. A curler may participate in both events but may earn only one pin.
- (5) A five-member team is allowed, when necessary, in order to permit full participation of the club membership.

#### B. Procedure

- (1) An entry of three teams may play a double round robin or a modified double knockout. Four to seven entries should play a round robin to determine a winner. Eight or more teams may play in a bracketed elimination or a round robin or some combination thereof, whatever the ice schedule permits.
- (2) Games may be eight or ten ends at the discretion of the local club. An extra end will be played to break a tie; one or two rocks per player will be thrown at the discretion of the local event chair.
- (3) The winning team must play a minimum of three games. A bye is considered a game and a win.

#### C. Rules of Play

- (1) Current World Curling Federation Rules of Play shall apply with the following exceptions and additions:
  - (a) Forfeiture rules, timing and substitution of players shall be determined by the individual clubs.
  - (b) In bracketed eliminations, all initial pairings shall be done by "drawing out of a hat".
  - (c) If possible, there shall be no more than one club-rated skip on a team in any game. Each club shall determine who shall be eligible as the other three members of the team. Should it be necessary to place more than one Skip on a team, per playing position shall be at the discretion of the local event chair.

- (2) This event shall not conflict with the USWCA National Women's Bonspiel and shall not be used as a playdown for a Bonspiel, or as a consolation event for those unable to compete in a Bonspiel. The All-American event shall be independent of any other club competition.

#### D. Awards

- (1) The USWCA shall provide four award pins for each team winning the All-American Event.
- (2) Should a five-member team become a winner, a fifth pin will be provided by the USWCA.

#### E. Games Chair Follow-up

Upon completion of the All-American event at your club, the USWCA Representative sends in the following information to the USWCA All-American Chair:

- (1) Name of Club
- (2) Complete names (types or printed) and positions played by members of the winning team/teams. (Example: Jane Smith – not Mrs. Harold A. Smith).
- (3) Number of teams entered from your club.
- (4) How the event was played at your club (i.e. bonspiel, round robin, league, etc.)

## 11. One-on-One Event

The one-on-one is a fun way to practice, hone your skills, and meet other women curlers in friendly competition.

#### A. Eligibility

- (1) No one may participate in the One-on-One unless they are a fully paid Kettle member of the club.
- (2) Two events will be held each curling season (one Tuesday night/one Thursday morning). If there is a need, more than two events may be held for each session.
- (3) If there is more than one event, the winners from each event will playoff for overall winner. Time to be determined by event chair.

#### B. Rules of Play

- (1) Each player will curl against one other woman curler on their assigned sheet.
- (2) Each player throws four rocks an end, alternately with their opponent (about 15-20 minutes per game). No one hold a broom and there is no sweeping.
- (3) One rock free guard zone **only** for the first rock thrown each end.

- (4) The player with the most points at the end of four ends wins. If there is a tie, an extra end will be played.
- (5) The winner moves up on the draw sheet, the loser is out.
- (6) Games are scheduled each half hour.

C. Awards

- (1) Pins are awarded to the first and second place winners of each event.

## **12. Badger and USWCA Playdown Events**

**(Rules 1-7 above will apply for these events.)**

The bonspiel Playdown Events have been set up for the purpose of determining teams to attend the USWCA and Badger Bongspiels. Stipulations are as follows:

- A. No one may represent the Kettles at both USWCA and Badger Bongspiels in the same year unless lack of participation warrants it.
  - (1) This rule would be waived if a team has won the Bonspiel the previous year and has an automatic entry.
  - (2) A team could attend both a Senior Bonspiel and a USWCA/Badger Bonspiel in the same year.
  - (3) Eligibility for the USWCA Senior Bonspiel is 55 or over by January 1<sup>st</sup> of the Bonspiel year.
  - (4) Eligibility for the Badger Senior Bonspiel is 50 or over by January 1<sup>st</sup> of the Bonspiel year.
- B. Deadline to sign up for Badger and USWCA Bongspiels will be scheduled according to the Bonspiel.
- C. All games shall be 8 ends.
  - (1) Two teams in playdowns – winner 2 out of 3 games.
  - (2) Three to six teams in playdowns – 1<sup>st</sup> round shall be a round robin and in case of a tie, the second round shall be a kill down (bracket).
- D. USWCA RULES SHALL APPLY TO BONSPIEL PLAYDOWN EXCEPT AS MODIFIED BELOW:
  - (1) Only a four-person team is eligible to enter and all four original members of the team shall have priority of attending the Bonspiel chosen by the team, except as noted below because of necessary substitutions.
  - (2) Whichever Kettle, original member of team or substitute, who plays the most games in the bonspiel playdown event, is the one who is entitled to go to the bonspiel. If the number of games played is the same, the original member has

priority. If one of these two is not able to attend the chosen bonspiel at the last minute, the remaining one shall be given the opportunity of filling that position before another Kettle is asked. If it is the original substitute for the event, she then becomes a “regular member” of the team.

- (3) If another substitute is necessary after the event is over and before the team leaves for the Bonspiel and the “original substitute” is not used as stated immediately above, the Skip has the choice of using her or any other Kettle who, in the Skip’s opinion, qualifies for the vacated position.
- (4) No change in order of players may be made once a team has started to play in a game; the order of play may be changed upon entering a new game.
- (5) All teams representing the Kettles in the USWCA and Badger Bonspiels must be made up exclusively of Kettles members and they must have paid the due for a Regular Membership of KMCC.

### **13. USCA Women’s National Championship Playdowns**

Club playdowns are not needed. Teams will go directly to regional playdowns.

- A. All players are required to be U.S. residents.
- B. Teams must be made up of league playing members from one club.
- C. Each team must enter the playdown process through the USCA office no later than the published entry deadline.
- D. All required forms and fees should be sent to the USCA office. Applications and additional information can be obtained from the USCA website at:  
[www.usacurl.org](http://www.usacurl.org).

### **14. Fall Fling Entry Determinations**

#### **A. Eligibility**

- (1) The chair of the previous Fall Fling shall have an automatic team entry. The team must be comprised of all Kettle paid members.
- (2) A second entry for the bonspiel will be determined by a drawing which will take place at the Spring Dinner. Teams eligible for the drawing will be the event winners of the season prior to the Fall Fling. In the event that a team/s cannot fill all its positions, they should fill the position from one of the other teams in the order in which they were drawn. The following events will be used for the drawing: Moonrock Event, Night Owl Event, Evening All-

American Event, Granite Event; Daytime All-American Event and other Women's events which may be added to league play.

**B. Rules of Play**

- (1) Points for the score and ends will only be counted for the first six ends of the first two games played.
- (2) A win is awarded 5 points, a tie 2.5 points, each end 1 point; and an additional 2.5 points for each point earned.
- (3) After the first two games a regular bonspiel format is used (wins and losses only).
- (4) Eight ends may be needed to determine the winner who will then receive the five points for a win, but points for score and ends will not be counted beyond six ends.