



**New Brunswick Curling Association**

**Administrative Policies**

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Policy Name: **NBCA Email Protocol and Board Voting via Email Policy**  
Version Control; January 2015  
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## NBCA Email Protocol and Board Voting via Email Policy

### **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.

### **POLICY**

It is the policy of the New Brunswick Curling Association (NBCA) that Email correspondence follows 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 misuse 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.

Policy Name: NBCA Privacy Policy  
Version Control: May 2023  
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## NBCA Privacy Policy

### PREAMBLE

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.

### POLICY

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 Club, 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 Club.

#### 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.

Policy Name: NBCA Provincial Jackets & Crests Policy  
Version Control: September 2015  
Ratification Date:  
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## NBCA Provincial Jackets & Crests Policy

### **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.

### **POLICY**

#### **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



Policy Name: NBCA Referral Fee to Host a Canadian or World Curling Event  
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# NBCA Referral Fee to Host a Canadian or World Curling Event

## **PREAMBLE**

### **POLICY**

All NBCA Affiliated Curling Clubs 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 Clubs 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.

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

## 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.

## POLICY

### **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

