



Constitution
By-Laws
Administrative Policies

NBCA CONSTITUTION

ARTICLE I — NAME

The name of this association is New Brunswick Curling Association Inc. (hereby referred to as “the Association Or “NBCA”)

ARTICLE II — OBJECTIVE

Section 1: NBCA Mission: The NBCA is a non-profit organization designed to bring together all curling centres in the province for one purpose; to provide opportunities for all residents, of any age, to participate in the sport of curling throughout their lifetime for fun, fitness and/or competition.

Section 2: NBCA Vision: The NBCA envisions to be a leading sports force within New Brunswick and throughout the Atlantic Provinces by providing growth, promotion and development opportunities to all curlers, regardless of age or physical ability, from the grassroots to the highest levels of competitive play.

Section 3: The Association strives to foster and promote the camaraderie of the sport and provides governance and control over all competitions leading to Provincial, Inter-Provincial and Canadian Championships. The Association attempts to provide equitable services to members in their official language of choice.

ARTICLE III — AFFILIATION

This Association is affiliated with the Canadian Curling Association (hereby referred to as the “CCA”) and will affiliate with other such bodies as approved by the general membership.

ARTICLE IV — MEMBERSHIP

Section 1: Any curling centre within the province of NB may affiliate with the Association providing they comply with the Constitution and By-Laws of the Association. It is the responsibility of the Association Board of Directors to accept/reject applications for affiliation.

Upon application or renewal of affiliation, curling centres are required to provide the Executive Director of the Association with names and contact information of curling centre Executive, Junior Co-ordinator and complete Membership ID Report.

Section 2: Each affiliated curling centre is entitled to send two (2) voting delegates to all General Meetings of the Association, one male and one female, where possible. No proxies are permitted. The presiding officer of the General Meeting shall not be a curling centre delegate.

In addition to the two voting delegates, an affiliated curling centre may send two (2) official observers to any General Meeting of the Association, one male and one female, where possible, but such observers do not, under any circumstances, have a vote. Any member of an affiliated curling centre may attend a General Meeting in an unofficial capacity.

ARTICLE V — DUES

Section 1: Changes in dues shall be determined at a General Meeting each year and shall be payable annually on or before the 15th of December.

Section 2: Should a curling centre fail to pay its annual affiliation dues (fees) and/or submit its Membership ID Report on or before the 15th of December, the association will deny both the curling centre and its participants access to any benefits affiliation provides, including access to competitions offered by the Association, for that season. (It will be the responsibility of the curling centre to promptly notify the Executive Director of the Association of any individuals who become participants following the December 15th deadline date) Should dues remain unpaid at the next Annual General Meeting, the curling centre will be considered to have forfeited its membership in the Association. Any curling centre ceasing to be a member of the Association may, upon successful application for readmission and payment of at least one (1) year delinquent dues and current participant list, be reinstated.

ARTICLE VI — MEETINGS

Section 1. The **Annual General Meeting** of the Association for the reception of Reports, appointment of Auditors, Election of Officers, determining of Dues for the ensuing year, and the transacting of other business, shall be held the first weekend in May, unless extenuating circumstances prevent it, at a time and place designated by the President.

Section 2. Special Meetings shall be held at such times as the President may deem necessary, or at the call of the President on the written request of five member curling centres, to deal with business arising during the curling season. Debate at Special Meetings shall be limited to the subject of the Special Meeting.

Section 3. The General Meeting notices and stated agendas will be given to affiliated curling centres at least ten (10) days prior to the meeting date. Such General Meetings will include the AGM, SAGM and Special General Meetings. Delegates for at least six (6) NBCA affiliated curling centres will represent a quorum for the transaction of business of all General Meetings of the Association.

Section 4. All annual reports of the NBCA Board of Directors and its associated committees must be submitted to the Executive Director of the Association by April 15th. These reports will then be distributed to the President and affiliated curling centres prior to the AGM.

Section 5a: An Executive Committee budget meeting and a Board of Directors Planning Meeting will be held during the month of July at a specific date, time and location to be determined by the presiding President. The **Semi-Annual General Meeting** of the Association for the presentation of an audited financial report, a budget for the ensuing year, and the transacting of other business shall be held the first weekend in November, unless extenuating circumstances prevent it, at a time and place designated by the President.

Section 5b: In addition to the Budget and Planning meetings mentioned in MEETINGS, Section 5 above, the NBCA Board of Directors will conduct Board Meetings as follows: Board Conference Calls will be held during the months of September, October, February, March and April, with specific dates and times to be determined by the Board of Directors at the Board Planning Meeting. Board Meetings will also be held on the mornings of the AGM and SAGM, at the same location as these two meetings. A Board Meeting will also be held during the month of January. Where possible, this meeting will be held on the same day and at the same location as the Provincial Scotties Tournament of Hearts Championship Game.

Section 5c: Aside from the Board Meetings mentioned in Sections 5a and 5b above, if required, the Board shall meet at the call of the President to carry out instructions of the Association on the by-laws and have the power to adjudicate upon any matter arising in an emergency.

Section 6. The Nominating Committee shall consist of three persons; the outgoing President as Chairman, and two (2) Directors appointed by the Chairman. The Nominating Committee is to be appointed at the Semi-Annual Meeting. The report of the Nominating Committee shall be made at the Annual General Meeting. Nominations for all offices may also be made from the floor.

Section 7. Robert's Rules of Order shall govern all Association meetings.

ARTICLE VII — OFFICERS

Section 1a: The Officers of the Association will be elected at the Annual General Meeting and will consist of: a) President, b) two (2) Vice Presidents. The term of office for the elected Officers of the Association shall be a one (1) year term with a maximum tenure of two (2) consecutive years per officer's position. The Officers of the Association will hold office until their successors have been duly elected with this Constitution, unless they resign, are removed from or vacate their office.

No nominations for office will be placed on the ballots without the consent of the candidate. Letters of Nomination are to be forwarded to the Nomination Committee and should list the names of three (3) nominators, all of whom must be members in good standing of a NBCA affiliated curling centre. For the office of President, nominees must have served on the NBCA Board in an elected position for a minimum of one (1) year within the prior two (2) years.

The Officers of the Association must be members in good standing of a NBCA affiliated curling centre. Should any of the above be unable to complete his/her term of office, a replacement will be appointed by the Board of Directors until the next Annual General Meeting.

Section 1b: The immediate out-going President may be appointed by the Board as an Officer of the Association for one (1) additional year and will assume an advisory role. His/her title will be Past President. Should the outgoing President be unable or unwilling to fulfill this role, the position will remain vacant until the existing President completes his/her term of office. The Past President must be a member in good standing of a NBCA affiliated curling centre.

Once the Past President's term is completed, the Past President must take a sabbatical from the Board for a period of at least one (1) year. If the outgoing President is not appointed to or is unable/unwilling to assume the role of Past President, he/she is still required to take a sabbatical from the Board for a period of at least one (1) year.

Section 2a: The Executive Committee will consist of the Officers of the Association (President, Past President, Executive Vice President, Associate Vice President) and the Executive Director.

Section 2b: The Board of Directors will consist of the Executive Committee, six (6) Zone Directors (one Director for each of the six Zones), the Junior Development Director, the NB Players' Committee Chairperson, the Technical Director and the Competitions Director. The six Zone Directors must be residents of the Zone they represent and be members in good standing of a NBCA affiliated curling centre within the Zone they represent.

Zone Directors will serve a three (3) year term with two (2) Directors being elected annually at the Annual General Meeting by the represented curling centres within their Zone. Letters of Nomination are to be forwarded to the Nomination Committee and should list the names of three (3) nominators, all of whom must be members in good standing of a NBCA affiliated curling centre. Should any Zone Director be unable to complete their term of office, a replacement will be appointed by the Board of Directors until the next Annual General Meeting.

The NB Players' Committee Chairperson will be selected annually by the NB Players' Association per their policies. The tenure is a minimum of one (1) year to a maximum of four (4) years. The NB Players' Committee Chairperson must be a member in good standing of a NBCA Affiliated Curling Centre. Should the NB Players' Committee terminate operation, this position will remain vacant until such time as proof of re-establishment can be presented to the NBCA Board of Directors.

Section 2c: The Ex-Officio members of the Association will consist of: Technical Director, Marketing and Sponsorship Director and the Events Management Committee Chairperson. Ex-Officio members will serve a two (2) year term and may re-offer if desired. Ex-Officio members are non-voting members.

Section 3. The President shall preside at all meetings of the Association, call special meetings through the Executive Director when he/she may deem it necessary, or on the written request of five (5) representative curling centres. He/she shall, when necessary, give a casting vote at any meeting.

In the absence of the President, the first Vice-President, OR in the absence of both, the second Vice-President, OR in the absence of all three, any other person appointed by the meeting shall temporarily have the powers of the President.

Section 4: Members of the Board of Directors are responsible for the promotion of curling throughout the province. A detailed list of the Roles and Responsibilities of the NBCA Board of Directors and Ex-Officio members are located under the attached By-Laws and are managed and governed by the Board of Directors.

Section 5: The auditors will examine and certify to the NBCA Financial Accounts and provide a written report to the Association which is to be presented to the General Membership by the Treasurer at the SAGM.

Section 6: The Signing Officers of the Association will consist of the Treasurer, the Executive Director and at least one other member of the Executive Committee, to be named annually by the Executive Committee. They will have the power to draw, accept or endorse cheques and orders for payment of monies on behalf of the Association. All cheques require dual signatures.

Section 7: The expenses of the Board, and such other person named by them, which are incurred while on NBCA business, will be paid by the Association.

ARTICLE VIII — AMENDMENTS

Amendments to the Constitution can only be made at the AGM or SAGM. A Notice for Consideration to Change the Constitution must be provided, in writing, to the Executive Director of the Association, at least two months prior to the up-coming General Meeting. The Executive Director will circulate any Notices for Consideration to all NBCA affiliated curling centres one month prior to the next General Meeting.

In order to be carried, a Motion to Amend the Constitution must receive two-thirds of the votes cast at the General Meeting.

ARTICLE IX — HONORARY LIFE MEMBERS

Honorary Life Members of the Association may be appointed by the Executive Committee. Induction as an Honorary Life Member is acknowledgement of a member who has given meritorious service to the Association and to the sport of curling in general. Honorary Life Members may be called upon by the Association to provide guidance and advice.

ARTICLE X — ORDER OF BUSINESS

General Meetings of the Association will consist of, but not limited to, the following items, as applicable:

- Report of Credentials
- Ratification of Agenda and Appointment of Scrutineers
- Minute of Silence for Departed Members
- Adoption of Minutes
- Appointment of Auditors
- Unfinished Business
- Treasurer's Interim or Annual Report
- Report of Correspondence
- Admission of New Curling Centres
- Report of Committees
- President's and Executive Directors Reports
- Report of Nominating Committee
- Election of Board Members
- Notices for Consideration/ Motions to Amend the Constitution and/or By-Laws

- New Business

ARTICLE XI — COMPETITIONS

Section 1. Locations and dates for all NBCA sanctioned/ provincial events will be approved by the Board of Directors and announced at the AGM. Invitations to host a NBCA sanctioned provincial event will be sent to all affiliated curling centres on or about January 15th.

Locations for the NBCA Junior Events are allocated by Zone on a rotation basis. This process is overseen by the Junior Development Committee.

Section 2. All competitions shall be subject to the rules and regulations approved by the Association for that particular competition.

Section 3. Omitted

Section 4. Any member belonging to two or more curling centres, having played for one of the curling centres in any NBCA sanctioned Provincial Championship, shall not play for any other curling centre in that championship.

Section 5. An NBCA sanctioned provincial event is any of the following but not exclusive to:

- Men's Provincials
- Women's Provincials
- Mixed Provincials
- Senior Men's & Senior Women's Provincials
- Stick Provincial
- Masters Men's & Masters Women's Provincials
- Travelers Club Championship
- Wheelchair Provincials
- Junior Men's & Junior Women's Provincials
- U-18 Provincials
- U15 Provincials
- Little Rock Provincial Jamborees
- Mixed Doubles Curling Trials

Additional championships can be added as deemed appropriate by the Association.

ARTICLE XII — NATIONAL DELEGATES

Delegates attending the CCA National Curling Congress and Annual General Meeting will be based on Board approved Administrative Policies which appear in the NBCA By-Laws.

Amended May, 2020

NBCA By-Laws & Administrative Policies
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Please Note: To follow are the By-Laws of the Association, which consists of the NBCA Zones, Board Policies, Roles and Responsibilities of the Board of Directors and NBCA Administrative Policies. The NBCA By Laws are the responsibility of the NBCA Board of Directors.

NBCA BY-LAWS

Please Note: the By-Laws of the NBCA are currently under review and sections will be added as they are completed and approved by the Board.

NBCA Zones

The province shall be divided into six curling Zones as follows:

- **North East Zone** - The North Shore and Miramichi Area, including: Bathurst, Campbellton, Miramichi, Beresford (Sportek), Tracadie.
- **North West Zone** - The Saint John River Valley from Nackawic to Edmundston including: Florenceville, Grand Falls, Nackawic, Plaster Rock, Woodstock.
- **South East Zone** - The Moncton area, Sackville, Albert County including: Moncton, Rexton, Sackville, Riverside-Albert.
- **South Zone** - The Saint John area, Hampton, Sussex including: Saint John, Rothesay, Hampton, Sussex.
- **Central Zone** - The Fredericton Area, including: Fredericton, Oromocto, Doaktown, Fredericton Junction, Nashwaak.
- **South West Zone** - The Southern part of the Province, including: St. Andrews, St. Stephen, St. George Harvey, Grand Manan.

NBCA Board Code of Conduct

The Board is responsible for acting in accordance with the Constitution, By-Laws and Guidelines it sets. This policy is a guide for the Board of Directors and it sets expectations regarding their conduct as individuals.

1. Directors agree to abide by this NBCA Board Code of Conduct
2. Directors shall act in the interests of the Affiliated Curling Centres as the owners. This accountability supersedes any conflicting loyalty to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Director acting as a Coach, a user of NBCA's services or as a paid supplier of services to the NBCA.
3. Directors shall disclose their involvement with other organizations, vendors, or any other associations that might produce a conflict at each Board meeting and at any time during the year when their involvement changes. A conflict is defined as a competing interest, influence or relationship which might impair or appear to impair a Director's ability to perform his other duties and responsibilities objectively for the best interests of the NBCA. (See NBCA Board Conflict of Interest for more information)
4. Directors shall, at all times, act with decorum and shall be respectful of other Directors, staff, volunteers, stakeholders and the Boards and staff of Affiliated Curling Centres. At any event where a Director is the Board's

appointed representative or while attending any NBCA championship or event, or national event, he/she shall avoid the consumption of alcohol or any other debilitating substance to a level which would reasonably be expected to impair the Director's ability to perform his/her duties competently, cause impairment in the Director's ability to speak, walk or drive or cause him/her to perform in a disruptive manner.

5. Directors shall respect the confidentiality of Board discussion and Board materials. They shall not disclose at any time confidential information obtained through their position with the NBCA to any persons not entitled or required to know.

6. Directors shall ensure that activities that are unethical, or that have the potential to negatively impact NBCA's public image, which are not covered or specifically prohibited by the foregoing, are neither engaged in nor condoned.

7. Ownership Linkage activities (Director interaction and consultation with Affiliated Curling Centres) are an important part of the Board's work. It is another opportunity where Directors may individually participate in the work of the Board. This opportunity supports the collective work of the Board on behalf of the Affiliated Curling Centres.

8. Directors shall not attempt to exercise individual authority over the NBCA except as explicitly set forth in the Constitution, By-Laws and Guidelines.

a) Director interaction with the ED and staff (any individual receiving payment for NBCA services rendered) is encouraged; however Directors shall recognize authority over the ED is only through the Board as a whole and the Board has no authority over staff except through the ED.

b) Directors shall give no consequence or voice to individual judgements of the ED or staff performance, except as that performance is assessed against the Constitution, By-Laws and Guidelines by the official process. (Performance is assessed by the President)

9. Directors acknowledge and appreciate that all Directors are volunteers, and as such, time is at a premium.

a) Directors strive to manage time effectively and agree to come prepared in advance for meetings.

b) Directors shall respect each other's contribution to the discussion and encourage each other to present their views.

i. Directors shall have an opportunity to speak in turn in the discussion of any topic.

ii. Directors who wish to speak during discussion will wait to do so until recognized by the Chair.

iii. Directors shall listen respectfully and refrain from side conversations.

iv. Sharing of observations or concerns should occur at the Board table.

c) Directors accept their mutual responsibility to ensure that all agenda items result in a decision or are placed on a schedule for follow-up action.

10. Directors recognize the importance of being able to participate in Board meetings.

a) Directors shall make every effort to attend Board meetings. If a Director has an unavoidable conflict not known at the time the Board meeting was scheduled, they shall communicate the reason for their absence to the Chair, verbally or in writing prior to the meeting.

b) The Board shall ensure they schedule social activities and team building exercises that enable them to bond and function effectively as a team.

c) Directors accept the responsibility to create an environment where concerns can be expressed without fear of criticism.

d) Directors shall take part in Board organized educational activities which will assist them in carrying out their responsibilities.

11. Directors accept that the decision-making process may involve conflict, believing that it is only when all points of view are revealed that the best decision can be made. The Board

shall assume that after a fair opportunity for expression of views, Directors agree to support the majority decision of the group.

12. Directors shall submit to the NBCA office within 30 days, claims for expenses incurred in the execution of their assigned duties. Should there be any question as to the validity of the Director's expense claim; the claim shall be verified by the ED and/or Chair of the Finance Committee.

13. Directors' interaction with the public, media, or other outside groups and organizations must recognize the same limitation and inability of any Director to speak for the Board, and then only to repeat explicitly stated Board decisions or positions.

14. Directors are encouraged to continue to be operational volunteers, as well as governance volunteers. As operational volunteers, they are then individually accountable through the normal management channels to the ED. They are not representing the Board at the operational level.

15. Directors shall refer inquiries regarding operations from operational volunteers or staff, athletes, coaches, event organizers, or the general public to the ED. The Director shall also advise the ED that they have referred an individual and inquiry to help ensure the loop is closed between the inquirer and the ED.

16. In the event that a Director is alleged to have violated the Code of Conduct the following process shall be followed. The Chair shall:

- a) Receive complaints of a Director's breach of the Code of Conduct
- b) Notify the respondent Director in writing and ask him/her to present their views of the alleged breach at the next Board meeting.
- c) Introduce the agenda item at the next Board meeting.
- d) Prepare any follow-up documents.
- e) Ensure actions taken by the Board in response to complaints are deposited with the NBCA office for future reference.

17. At the Board meeting where the alleged violation of the Code of Conduct is discussed, the complaining party must be identified. If the complaining party is also a Director, he/she and the respondent Director shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Board of. Directors who are found to have violated the Code of Conduct may be subject to:

- a) Verbal reprimand
- b) Written reprimand
- c) Removal from Board-appointed representative roles or Committees
- d) Reference by name in the minutes of the meeting discussing the non-compliance.
- e) Requirement to take action to redress the non-compliance, e.g., issue of a letter of apology or public statement.
- f) Issue of notice to Affiliated Curling Centres of the non-compliance by the Director and the subsequent Board decision.
- g) Motion by the Board of directors to a Special General Meeting for removal of the Director. The Board commits itself and its Directors to ethical, business-like, and lawful conduct and the proper use of authority.

NBCA Board Conflict of Interest Policy

As a Board of Directors, we expect the following:

1. Directors shall not use their positions to obtain benefit or employment for themselves, family members, or close associates. Should a Director desire to seek employment with the NBCA, he or she must first resign.
2. Directors shall not use information obtained through his/her position for personal gain.
3. Directors shall disclose their involvement with other organizations, vendors, or any other associations that produce a conflict at each Board meeting and at any time during the year should their involvement change. A conflict is defined as a competing interest, influence or relationship which might impair or appear to impair a Director's ability to perform his or her other duties and responsibilities objectively in the best interests of the NBCA.
4. There must be no self-dealing or any conduct of private business or personal services between any Director and the NBCA, except as procedurally controlled, to assure openness, competitive opportunity and equal access to inside information.
5. Directors, who find themselves in an unavoidable conflict of interest when the Board is to decide an issue, must declare that conflict immediately and absent themselves without comment from the discussion and the vote on the issue. Directors who declare their conflict of interest are included in determining a quorum. Directors who declare a conflict of interest will be included in the Minutes by name and shall be entitled to receive related Board decisions.

Roles and Responsibilities of NBCA Board of Directors and Committees

In Addition to Those Stated in the NBCA Constitution

ROLES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:

Finance and Accounting:

- Attends to the day to day administration and financial affairs of the Association (maintain financial records: receipts, payments, invoicing, bank deposits, preparation for annual audit of all three Association accounts, General, Technical and Junior Development)
- Has the responsibility for the submission of correspondence and reports related to the administration and financial matters of the Association
- Maintains control of the financial affairs of the Association with cheque signing authority and reports, when directed, to the Chairperson of the Executive/Finance Committee (the President)
- Assists the Executive/Finance Committee with preparation of the annual budget
- Responsible for the preparation and submission of all financial documents to the accountant for complete annual review.
- Responsible for the completion and submission of the annual GNB Funding Application

Promotion and Leadership:

- Provides leadership and guidance to volunteer members of the Association in formulating financial management, administration and the formulating of programs, policies and objectives for the Association
- Attends functions, promotions and instructional courses and clinics as required

Board Relations:

- Attends meeting of the Board of Directors and Executive/Finance Committee of the Association
- Prepares, with the assistance of the NBCA President, agendas for all Board and Executive/Finance Committee Meetings and all General Meetings

- Prepares and distributes the minutes of all Board, Executive/Finance and General Meetings
- Maintains frequent contact with the NBCA President in order to keep all concerned up to date on information pertaining to the affairs of the Association
- Prepares verbal and written reports as and when required/requested for submission to the NBCA President and Executive/Finance Committee
- Remains current with Association policies and procedures
- maintains contact with all board members through email and/or phone
- informs the board members of all pertinent meetings, (date, time, location) and the planned agenda

Memberships and Customer Service:

- Maintains liaison, with the assistance of the Zone Directors, with all Affiliated Curling Centres and the general membership of the curling centres. In particular, maintains contact with the Presidents and/or Managers and/or Secretaries keeping them up to date on happenings within the Association
- Provide a consistent friendly point of contact for members
- Handles all duties with regards to in-person and telephone communications dealing with requests for information and assistance
- Provide Affiliated Curling Centres with information on pertinent NBCA services and General Meetings
- Obtain annual membership information as per government and CCA requirements
- Forward annual membership invoices to Affiliated Curling Centres
- Attends National Curling Congress/AGM, National Operations Council Meetings and other related Canadian Curling Association functions as required
- Maintains liaison with Sport NB as required
- Maintains liaison with Curl Atlantic as required
- Maintains liaison with the CEO and staff of the Canadian Curling Association regarding operational and related administrative affairs (including the preparation and forwarding of Membership ID and Competitor Reports)

Sponsorship/Partnerships:

- Seek out, with the assistance of the NBCA President and/or Marketing Chairperson, and negotiate contracts with new sponsors/partners
- Maintain relationship with existing and new sponsors/partners
- Responsible for the promotion of existing and new sponsors/partners
- Responsible to ensure the obligations of the Association and of the sponsors/partners are met as per the individual sponsor/partnership agreements

Technical Programs:

- Maintains liaison with the NBCA Technical Director, providing support and administration where required
- Maintains liaison with the Centre for Curling Excellence
- Maintain liaison with Umpire Course Facilitator (arrange for courses and training)
- Maintain liaison with Provincial Ice Technician (arrange for courses)
- Creates on line registration forms for all NBCA and/or CCE Technical Courses and Clinics
- Receives registration fees and disburses expense checks for NBCA and/or CCE Technical Courses and Clinics

Competitions:

- Review and revise Hosting Guidelines as required
- Review and revise NBCA Guideline Manual as required
- Arrange for the production and delivery of Provincial Events Posters to all Affiliated Curling Centres
- Ensure an adequate inventory of provincial team requirements are on hand (provincial jackets, shirts, crests, lapel pins and pin cards)
- Ensure in-ice logo's are delivered to host curling centres (where applicable)
- Ensure time clocks are delivered to host curling centres (where applicable)
- Maintains close liaison with the Board Liaison of each Provincial Event and, where necessary, with the Chairperson of each Provincial Event

- Arrange for Provincial Ice Technician, where applicable (obtain quote, etc.)
- Create on line registration forms for all NBCA Provincial Events
- Confirm appropriate membership of all athletes registered to compete in NBCA Provincial Events
- Receive and process entries and registration fees and disburse expense checks for all NBCA Provincial Events
- Prepare and maintain lists of all teams who enter NBCA Provincial Events
- Provide required information to Live Score provider
- Arrange for Chief Umpires for Provincial Events (in the absence of an Official's Coordinator)
- Ensure all administrative aspects of sending teams to CCA and/or other national sanctioned events are completed and submitted by deadline date.
- Provide support/assistance to Provincial Teams as required
- arrange for the distribution of selected curling games of chosen provincial events with the content distribution partner (televised, broadcasted or streamed)

ADDITIONAL RESPONSIBILITIES OF THE PRESIDENT:

- Liaise with and attend all meetings/conference calls of the Canadian Curling Association CEO and Member Associations Presidents
- Responsible to ensure the NBCA 1st V.P. is kept apprised on all issues of the Association and those of the CCA Member Associations Presidents
- Assumes responsibility as liaison and direct supervisor of the Executive Director
- Provide prompt approval of expense checks, which are in excess of regular payments, written to the Executive Director (Regular payments would include Pay Cheques, Monthly Rent, Cell Phone, Internet and NCC/ ED Meeting expenses)
- Assumes general supervision of the affairs of the Association
- Ensure Liaisons are assigned to each Provincial Championship event
- Responsible to ensure enforcement of the NBCA Guidelines and the NBCA Constitution and By-Laws
- Responsible to assist with obtaining and retaining provincial sponsors
- Attend meetings of any ad-hoc or task force committees when possible or as requested
- Responsible for the promotion of curling throughout the province
- Attend, wherever possible, all Provincial Championship events. If unable to attend, assign another member of the Executive Committee to attend on behalf of the President
- Directly assist the Executive Director in preparing agendas for all Executive/Finance, Board and General Meetings.
- Chairperson of the Executive/Finance Committee
- Chairperson of the Nominations Committee
- Work with the 1st Vice President to prepare a performance appraisal of the Executive Director. This should be completed annually by the AGM
- Prepare Presidents Report and submit to Executive Director by April 20th.

ADDITIONAL RESPONSIBILITIES OF THE EXECUTIVE VICE PRESIDENT:

- Attend, with or on behalf of the President, all meetings/conference calls of the Canadian Curling Association CEO and Member Associations Presidents
- Liaise directly with the NBCA President to keep up to date on issues of the Association and those of the CCA Member Associations Presidents
- Chairperson of the Guidelines Committee
- Direct contact for Provincial Championship liaisons requiring clarification/interpretation of guidelines, rules and hosting directives
- Provincial Championship event liaison, when required
- Attend meetings of the Executive/Finance Committee
- Chairperson of the Site Selection Committee
- Responsible for the promotion of curling throughout the province

- Responsible, when requested, to assist with obtaining and retaining provincial sponsors
- Chair special ad hoc or task force committees when requested
- Perform other such duties as delegated/requested by the President

ADDITIONAL RESPONSIBILITIES OF THE ASSOCIATE VICE PRESIDENT:

- Chairperson of the Marketing and Sponsorship Committee
- Member of the Guidelines Committee
- Member of the Site Selection Committee
- Liaise with Curl Atlantic
- Provincial Championship event liaison, when required
- Responsible for the promotion of curling throughout the province
- Chair special ad hoc or task force committees when requested
- Perform other such duties as delegated/requested by the President

ADDITIONAL RESPONSIBILITIES OF ZONE DIRECTORS:

- Make himself/herself available to meet with/make contact with the President of each curling centre within their zone to explain the functions of the Association and how we may be able to assist them throughout the year
- Communicate pertinent Board decisions to curling centres within his/her zone
- Be prepared to act as liaison to host committees of any Provincial Championships being hosted within his/her zone
- Be familiar with Guidelines and Hosting Directives of any Provincial Championship events being hosted within his/her zone
- Where necessary, assist Executive Director in obtaining Annual Affiliation Fees, Membership ID Reports and Membership Lists from curling centres within his/her zone
- Obtain the following information from each club in his/her zone and submit to the Executive Director by September 1st: List of Curling Centre Executive Committee (including e-mail addresses) and Curling Centre Contact e-Mail Address (e-mail address all curling centre correspondence should go to)
- Be expected to sit on one Standing Committee (Guidelines, Site Selection, Marketing and Sponsorship, Elections)
- Be expected to volunteer or be requested to sit on a special ad hoc or task force committee as deemed necessary
- Be expected, on a rotation basis, to prepare a Zone Directors Report to be circulated to all NB Affiliated Curling Centres. (no more than once per year)
- Attend all NBCA Board and General Meetings
- Perform other duties as delegated/requested by the President

ROLES AND RESPONSIBILITIES OF THE FINANCE COMMITTEE:

- Provide direction, where required, to the Executive Director regarding daily operations of the Association
- Prepare, with the assistance of the Executive Director, the Annual Budget of the Association
- Present the Annual Budget and Audited Financial Reports to the Board and General Membership for approval
- Rule on any financial matters which may arise after the completion and approval of the Annual Budget (need to consider other matters which would be dealt with by this committee)

ROLES AND RESPONSIBILITIES OF THE TECHNICAL DIRECTOR AND COMMITTEE:

- Liaise directly with the Executive Director
- Liaise directly with the Master Learning Facilitator
- Liaise directly with the CCA Coordinator-National Athlete Services & Coaching

- Create, with the assistance of the Centre for Curling Excellence and/or Master Learning Facilitator, an annual Technical Courses/Clinics schedule and provide to the Executive Director
- Responsible to keep records of all course/clinic participants and record all applicable trainings received by individuals through The Locker. (Coach Canada database)
- Ensure that the Master Learning Facilitator and all other course/clinic instructors are kept abreast of pertinent correspondence and are kept abreast of new developments regarding coach and athlete training
- Ensure that all instructor training, coach training and athlete training within the province follow the guidelines determined by the CCA
- Assist the Executive Director with the financial matters of the NBCA Technical Program. (determine course/clinic fees based on expected course/clinic expenses, provide financial reporting to the Executive Director upon completion of each course/clinic, etc.)
- Perform other such duties as requested by and or discussed with the Executive Director.

Roles and Responsibilities of the Guidelines & Rules Committee

- (need to determine)

Roles and Responsibilities of the Site Selection Committee

- (need to determine)

Roles and Responsibilities of the Junior Development Director & Committee

- (need to determine)

Roles and Responsibilities of the Sponsorship Committee

- (need to determine)



NBCA Privacy Policy

Approved: May, 2013

At the New Brunswick Curling Association (NBCA), we are committed to collecting, using and disclosing your personal information responsibly and to maintaining the accuracy, confidentiality and security of such personal information.

Personal information includes information that tells us specifically who you are, such as your address, telephone number and e-mail address.

We have adopted the following privacy policy that guides how we collect, use and disclose personal information about our members/participants.

1. Definitions in this policy

- a) "Business" means the business of operating the NBCA, which includes our Web Site.
- b) "Information" includes a member's name, address and contact information
- c) "Member" includes a member or participant of any NBCA Affiliated Curling Centre, a Curling Coach, a NBCA Official, and, as applicable, in the case of a junior member or a special member, a parent of any such member.
- d) "Web Site" refers only to the NBCA's official web site.

2. Collection of Member Information

The NBCA's primary purpose in collecting information from you is to ensure the provision of high-quality products/services. That includes compliance with legal and regulatory requirements as well as government policies. The NBCA intends to only collect information that is necessary to achieve this purpose and to allow for diligent conduct of Business.

Information to be collected by the NBCA may be supplied by members via personal correspondence, e-mails, letters, registration in a secure portion of the Web Site and registration as a member or participant of a NBCA Affiliated Curling Centre.

3. Use of Your Personal Information

The NBCA's use of collected Member Information includes, but is not limited to:

- a) Ensuring the provision of high-quality products/services
- b) Informing Members about offers, products, updates, and events
- c) Establishing and maintaining communications with Members
- d) Complying with legal and regulatory requirements
- e) Invoicing Members for goods and services
- f) Collection of unpaid accounts
- g) Comparing and reviewing your Member information for accuracy
- h) Such other grounds as will be explained at the time of collection

4. Disclosure of Personal Information

The NBCA will not sell or rent any Member's information to third parties without written consent from the Member.

The NBCA may disclose a Member's information to comply with legal or regulatory requirements as well as government policy.

The NBCA may disclose a Member's information as required by law or by an individual believed by the NBCA to be acting as a Member's agent.

The NBCA is required to maintain a current list of Members and is required to make it available to the Government of Canada or the Province of New Brunswick-Department of Sports and Recreation if requested.

The NBCA may compile and disclose statistical information in a non-personally identifiable manner to third parties for marketing, promotional and funding purposes.

5. Access, Review, Change, Destruction of Your Personal Information

Members may access, review and change their information by submitting a written request. The NBCA asks that Members promptly update your information if it changes or is inaccurate.

6. Protecting Your Privacy

The Members' information that is collected, used and disclosed by the NBCA is kept in a secure environment. The NBCA uses reasonable procedural and technical safeguards to protect Members' information against loss, theft and unauthorized access or disclosure, but it cannot ensure perfect security.

7. Registration and Acceptance

Members expressly consent to the NBCA's collection, use and disclosure of their information in accordance with this Policy.

8. Privacy Information Officer, Questions and Concerns

The NBCA's Privacy Information Officer is the Executive Director.

Any questions or concerns about the NBCA's privacy practices may be addressed by contacting the NBCA's Executive Director via the contact information provided on the NBCA's official web site.



NBCA E-mail Protocol and Board Voting via E-mail Policy

Approved: January, 2015

I - PURPOSE

There exists a need to treat electronic mail ("Email") much like hard copy mail to assure the recipient required to take action is clearly defined as well as whether copies are for input or information only to avoid duplication of effort. Also that protocol is used to assure security of information transmitted and to minimize the release of recipient Email addresses to potential spammers and viruses.

II – POLICY

It is the policy of the New Brunswick Curling Association (NBCA) that Email correspondence follow a protocol that assures distribution in a controlled manner, which maximizes the security and confidential aspects of the transmitted information to the intended parties. A broad-based mail-out use of Email should also respect the requirements of the NBCA Privacy Policy and assist in minimizing disclosure of recipients' addresses to potential abusers.

III – PROCEDURE

Board Email correspondence must be directed to a specific executive member, director, or the executive director of whom an action is being solicited. Copies are to be kept to a minimum by identified CC to only those with a “Need to Know”.

If there is confidential information in the Email that should not be inadvertently forwarded to others, it should be clearly identified “CONFIDENTIAL” in the subject title.

If copying correspondence to parties outside the Board, a “BCC” (Blind carbon copy) may be used to avoid releasing Email addresses. In this instance, as a courtesy, the names of those copied should be listed in the body of the Email. Unlike addresses in the “To:” or “CC:” field, addresses in the “BCC:” field cannot be seen by other users such as spammers. Also, many Email-borne viruses harvest Email addresses contained in those long lists in forwarded messages and pose a risk to all the accounts to which they point.

Agenda, pre-meeting packages, and minutes of Board meetings may only be distributed by the Executive Director to the complete identified recipient group. This may be accomplished by using displayed TO, CC or List Server protocols.

When an Email is to be sent to a committee, the circulated list of recipients should be disclosed. If there is any concern that the circulation may be beyond the disclosed group, it is advisable to "BCC" the distribution to minimize the mis-use of the Email addresses.

Newsletters or mass mail outs can be distributed efficiently using List Servers. These lists should be restricted to a certain degree in terms of what information goes to whom and how it is delivered. These lists are to be under the control of the executive director.

Email servers may be set up to reject an incoming message that is being sent to a large number of recipients (typically 35 to 50) as potential SPAM thereby deleting it automatically. To avoid this, send to smaller subgroups.

IV - BOARD VOTING via E-MAIL

Email may be used for Board voting purposes when the following conditions are met:

- In all cases, the email must clearly identify the sender beyond all reasonable doubt and be distributed to all Board members
- the topic is explicitly explained.
- the board is given opportunity to ask questions with a limit of 2 emails maximum per Board Member. If more discussion is necessary then the topic shall be deferred to the next board meeting or a special board meeting may be called.
- A Board member may make a motion to the topic and shall have it dually seconded.
- If there is more discussion on the motion, then it is recommended to defer to the next Board meeting or a special meeting.
- The Board shall then vote on the motion. The Board members will cast their vote by "REPLYING TO ALL" recipients in the email and indicate if they Approve or Reject the motion.
- If there are conditional approvals, then it is recommended to defer to the next Board meeting or a special meeting.
- The Executive Director shall send a confirmation email identifying the final vote as well as indicating if the motion was carried or dismissed.



NBCA Nominations to CC Board of Governors Policy

Approved: January, 2015

It is the policy of the New Brunswick Curling Association (NBCA) that any New Brunswick Resident aspiring to be nominated for election to the Canadian Curling Association (CCA) Board of Governors must:

- Meet the NBCA Residency Policy
- Be a member in good standing of an NBCA affiliated curling centre at the time of the nomination submission to the CCA.
- Commit to remain as a member in good standing of an NBCA affiliate curling centre if the nominee is successfully elected to the CCA Board of Governors.
- Should have served for a full two -year term on the NBCA Board of Directors as an Officer or Director within the past eight (8) years OR have equivalent curling contributions as deemed relevant by the NBCA Board of Directors.
- Submit a personal nomination profile to the President of the NBCA.
- Solicit the NBCA Board of Director's endorsement of their nomination by being prepared to make a presentation at a board meeting.
- If the NBCA Board of Directors endorses the nomination by a successful motion and vote, the President shall prepare a letter of recommendation on behalf of the NBCA.
- If elected to the CCA Board of Governors, immediately tender their resignation if also serving as a member of the NBCA Board of Directors. A person serving on the NBCA Board of Directors shall not serve on the CCA Board of Governors concurrently as per CCA guidelines.
- Deadline for submission requesting nomination endorsement of the NBCA Board of Directors is March 31.



NBCA Proposed Format Changes to Existing Championships and Proposed Adoption of New Championships Policy

Approved: September, 2015

I - PURPOSE

The intent is to outline the process that will be followed when changes/amendments to formats are proposed for a Provincial Championship and when a proposal is made to adopt a new Provincial Championship event. This will include identifying who has the authority to approve the proposed changes/amendments or adoption of a new event.

II - NBCA Board of Directors

- It is the policy of the New Brunswick Curling Association (NBCA) that the Board of Directors has full responsibility to review all proposed changes/amendments to existing NBCA sanctioned championships that are the property of the NBCA. For greater clarity, this included, but is not limited to the following:

- NB Men's Provincial Championship (Tankard)
 - NB Women's Provincial Championship (Scotties)
 - NB Mixed Provincial Championship
 - NB Senior Men's and Senior Women's Provincial Championships
 - NB Wheelchair Provincial Championship
 - NB Mixed Doubles Curling Trials
- The Board of Directors, through the Site Selection Committee, has full responsibility to award/select sites for all NB Provincial Championships.
 - All proposals to change/amend a Provincial Championship format or to adopt a new Provincial Championship shall be presented to the Board of Directors for consideration.
 - The Board of Directors has the responsibility to determine if and when a proposed change/amendment or proposed new event is to be presented at a General Meeting of the Association for approval or rejection by the General Membership.
 - The Board of Directors shall have the opportunity to present to the General Membership a recommendation regarding any proposed changes/amendments or proposed new events.
 - The Board of Directors has full authority to approve any changes/amendments to existing Provincial Championship formats should the changes/amendments be required due to circumstances.
EXAMPLE: format change/amendment required due to modification of the number of participating teams.
 - The Board of Directors has full authority to approve the adoption of a new Provincial Championship discipline/event should the new event be required.
EXAMPLE: adoption of the Mixed Doubles Curling Trials in keeping with the adoption of the Canadian Mixed Doubles Curling Trials.

III - General Membership

It is the policy of the New Brunswick Curling Association (NBCA) that proposed discretionary changes/amendments to existing Provincial Championship formats or proposed discretionary new Provincial Championships must be presented to the Board of Directors for determination of if and when such proposals be presented at a General Meeting of the Association for approval or rejection by the General Membership.

EXAMPLE:

- Discretionary/unnecessary format changes/amendments to existing play down process
- Discretionary/unnecessary awarding of Provincial Championship seeds
- Discretionary/unnecessary adoption of a new Provincial Championship



NBCA Provincial Jackets & Crests Policy

Approved: September, 2015

I - Purpose

To ensure consistency in the awarding and distribution of the New Brunswick Curling Association (NBCA) Provincial crests and jackets to Provincial Championship teams. The intent is to ensure that teams who have won the right to represent New Brunswick at a National curling championship are provided with the appropriate crest and jacket.

II - Fully Sanctioned Events

It is the policy of the New Brunswick Curling Association (NBCA) that Provincial championship teams who are representing New Brunswick at the following National championships will be awarded Provincial crests and jackets as part of the Provincial Championship award:

- Tim Horton's Brier (issued by Curling Canada)
- Scott Tournament of Hearts (issued by Curling Canada)
- Junior (U21) Women
- Junior (U21) Men
- Junior (U18) Women
- Junior (U18) Men
- Mixed
- Senior Men
- Senior Women
- Wheelchair
- Mixed Doubles
- Curling Club Championships

In all instances, NBCA Provincial crests and jackets will be awarded to the 4 team members and to coach and alternates where applicable.

III - Affiliated Sanctioned Events

It is the policy of the New Brunswick Curling Association (NBCA) that Provincial Championship teams that are representing New Brunswick at the following affiliated sanctioned National championships may purchase NBCA Provincial crests and jackets from the NBCA:

- NB Masters (through their event registration fee)
- NB Police
- NB Firefighters
- Special Olympics

In all instances, NBCA Provincial crests and jackets may be purchased for the 4 team members and to coach and alternate where applicable.

IV - Regional Event

It is the policy of the New Brunswick Curling Association (NBCA) that Provincial Championship teams representing New Brunswick at a regional event (Atlantic, non-National) will not be provided with NBCA Provincial crests nor will they be provided the opportunity to purchase them. In some instances, NBCA Provincial jackets may be awarded or available for purchase.

EXAMPLE:

- Stick Curling representatives to the Atlantic Regional event are provided NBCA Provincial jackets
- U18 representatives to the U18 Atlantics are provided NBCA Provincial jackets



Attendance of Executive Director to National Curling Congress & Curling Canada

General Meetings

Approved: July, 2015

The Executive Director (ED) of the New Brunswick Curling Association (NBCA) is expected to attend the National Curling Congress (NCC) and CCA Annual General Meeting (CCA AGM). The ED's attendance at the meetings will be approved by motion and vote of the Board. If the ED is unable to attend these meetings, no alternate will be permitted.

The ED of the NBCA is expected to attend the Operations Council Meetings. The ED's attendance at the Operations Council meetings will be approved by motion and vote of the Board. Normally there would be no alternate unless allowed by the Operations Council. If topics of particular importance are to be discussed at the Operations Council Meetings and if an invitation has been extended by the Operations Council, an additional person may attend by motion and vote of the Board.



NBCA Selection of Voting Delegates at CC Meetings and National Curling Congress

Approved: June 2016

Two official voting delegates of the New Brunswick Curling Association (NBCA) shall attend the National Curling Congress (NCC), Curling Canada - Annual General Meeting (CC-AGM) and any Special Meetings of Curling Canada where Member Association voting is required. (The latter usually being held by way of conference call.) The voting delegates shall normally be the President and Executive Vice-President and be approved by motion and vote of the Board.

In the event of a Special Meeting of CC, separate from the NCC, the official voting delegates of the NBCA shall normally be the President and Executive Vice-President and be approved by motion and vote of the Board.

Should either the President or the Executive Vice-President be unable or unwilling to attend the NCC and/or the CC - AGM and/or any Special Meeting of CC, the option will be given to the Associate Vice-President to attend by special motion of the Board. If the Associate Vice-President is unable or unwilling to attend, then an alternate may be chosen from the remaining Officers or Directors of the NBCA by special motion and vote of the Board.

Notwithstanding the foregoing, if the subject of the Curling Canada Meeting is such that the NBCA might benefit from specialized knowledge, and if that knowledge is available on the Board, then one of the voting delegates may stand aside in favour of that Board member through a special motion and vote of the Board.



NBCA Referral Fee to Host a Canadian or World Curling Event

Approved: September, 2016

All NBCA Affiliated Curling Centres are required to include a letter of support from the NBCA when submitting an expression of interest to host a Canadian or World curling event.

Contingent to a successful bid to host a National or International curling event, NBCA Affiliated Curling Centres will be required to pay a \$1000 referral fee to the NBCA. Exceptions to this policy are National and World curling events that carry a clause in the event specific contract providing the NBCA with a guaranteed financial legacy from the event.

Organizations, associations, venues, communities, etc. that are not directly affiliated with the NBCA are also required to submit a letter of support from the NBCA in their bid to host a National or International curling event. Also, contingent to a successful bid to host a National or International curling event, they will be required to pay a \$2000 referral fee to the NBCA. Exceptions to this policy are National and World curling events that carry a clause in the event specific contract providing the NBCA with a guaranteed financial legacy from the event.

Referral fees must be paid to the NBCA within 30 days of the event host location announcement.

Revised October 2016