



**New Brunswick Curling Association**

**Governance**

**Policies and Guidelines**

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Policy Name: NBCA Board Code of Conduct  
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## NBCA Board Code of Conduct

### **PREAMBLE**

The Board is responsible for acting in accordance with the By-Laws & Administrative Policies and the Curling NB Code of Conduct, Harassment & Ethics and any other Policies it sets. This policy is a guide for the Board of Directors, and it sets expectations regarding their conduct as individuals.

### **POLICY**

1. Directors agree to abide by this NBCA Board Code of Conduct
2. Directors shall act in the interests of the Affiliated Curling Clubs and Club Members 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 Clubs. At any event where a Director is the Board's NBCA 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 anytime 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 Clubs) 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 Clubs.
8. Directors shall not attempt to exercise individual authority over the NBCA except as explicitly set forth in the Constitution, By-Laws & Administrative Policies.
  - 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 & Administrative Policies 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. 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 Clubs 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.
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I hereby certify, by my signature, that I have read, understand, and will comply with the New Brunswick Curling Association's Board Code of Conduct Policy.

I understand that it is my personal responsibility to ensure that my actions conform with the provisions in these policies and understand that my failure to comply may result in disciplinary action according to the policy.

Print Name:

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Signature of Director:

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Date:

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## NBCA Conflict of Interest Policy

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### 1. DEFINITIONS

The following terms have these meanings in this Policy:

- a) “*Association*” New Brunswick Curling Association
- b) “*Conflict of Interest*” – Any situation in which an *Individual’s* decision-making, which should always be in the best interest of the *Association*, is influenced or could be influenced by competing personal, family, financial, business, or other private interests.
- c) “*Individuals*” – All categories of membership defined in the *Association’s* bylaws, as well as all individuals engaged in activities with the *Association* including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the *Association*.
- d) “*In writing*” - A letter, fax or email sent directly to the *Association*.
- e) “*Non-Pecuniary Interest*” - An interest that an *individual* may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
- f) “*Review Board*” – The NBCA Board of Directors Executive Committee

- g) “*Pecuniary Interest*” - An interest that an *individual* may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that *individual*, or another person with whom that *individual* is associated.
- h) *Perceived Conflict of Interest* – A perception by an informed person that a *conflict of interest* exists or may exist.

## **2. BACKGROUND**

*Individuals* who act on behalf of the *Association* have a duty first to the *Association* and second to any personal stake they have in the operations of the *Association*. This policy cannot contemplate all situations in which *conflicts of interest* may arise. *Individuals* are to use their best judgment to ensure that they deal with actual and potential *conflicts of interest* appropriately. It is equally important to monitor perceptions of *conflict of interest* which could damage the *Association’s* reputation. Further guidance may be requested from the *Review Board* if necessary.

## **3. PURPOSE**

The *Association* strives to avoid the occurrence of *conflicts of interest* in the *Association’s* decision-making processes by providing clear guidance to its members to recognize what a *conflict of interest* is, how to disclose or report, and how to act accordingly. This policy describes appropriate behavior expected of *individuals* entrusted with decision-making authority within the *Association*, where facts and circumstances may cause a *conflict-of-interest* situation.

The *Association* recognizes that active coach, athlete and technical official representatives on councils and committees have an inherent *non-pecuniary interest* given their positions. This does not disqualify them from acting in their capacity as such, as long as their degree of influence is mitigated by the decision-making process.

## **4. APPLICATION OF THIS POLICY**

This policy applies to all *individuals* who, at any given time, are granted the authority to make decisions on behalf of the *Association*.

## **5. OBJECTIVES**

The *Association* is incorporated under the New Brunswick Companies Act and is governed by that Act in matters involving a real or *perceived* conflict between the personal interests of a director or officer (or other *individual* involved in decision-making or decision-influencing roles) and the broader interests of the *Association*.

Any real or *perceived* conflict, whether *pecuniary* or *non-pecuniary*, between an *individual’s* personal interest and the interests of the *Association*, shall always be resolved in favour of the *Association*.

*Individuals* shall not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the *Association*, unless such business, transaction, or other interest is properly disclosed to the *Association* and approved by the *Association*.
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment from them or the *Association*.

- c) Exploit their positions within the *Association* to derive a personal profit from the activities of the *Association*.
- d) Exploit their positions within the *Association* to lever for themselves a personal profit, advantage, or position of prestige.
- e) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
- f) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the *Association*, if such information is confidential or not generally available to the public.
- g) Engage in any outside work, activity, business, or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the *Association*, or in which they have an advantage or appear to have an advantage on the basis of their involvement with the *Association*.
- h) Without the permission of the *Association*, use the *Association's* property, equipment, supplies, or services for activities not associated with the performance of their official duties with the *Association*.
- i) Place themselves in positions where they could, by virtue of being an *Association individual*, influence decisions or contracts from which they could derive any direct or indirect benefit; or
- j) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an *Association Individual*.

## 6. DECLARATION OF INTERESTS

On an annual basis, all the *Association's* directors, officers, employees, and committee members will complete a Declaration Form (Appendix A) in order to disclose any and all affiliations with any and all other organizations involved with the *Association*. These affiliations include, but are not limited to, any of the following roles in the same sport: athlete, coach, manager, official, employee, volunteer, officer or director. *Individuals* shall also disclose on the Declaration Form any and all affiliations with consultants, suppliers, service providers or other third parties that are or may potentially enter into business relationships with the *Association*.

Declarations of interests in the following circumstances shall be made as follows (if applicable):

- a) *Individuals* who are nominated for election to a position within the *Association* shall declare their interests prior to the election.
- b) Upon taking part for the first time in a meeting of a committee or council of the *Association*, each member shall make a verbal declaration of their interests, to be recorded in the minutes and shared with the *Review Board*.
- c) Immediately upon being appointed to any position within the *Association*, *individuals* shall declare their interests.

Declaration Forms shall be retained by the *Association* as long as the *individual* remains in such position and for a period of at least one year after the end of the *individual's* involvement with the *Association*.

## **7. DISCLOSURE OF CONFLICTS OF INTERESTS**

*Individuals* shall, at any given time, disclose real or *perceived conflicts of interest* to the *Review Board* immediately upon becoming aware that a *conflict of interest* may exist. Such obligation to disclose is continuing and shall not end if the *conflict of interest* is discovered after the tainted decision-making process is completed.

Any person who believes that an *individual* is entrusted with making a decision or has made a decision that may or was influenced by real or *perceived conflict of interest* shall submit a complaint, *in writing*, to the *Review Board* pursuant to section 9 herein. The complaint shall be addressed under the *Association's* Whistleblowers policy. The identity of the person filing the complaint shall be held confidential by the *Review Board*.

## **8. MINIMIZING CONFLICT OF INTEREST IN DECISION MAKING**

Decisions or transactions that involve a *conflict of interest* that has been proactively disclosed by an *individual* will be considered and decided by applying the following additional provisions:

- a) The nature and extent of the *individual's* interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
- b) The *individual* does not participate in discussions on the matter giving rise to the *conflict of interest*, unless the body considering the matter votes to allow such participation.
- c) The *individual* abstains from voting on the decision.
- d) For board-level decisions, the *individual* does not count towards quorum.
- e) The decision can be proven to be in the best interests of the *Association*.

The *Association* will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with the *Association*, provided that the employment, contract or volunteer appointments do not diminish the employee's ability to perform the work contemplated in their employment agreement with the *Association*. Any determination as to whether there is a *conflict of interest* will rest solely with the *Review Board*, and where a *conflict of interest* is deemed to exist, the employee shall be required to resolve the conflict by either ceasing the activity giving rise to the conflict or resigning from employment with the *Association*.

## **9. CONFLICT OF INTEREST COMPLAINTS**

The decision of the *Review Board* as to whether or not a *conflict of interest* exists will be governed by the following procedures:

- a) Copies of any written documents to be considered by the *Review Board* will be provided to the *individual* who may be in a *conflict-of-interest* situation.
- b) The *individual* who may be in a *conflict-of-interest* situation will be provided an opportunity to address the *Review Board* orally or, if granted such right by the *Review Board*, *in writing*.
- c) The decision will be made by a majority vote of the *Review Board*.

If the *individual* acknowledges the *conflict of interest*, the *individual* may waive the right to be heard, in which case the *Review Board* will determine the appropriate sanction.

## 10. DECISION

After hearing and/or reviewing the matter, the *Review Board* will determine whether a *conflict of interest* exists and, if so, the sanction(s) to be imposed.

## 11. SANCTIONS

The *Review Board* may apply the following actions, including but not limited to, singly or in combination, for real or *perceived conflicts of interest*:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority.
- b) Removal or temporary suspension from a designated position.
- c) Removal or temporary suspension from certain teams, events and/or activities.
- d) Expulsion from the *Association* or, in the case of employees, dismissal from employment; and
- e) Other actions as may be considered appropriate for the real or *perceived conflict of interest*.

Failure to comply with an action as determined by the *Review Board* will result in automatic suspension from the *Association* until compliance occurs.

The *Review Board* may determine that an alleged real or *perceived conflict of interest* is of such seriousness as to warrant suspension of designated activities pending a hearing and a final decision of the *Review Board*.

The *Review Board* may not have the authority to overturn, alter or annul the decision made by the *individual* while in *conflict of interest*. The *Review Board* may however order that the decision-making process tainted by *conflict of interest* be reconsidered by the original decision-making body or an alternate *individual*, after all real or *perceived conflicts of interest* have been fully addressed.

## 12. ENFORCEMENT

Failure by an *individual* to adhere to this policy may give rise to additional disciplinary measures as determined by the President of the *Association*.

## 13. APPEAL

The sanctions imposed by the *Review Board*, as well as any additional disciplinary measures applied pursuant to section 12.1 herein, shall be final and binding subject only to any right of appeal available to the *individual* sanctioned, pursuant to the Appeal Policy of the *Association*.

## 14. REVISION HISTORY

Date	Revision
Feb 12, 2025	Adapted new version from template provided by SDRCC. Sport & Recreation Branch of GNB

# APPENDIX A



## NBCA Conflict of Interest Declaration Form

As a volunteer, employee and/or consultant, you are required to act in the best interests of the *Association*. However, inevitably, all volunteers, employees and consultants have a wide range of interests in private, public and professional life and these interests might, on occasions, conflict.

Facts or circumstances which have the potential to create a conflict between the *Association's* and your personal interests, financial or otherwise, include but are not limited to:

- Being a member, employee, contractor, administrator or owner/shareholder of an organization that is a member, partner, supplier, service provider or client of the *Association*.
- Having a close relative who is a member, employee, contractor, administrator or owner/shareholder of an organization that is a member, partner, supplier, service provider or client of the *Association*.

Please describe below any such relationships, transactions, positions you hold (volunteer or otherwise), or other similar circumstances:

I have no *conflicts of interest* or facts or circumstances to report.

I have the following *conflict(s) of interest* or facts or circumstances to report:

I hereby:

- confirm that I have read the *Association's Conflict of Interest Policy*, and I agree to be bound by the obligations contained therein.
- certify that the information set forth above is true and complete to the best of my knowledge.
- commit to inform the *Review Board* immediately of any change to my declaration above.
- commit to declare, at any relevant times in the exercise of my duties as volunteer, employee and/or consultant of the *Association*, every situation that may arise which would make it inappropriate for me to continue to act in that capacity due to a *conflict of interest*.

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Policy Name: Roles and Responsibilities of the NBCA Board of Directors  
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# Roles and Responsibilities of the NBCA Board of Directors

## PREAMBLE

## POLICY

### **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 Clubs and the general membership of the curling clubs. 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 Clubs 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 Clubs
- 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 Club for Curling Excellence
- Maintain liaison with Umpire Course Facilitator (arrange for courses and training)
- Maintain liaison with Provincial Ice Technician (arrange for courses)
- Creates online 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 Clubs
- Ensure an adequate inventory of provincial team requirements are on hand (provincial jackets, shirts, crests, lapel pins and pin cards)
- Ensure in-ice logos are delivered to host curling clubs (where applicable)
- Ensure time clocks are delivered to host curling clubs (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 online 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 1<sup>st</sup> 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 1<sup>st</sup> 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 20<sup>th</sup>.

**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 club 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 clubs 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 clubs within his/her zone
- Obtain the following information if required by the Executive Director, from each club in his/her zone and submit to the Executive Director by September 1<sup>st</sup>: List of Curling Club Executive Committee (including e-mail addresses) and Curling Club Contact e-Mail Address (e-mail address all curling club 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 to prepare a Zone Directors Report to be circulated to all NB Affiliated Curling Clubs.
- 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:**

##### **NBCA Technical Director:**

1. Liaise directly with the Executive Director and Master Learning Facilitator
2. Liaise directly with the CCA Coordinator – National Services & Coaching.
3. The Technical Director is a voting member of the Curling NB board.
4. Submit Reports for the SAGM and AGM
5. Hold a position on the CCE Board as NB Curling Technical Director.

6. Create a schedule of and advertise using the relevant media, what curling courses are available to coaches and curlers.
7. Maintain a list of Active NB Curling Coaches.
8. Provide Coaches with assistance in maintaining their certification.
9. Advise Coaches of Development Activities which are available to help maintain their Coaching Certification.
10. Confirm that all instructor, coach and athlete training within the province follow the guidelines determined by the CCA.
11. Ensure Coaching Course attendance and certification courses are recorded in the Locker.
12. Conduct Technical Committee Meetings at the beginning of the season and when required throughout the season.
13. Seek out those who may be interested in becoming Master Learning Facilitators, Facilitators or Evaluators.
14. Solicit instructors to conduct in club curling clinics to help grass root curlers improve their skills.
15. Work with the Master Learning Facilitator to manage the details of Coaching Course Delivery.
16. Assist the Executive Director with financial matters of the NBCA Technical Program. These could include but are not limited to determining course/clinic fees, facilitator fees and ensuring financial reporting to the ED upon completion of a course/clinic.
17. Liaison with External Agencies on technical matters which could include participation on committees and advisory groups.

#### **Master Learning Facilitator:**

1. Member of Technical Committee.
2. Obtain facilitators for all NCCP courses given by NBCA.
3. Provide resource packages, handouts, and equipment for all courses.
4. Attend all Curl Canada NCCP meetings discussing new courses, changes to course content etc. Pass this information on to learning facilitators.
5. Develop new learning facilitators and evaluators.
6. Work with CCE to develop new programs.
7. Develop agendas for club development clinics
8. Monitor all courses to make sure they are given according to National Standards.
9. Make facilitators aware of development opportunities to keep them current.

#### **Roles and Responsibilities of the Competitions Committee**

##### **Committee Structure, Meetings, Reporting:**

- Committee to be made up of the Competitions Director and two or three additional Committee Members. (Committee Members to be appointed by the Competitions Director in consultation with the Executive Director. Curling NB Board Members may be consulted when seeking Committee Members.)
- Competitions Director will sit on the Curling NB Board of Directors as a voting member.
- Competitions Directors will sit on the Curling NB Site Selection Committee.
- Competitions Director will report directly to the Executive Director with regular updates provided to the Board of Directors. (Provide reports to Board, verbal and/or written, at all Board Meetings)
- Competitions Director and Competitions Committee Members will copy the Curling NB Executive Director in all e-mails related to their roles among the Competitions Committee.

- Regular meetings of the Committee will be held (1) prior to the beginning of the upcoming season and (2) directly following the conclusion of the existing season. Wherever possible, the Curling NB Executive Director will attend meetings of the Committee.
- Ad-hoc meetings of the Committee will take place as deemed necessary by the Committee. Wherever possible, the Curling NB Executive Director will attend ad-hoc meetings of the Committee.
- Prior to seeking Board Approval for event format changes, proposed changes are to be reviewed/discussed among the Competitions Committee and the applicable athlete representatives. (Players Representative and/or Junior Development Director)

#### **Responsibilities:**

- The Competitions Committee will assume complete responsibility for all Curling NB events leading to a National Championship. (Exception: Curling Club Championship)
  - Although Junior events leading to a National Championship will fall under the Competitions Committee, the Committee may consult with the Junior Development Committee/Director to assist with event dates/site selection and other matters as deemed necessary.
- Applicable Curling NB Championships will be divided among members of the Competitions Committee. The Committee will meet prior to the beginning of the season to determine which Committee Members will be responsible for overseeing which Curling NB Championships.
- The Committee will review, on an annual basis and prior to the annual Curling NB Board Planning Meeting, the Curling NB Rules for Provincial Play and present any necessary amendment recommendations to the Board of Directors during the Planning Meeting.
- The Committee will provide proposed expenses to the Finance Committee in advance of the annual budget meeting
- The Committee will be responsible to maintain the Curling NB Hosting Directives and, when applicable, make necessary amendment recommendations to the Curling NB Board of Directors during the annual Curling NB Board Planning Meeting.
- Retain possession of Provincial Time Clocks and related equipment and ensure proper maintenance of equipment and replacement where necessary. (Purchases will require ED and/or Finance Committee approval as applicable.)
- Responsible to deliver time clocks and related equipment to host clubs, where applicable.
- Liaise directly with event Chairperson and applicable Curling NB Zone Director/Delegate.
- Communicate directly with Provincial Draw Master and provide final approval of all draws.
- Ensure required e-mail communications from Event Chair and event Chief Umpire are forwarded to teams as documented in Hosting Directives.
- Follow up, where necessary, receipt of required event reports from event Host Committee and event Chief Umpire.
- Currently, the events falling under the Competitions Committee are:
  - Women's Championship
  - Men's Championship
  - Senior Men's & Women's Championship
  - Masters Men's & Women's Championship
  - Mixed Championship
  - Mixed Doubles Championship
  - Junior Championships
  - U18 Championships

#### **Roles and Responsibilities of the Youth Development Committee**

**Mandate:** The Curling NB Youth Development Committee shall be established by the Curling NB Board of Directors and shall be Chaired by the Youth Development Director. With the exception of Junior events that lead to a National Championship, the Committee will supervise and coordinate all aspects of youth curling development and ensure compliance with regulations approved by Curling NB.

**Committee Structure:**

The Curling NB Youth Development Committee will consist of the following:

- Youth Development Director
- Four (4) Regional Liaisons (North, South, East & West)
- Little Rocks Coordinator
- Canada Winter Games (CWG)-Provincial Coordinator
- Skills Awards Program Coordinator
- Emerging Programs & Opportunities Coordinator

**NOTE:** The role of the Youth Development Director will be assigned as outlined in the NBCA Constitution. Given the responsibility Curling NB has to the Province of NB regarding our CWG program, names of interested parties offering to assume the role of CWG Coordinator will be submitted to the Curling NB Board of Directors for final selection.

Remaining Youth Development Committee roles will be assigned by the Youth Development Coordinator and based on expressed interest.

**Roles & Responsibilities****Youth Development Director:**

- Hold a voting position and attend all meetings of the Curling NB Board of Directors.
- Relay matters of concern received from youth player representatives (Club Youth Directors) to the Board of Directors.
- Regular Curling NB Board Meeting reporting of Committee activity.
- Coordinate and chair at minimum three (3) annual meetings of the Youth Development Committee.
- Coordinate and liaise with the Little Rocks Provincial Coordinator.
- Coordinate and liaise with the Canada Winter Games Provincial Coordinator.
- Hold an advisory position on the Canada Winter Games Committee.
- Provide a central point of contact and information sharing among Regional Liaisons.
- Coordinate and liaise with the Skills Development Program Coordinator.
- Coordinate and liaise with the Emerging Programs and Opportunities Coordinator.
- Where applicable, consult with Competitions Committee on Junior Championships that lead to a National Championships.
- Oversee the development and promotion of Provincial Youth Development Events. (Ex: Youth Mixed, Youth MD, LR Jamborees)
- Promote the NB Youth Development Program throughout the Province of NB.
- An e-mail address for the Youth Development Director will be set up and the Curling NB Executive Director is to be copied (nbca@nb.sympatico.ca) on all communications

**Little Rocks Provincial Coordinator:**

- Promotion of U12 Little Rocks programs and opportunities throughout the province.
- Liaise with hosts of the two annual Little Rocks Jamborees.
- Work to develop programs in clubs that presently have no Little Rocks presence.
- Work to share and promote best practices in Little Rocks programs throughout the province.
- Coordinate with Regional Liaisons to identify the needs for strengthening programs.
- Work with Regional Liaisons to develop regional and inter-regional events.

**Youth Development Regional Liaisons:**

- Provide a central point of contact for youth programs within a region.
- Promote participation within a region.
- Promote development opportunities within a region.
- Coordinate with counterparts to promote inter-regional cooperation and development.
- Provide a point of contact for players seeking opportunities outside their own club or region.

- Promote sharing of best practices between clubs and across regions.
- Focus on recruitment and retention of youth curlers across all skill levels.
- Work to develop regional events with a focus on participation and retention of youth curlers.
- Work to ensure that youth curlers do not leave the game due to an inability to locate teammates.

#### **Canada Winter Games (CWG) Provincial Coordinator & Committee:**

- Committee to consist of:
  - Curling NB Canada Winter Games Coordinator
  - Curling NB Technical Director **or** Master Course Facilitator
  - Curling NB Youth Development Director
  - Curling NB Competitions Director to hold an advisory position as required.
- CWG Coordinator responsibilities to consist of the following:
  - Set up a “g-mail” account to use for all CWG’s related communications. (Ex: nbcacangames@gmail.com)
  - Copy Curling NB in all communications regarding CWG’s.
  - Create a CWG budget, for approval by the Curling NB Finance Committee, no later than three years prior to the next Canada Winter Games. (Curling NB Executive Director can provide the amount of direct funding the program is to receive from Curling NB.)
  - Create a “Team Plan”, as outlined by the Government of NB, for publication on the Curling NB website no later than three years prior to the next Canada Winter Games. (Executive Director can provide the most recent Government of NB Team Plan requirements.) **NOTE:** Budget will require approval of the Curling NB Finance Committee.
  - Team Plan to be supported by members of the CWG Committee along with the Curling NB Executive Director and Curling NB Competitions Director prior to publication.
  - Coordinate and ensure execution of all aspects of the Team Plan.
  - Receive and act on all CWG related communications from Curling Canada, Government of NB, and Curling NB.
  - All information required by the Government of NB is to be forwarded first to the Curling NB Executive Director. This individual will determine if it is to be then submitted by the Provincial Sports Organization (Curling NB) or by the Curling NB CWG Coordinator directly.
  - Registration for all CWG development and selection events are to be processed through Curling NB. Information regarding any and all of these events are to be provided to the Curling NB Executive Director at least three months prior to the event.
  - Other duties as deemed applicable.

#### **Skills Development Program Coordinator:**

- Promoting and disseminating the Curling NB Skills Awards Program & Curling Canada’s Rock Stars Program.

#### **Emerging Programs and Opportunities Coordinator:**

Promote and coordinate emerging programs, such as:

- Hit-Draw-Tap
- Singles Curling
- U15 Rock Fest
- Triples Curling
- Emerging Programs through Curling Canada’s Youth Feeder System

Mar. 23, 2023

#### **Roles and Responsibilities of the Site Selection Committee**

- (need to determine)

### **Roles and Responsibilities of the Sponsorship Committee**

- (need to determine)

Policy Name: NBCA Selection of Voting Delegates at CC Meetings and National Curling Congress  
Version Control; June 2016  
Ratification Date:  
Review Date: **Under Review**

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

## PREAMBLE

### POLICY

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 Meetings 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.

### REVISION HISTORY

Date	Revision

Policy Name: NBCA Nominations to CC Board of Governors Policy  
Version Control: January 2015  
Ratification Date:  
Review Date: **Under Review**



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## NBCA Nominations to CC Board of Governors Policy

### PREAMBLE

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:

### POLICY

- Meet the NBCA Residency Policy
- Be a member in good standing of an NBCA affiliated curling club at the time of the nomination submission to the CCA.
- Commit to remain as a member in good standing of an NBCA affiliate curling club 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.

### REVISION HISTORY

Date	Revision

Policy Name: Attendance of Executive Director to National Curling Congress  
& Curling Canada General Meetings  
Version Control; July 2015  
Ratification Date:  
Review Date: **Under Review**

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## Attendance of Executive Director to National Curling Congress & Curling Canada General Meetings

### PREAMBLE

### POLICY

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.

### REVISION HISTORY

Date	Revision

Policy Name: NBCA Equity and Inclusion Policy  
Version Control;  
Ratification Date:  
Review Date: **Under Review**

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## NBCA Equity and Inclusion Policy

**PREAMBLE:** Curling NB is committed to supporting inclusion, equity, diversity, and access in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that Curling NB provides individuals with a full and equitable range of opportunities to participate and lead as part of the association.

### DEFINITIONS

The following terms apply to this Policy:

- a) "Individuals" – All individuals employed by, or engaged in activities with Curling NB including, but not limited to, athletes, coaches, umpires, officials, volunteers, managers, administrators, committee members, directors and officers of Curling NB.
- b) Under-Represented Groups – a group of individuals with shared personal characteristics that Curling NB has identified as under-represented or one that has had barriers to accessing Curling NB's resources, programs and initiatives.

### POLICY:

Curling NB will enhance the quality of, and increase the level of participation in, Curling NB's leadership and programs by:

- a) supporting inclusion, equity, diversity, and access for Under-Represented Groups;
- b) supporting equitable opportunities when developing, updating, or delivering Curling NB's programs and policies;
- c) supporting balanced representation by Under-Represented Groups on all Standing and Ad hoc committees; and,
- d) dealing with any incidence of discriminatory behaviour according to Curling NB's Code of Conduct Harassment and Ethics policies.

### COMMUNICATIONS

Curling NB will ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is considered in all communications.

### ONGOING COMMITMENT TO INCLUSION, DIVERSITY AND EQUITY

Curling NB understands that one key element to be a more inclusive, diverse, and equitable organization is to incorporate equity principles. These should be in all strategies, plans and actions of the organization, whether they relate to technical programs, operations, business management, sponsorship, marketing, media or communications. Curling NB resolves to incorporate equity concerns in its own strategies, plans, actions, and operations on a continuing basis.

### EVALUATION

Curling NB will continually monitor and evaluate its inclusion, equity, diversity and access progress.

# 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 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, including: Moncton, Rexton, Sackville, Riverside-Albert.
- **South Zone** - The Saint John area, 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 MISSION & VISION

## CURLING NB

### MISSION

Curling NB inspires to lead New Brunswickers to embrace curling, from grassroots to podium, by providing leadership, services and programs in a safe and inclusive environment enabling members to achieve their unique aspirations.

### VISION

Curling NB will be the driving force in New Brunswick fostering the growth of curling through active promotion and development.



### CORE VALUES

#### INTEGRITY

All our interactions must be honest, open, fair, respectful, and transparent.

#### INCLUSIVE

We aim to foster a community that promotes a sense of belonging, collaboration, and accessibility for all curlers.

#### ENJOYMENT

We believe the joy of curling creates long lasting, positive relationships build on teamwork, respect, and shared fun.

#### LEADERSHIP

We prioritize listening to our community and making principled decisions that support the advancement of curling.

#### GROWTH

We are committed to consistently adapt to enforce a vibrant future, enhancing the sport of curling for all participants, both now and in the years to come.



STRATEGIC OBJECTIVES	WE WILL ACHIEVE THIS BY:
<b>PARTICIPATION</b> <i>Encourage a greater number of New Brunswick residents to experience and enjoy our sport in clubs throughout the province beginning at the grassroots level.</i>	<ul style="list-style-type: none"> <li>• <b>Increase member base</b> – Launch initiatives and partnerships with community groups, such as schools and recreation departments, to introduce new participants.</li> <li>• <b>Promote grassroots curling</b> – Foster development of entry-level programs and family-friendly events that emphasize fun, inclusivity, and accessibility.</li> <li>• <b>Better leverage Curling Canada programming</b> – Integrate Curling Canada's national initiatives into club offerings.</li> <li>• <b>Enhance perceived value of membership</b> – Strengthen communication of member benefits and programs.</li> </ul>
<b>PERFORMANCE</b> <i>Equip athletes, coaches, officials, and ice technicians with essential tools and programs necessary to achieve their performance goals.</i>	<ul style="list-style-type: none"> <li>• <b>Pursue and train new and existing officials</b> – Implement Curling Canada's newly developed, nationally consistent, Umpire Education Pathway.</li> <li>• <b>Utilize competitive athletes for development initiatives</b> – Seek to engage high-performance athletes in clinics, mentorship sessions, and youth outreach programs.</li> <li>• <b>Provide development opportunities for competitive athletes</b> – Offer structured training camps, access to coaching resources and accept applications for our recently Initiated High Performance Program.</li> <li>• <b>Advance and grow youth development</b> – Strengthen communication of youth development programs and opportunities.</li> </ul>
<b>INTERACTION</b> <i>Formulate a strategy to enhance relationships with affiliated clubs and members.</i>	<ul style="list-style-type: none"> <li>• <b>Progress communication with all stakeholders</b> – Continue and innovate regular communication including newsletters, virtual meetings, and consistent club outreach.</li> <li>• <b>Increase visibility of Curling NB and Board Members</b> – Foster Board participation at events and highlight leadership activity on digital platforms.</li> <li>• <b>Upgrade website to create a more user-friendly experience</b> – Redesign the Curling NB website to improve navigation, accessibility, and integration with social media.</li> <li>• <b>Assist member clubs with new volunteer recruitment</b> – Provide develop opportunities to support clubs with recruitment and volunteer engagement through virtual meeting, symposiums and workshops for clubs.</li> <li>• <b>Seek increased media attention</b> – Build relationships with local and provincial media outlets to feature stories and event coverage.</li> </ul>
<b>SUSTAINABILITY</b> <i>Enhance and maintain financially sustainable practices that ensure the long-term vitality of our sport within New Brunswick.</i>	<ul style="list-style-type: none"> <li>• <b>Pursue new partnerships/sponsorships</b> – Actively engage local and provincial sponsors and engage businesses to support programs and events.</li> <li>• <b>Seek options to financially support additional staff</b> – Explore grant opportunities, government funding, and shared service models with other sport organizations.</li> <li>• <b>Better leverage Sport NB programming/support</b> – Participate in workshops, grants, and shared initiatives to optimize efficiency and access resources.</li> </ul>