



POLICY MANUAL

Updated May 1, 2014

NOCA Policy Manual

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FINANCE POLICY Approved November 2012

*** This Finance Policy replaces and supercedes all pre-existing Northern Ontario Curling Association (NOCA) finance policies including those posted on the NOCA website prior to June 1st 2012 ***

Purpose

1. The purpose of this Policy is to guide the financial management practices of the NOCA.

Application of this Policy

2. This Policy applies to those persons who implement and/or are responsible for NOCA financial management, which may include staff, directors, officers, committee members, etc.

Finance Committee

3. The Finance Committee will include the President, Secretary/Treasurer, and the Executive Director.
4. Each member of the Finance Committee will have signing authority for the NOCA, and two of three signatures will always be required. The treasurer's signature stamp will be used after invoices have been reviewed and payments approved.

Signing Authority – Other Documents

5. In the absence of any resolution to the contrary passed by the Board of Directors, the deeds, contracts, securities, bonds and other document(s) requiring the signature of NOCA will be signed by two (2) of the following: the President and one of either a Secretary/Treasurer, or Executive Director. The Board of Directors may authorize other persons to sign on behalf of NOCA.
6. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of NOCA will be made available for review by the Board of Directors if requested.

Membership Fees

7. The Board of Directors will determine annual membership fees, as well as the time and method of payment of annual membership dues.
8. The annual fee per member will be set by the Board.
9. Clubs will be invoiced for per capita dues based on seventy-five percent (75%) of the previous year's membership with payment due by November 30th. The balance of the per capita dues is due by January 15th and must be accompanied by a complete membership list.

Budget and Reports

10. The Finance Committee will develop and the Board of Directors will approve an annual budget which will contain the total anticipated expenditures and revenues for the NOCA.
11. The actual costs for accurate expenditures and revenues will be accounted for by the Executive Director and Treasurer and reported as compared to the budget.

12. The Executive Director and/or the Treasurer will provide the Board of Directors with a monthly statement, to include the revenues and expenditures of NOCA in comparison with the approved annual budget.
13. The Finance Committee will, at each meeting of the Board of Directors, present an interim financial statement (which includes revenues and expenditures).
14. The Finance Committee will, at the Annual General Meeting, present Financial Statements in accordance with applicable legislation.

Fiscal Year

15. The fiscal year of the NOCA will be May 1st to April 30th, or such other period as the Board of Directors may determine.

Revenue

16. All money received by the NOCA will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the NOCA.
17. All money received by the NOCA will be deposited, in the name of the NOCA, with a reputable financial institution.

Purchasing and Expenditures

18. The Executive Director will act as NOCA's purchasing agent.
19. Purchases require the following:
 - a) Any non-budgetary items in excess of \$200 will be approved by the Finance Committee prior to purchase.
 - b) All expenditures in excess of \$1000 require approval by the Board. Three bids are recommended. This does not apply to expenditures made through grants.
20. NOCA encourages purchases from businesses in Northern Ontario.
21. All purchases will be supported with receipts and must be detailed to budget items, projects, or functions.
22. The NOCA will reimburse expenses as follows:
 - a) \$0.40 per kilometre for directors and staff traveling for NOCA business
 - b) Economy airfare, when required, for directors and staff traveling for NOCA business
 - c) Accommodation, when required, for directors and staff traveling for NOCA business
 - d) \$40 daily per diem meal rate for directors and staff traveling for NOCA business
 - e) Up to \$75 daily per diem meal rate for directors and staff traveling outside of Northern Ontario for NOCA business
 - f) \$0.40 per kilometre for club delegates traveling for regional meetings
23. Expense claim forms, with receipts, must be submitted to the Finance Committee within 30 days of the meeting/activity. Two members of the Finance Committee must approve expense claims. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon Board of Directors approval.

Cash

24. Petty cash, in an amount set by the NOCA Board of Directors, will be available in the NOCA office and will be reconciled monthly.
25. The NOCA will not issue cash advances.

Corporate Credit Cards

26. Corporate credit cards will be issued only to the Executive Director and Technical Director and are to be used solely for NOCA business in accordance with the approved annual budget.

27. Credit card will have limits of twenty thousand dollars (\$20, 000) for Executive Director and five thousand dollars (\$5,000) for the Technical Director to pay budgeted expenses or expenses approved by the Board of Directors.

Fund Transfer

28. The Secretary/Treasurer is authorized to transfer funds between the NOCA bank account and fixed income securities in order to improve return on assets while maintaining sufficient working capital.

Accounts

29. Accounts receivable terms are net thirty(30) days from the date of invoice with the exception of per capita fees.

30. Accounts payable will be paid within the terms of supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

Unencumbered Surplus

31. The Board will review the amount listed as unencumbered on an annual basis.

Entry Fees

32. Entry fee amounts will be posted on the NOCA website. There is no player support.

33. The total fee to enter a competition will consist of:

- a) An entry fee set by the NOCA's Board of Directors
- b) A competitor's fee set by the Canadian Curling Association as applicable including administration fee
- c) HST
- d) Other fees that may arise.

Financial Support for Teams

34. Dominion supports teams for the Dominion Curling Club Provincial Championship.

Hosting Grants

35. Hosting grants are described in the NOCA's *Hosting Policy*.

Acknowledgements and Donations

36. On certain occasions, the NOCA will present a gift to a member of the NOCA or another person who supports the NOCA's mission. Such acknowledgements will be determined on a case-by-case basis by the NOCA Board of Directors.

37. On certain occasions, the NOCA may make a donation in the NOCA's name to honour a NOCA member or to acknowledge the passing of a NOCA member, a person who supported the NOCA's mission, or a NOCA member's family member. Such donations will be determined on a case-by-case basis by the NOCA Board of Directors.

NSF Charges

38. NOCA will charge a twenty-five dollar (\$25.00) charge on all NSF Cheques.

Replacement Cheques

39. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

40. Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee.

41. Lost or missing cheques that have not been claimed by NOCA's year-end will not be reissued.



Operating Reserves Policy

Approved December 17, 2013

Purpose

The purpose of the Operating Reserves policy for NOCA is to ensure the stability of the mission, employment, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or delay in grant payments or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of NOCA for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve policy will be implemented in concert with the other governance and financial policies of NOCA and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

Definitions and Goals

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve will be reviewed annually and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to \$60,000 which is equal to approximately 3 months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and payroll deductions, occupancy, office, travel, program, and ongoing professional services. Competition and program expenses are not included in the calculation as they are self funded by user fees.

The amount of the Operating Reserve fund target minimum will be calculated each year after approval of the annual budget, reported to the Finance Committee/Board of Directors, and included in the regular financial reports.

Accounting for

The Operating Reserve Fund will be recorded in the financial records as an asset titled Board-Designated Operating Reserve (Line 1031). The Fund will be funded and available in cash or cash equivalent funds. (i.e. currently the fund is invested in a GIC).

Funding of Reserves

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set aside for Operating Reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

Use of the Operating Reserve Fund

Use of the Operating Reserves requires three steps:

1. Identification of appropriate use of reserve funds.

The Finance Committee will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use operating reserves

Use of the Operating Reserves must receive prior approval from the NOCA Board of Directors. The use of Operating Reserves will be reported to the NOCA Board of Directors at their next scheduled meeting, accompanied by a description of the analysis and determination of the use of funds and plans for replenishment to restore the Operating Reserve fund to the target minimum amount

3. Reporting and monitoring.

The Finance Chair is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Operating Reserve funds, the Executive Director will maintain records of the use of funds and plan for replenishment. The Finance Chair will provide regular reports to the Board of Directors of progress to restore the fund to the target minimum amount.

Review of Policy

This Policy will be reviewed annually, at minimum, by the Board of Directors at the Annual General Meeting, or sooner if warranted by internal or external events or changes.



CODE of CONDUCT and ETHICS Revised June 2012

*** This Code of Conduct and Ethics replaces all pre-existing alternate Northern Ontario Curling Association (NOCA) Codes of Conduct and Ethics including those posted on the NOCA website prior to June 1st 2012 ***

Definitions

42. The following terms have these meanings in this Code:

- a) *"Member"* – All categories of membership defined in the NOCA *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with, the NOCA including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the NOCA, spectators at events, and parents/guardians of athletes

Purpose

43. The purpose of this Code is to ensure a safe and positive environment (within NOCA programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the values of the NOCA that stress fairness, honesty, opportunity, cooperation, and excellence. Further, the NOCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

44. Conduct that violates this Code may be subject to sanctions pursuant to the NOCA's *Discipline and Complaints Policy*.

Application of this Code

45. This Code applies to Members' conduct during NOCA business, activities, and events including, but not limited to, competitions, tournaments, bonspiels, practices, tryouts, training camps, travel associated with NOCA activities, and any meetings.

46. This Code also applies to Members' conduct outside of the NOCA's business, activities, and events when such conduct adversely affects relationships within the NOCA (and its work and sport environment) and is detrimental to the image and reputation of the NOCA. Such applicability will be determined by the NOCA at its sole discretion.

Background

47. Harassment affects the lives of many people. Harassment is humiliating and degrading. Harassment undermines self-esteem and performance. It creates an intimidating, hostile or offensive environment for sport, recreation and athletic activity. Harassment can diminish athletic performance, become a barrier to the full and fair participation in sport, and even result in complete withdrawal from sport. Harassment is a serious problem. The NOCA will not tolerate any form of harassment and it is committed to taking all necessary steps to ensure harassment does not occur at any of its events (practices, courses, competitions or seminars).

Responsibilities

48. Members have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of NOCA members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of curling and the spirit of those rules
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, nicknames, comments, innuendo, catcalls, whistles, or taunts
 - iv. Linking skills with gender or sexual orientation
 - v. Leering or other suggestive or obscene gestures
 - vi. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vii. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - viii. Any form of hazing where hazing is defined as "*Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability.*"
 - ix. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - x. Unwelcome sexual flirtations, advances, requests, or invitations
 - xi. Physical or sexual assault
 - xii. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xiii. Retaliation or threats of retaliation against an individual who reports harassment to the NOCA
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact

- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the NOCA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to the NOCA's *Discipline and Complaints Policy*. The NOCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the NOCA or any other sport organization
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of curling, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with NOCA events
- h) Respect the property of others and not willfully cause damage
- i) Promote curling in the most constructive and positive manner possible
- j) Adhere to all federal, provincial, municipal and host country laws**
- k) Comply, at all times, with the NOCA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Board/Committee Members and Staff

49. In addition to section 6 (above), the NOCA's Board Members, Committee Members, and Staff will have additional responsibilities to:
1. Function primarily as a member of the board and/or committee(s) of the NOCA; not as a member of any other particular member or constituency
 2. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of NOCA business and the maintenance of Member confidence
 3. Ensure that the NOCA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 4. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the NOCA
 5. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 6. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 7. Keep informed about NOCA activities, the provincial curling community, and general trends in the sectors in which it operates
 8. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the NOCA is incorporated
 9. Respect the confidentiality appropriate to issues of a sensitive nature
 10. Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 11. Respect the decisions of the majority and resign if unable to do so
 12. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 13. Have a thorough knowledge and understanding of all NOCA governance documents

14. Conform to the bylaws and policies approved by the NOCA, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

Coaches

50. In addition to section 6 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Make distinctions between harassment and the use of discipline in training; whereby training involving touching or other physical contact shall only occur in an appropriate setting and only after verbal consent has been sought and received
- c) Be consistent in taking any corrective or punitive action without using derogatory slang, offensive terms, or harassment
- d) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Respect other coaches
- i) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the NOCA's *Screening Policy*
- j) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- k) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- l) Respect athletes participating with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- m) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed

Athletes

51. In addition to section 6 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all games, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to play with a team for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the NOCA's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- g) Dress in a manner representative of the NOCA; focusing on neatness, cleanliness, and discretion
- h) Act in accordance with the NOCA's policies and procedures and, when applicable, additional rules as outlined by coaches

Officials

52. In addition to section 6 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the NOCA by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of the NOCA, athletes, coaches, other officials, and parents
- g) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- h) Respect the confidentiality required by issues of a sensitive nature, which may include forfeits, discipline processes, appeals, and specific information or data about Members
- i) Dress in proper attire for officiating

Parents/Guardians and Spectators

11. In addition to section 6 (above), parents/guardians of athletes, and spectators at events will have additional responsibilities to:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
- b) Never ridicule an athlete for a poor performance or practice
- c) Provide positive comments that motivate and encourage athletes' continued effort
- d) Respect the decisions and judgments of officials and encourage athletes to do the same
- e) Not question the judgment or honesty of an official or a NOCA member
- f) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport
- g) Keep off the competition area and not interfere with competitions or practices



DISCIPLINE and COMPLAINTS POLICY Approved December 2012

*** This Discipline and Complaints Policy replaces and supercedes all pre-existing Northern Ontario Curling Association (NOCA) discipline and/or complaints policies including those posted on the NOCA website prior to June 1st 2012 ***

Definitions

1. The following terms have these meanings in this Policy:
 - a) "*Complainant*" – The Party alleging an infraction
 - b) "*Respondent*" – The alleged infracting Party
 - c) "*Parties*" – The Complainant, Respondent, and any other Members or persons affected by the complaint
 - d) "*Days*" – Days irrespective of weekend and holidays
 - e) "*Member*" - All categories of membership defined in the NOCA *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with the NOCA including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, directors and officers of the NOCA, and parents/guardians of athletes
 - f) "Dispute Resolution Officer" - The person appointed by the Board to manage the discipline matters and/or complaints
 - g) "Case Manager" – The independent third-party person appointed by the Executive Director upon failure of mediation

Purpose

53. The NOCA is committed to providing an environment in which all NOCA Members are treated with respect characterized by the values of fairness, honesty, opportunity, cooperation, and excellence. Membership in the NOCA, as well as participation in its activities, brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the NOCA's policies, bylaws, rules and regulations, and *Code of Conduct and Ethics*. Irresponsible behaviour by Members can result in severe damage to the integrity of the NOCA. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the NOCA provides Members with the mechanism outlined in this Policy so that complaints are handled fairly and expeditiously.

Application of this Policy

54. This Policy applies to all Members defined in the '**Definitions**' section of this Policy.
55. This Policy applies to discipline matters that may arise during the course of NOCA business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with NOCA activities, and any meetings.

56. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the NOCA will be dealt with pursuant to the policies of these other entities unless requested and accepted by the NOCA at its sole discretion.

Reporting a Complaint

57. Any Member may report any complaint to the NOCA Executive Director. In the event that the complaint relates to the Executive Director, the Member will report the complaint to the President. Such a complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the NOCA. Legal counsel may be retained by the Complainant at the Complainant's own expense.

58. An NOCA representative may submit a complaint on behalf of the NOCA.

59. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the NOCA. This decision may not be appealed.

Mediation

60. The NOCA supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the Discipline and Complaints process, the Parties, by mutual agreement, may decide to pursue alternate dispute resolution.

61. Before any complaint proceeds to the formal stage, the dispute will first be referred to a Dispute Resolution Officer, appointed by the Board, for review, with the objective of resolving the dispute via mediation.

62. The Dispute Resolution Officer shall decide the format for the mediation and determine a deadline before which the parties must reach a negotiated decision.

63. Should a negotiated decision be reached through alternate dispute resolution, it shall be reported to and approved by the NOCA and any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the NOCA's approval.

64. Failing the resolution of the complaint through that process, or if either Party chooses to forego alternate dispute resolution, the complaint shall continue to be addressed under this Policy.

Case Manager

65. Upon accepting a complaint and failing the resolution of the complaint through mediation, NOCA's Executive Director will appoint an independent third-party Case Manager who has sole discretion to determine whether the complaint is frivolous or vexatious, or if the complaint is potentially legitimate and involves either an incident classified as a minor infraction or an incident classified as a major infraction. The Case Manager is not required to be a member of the NOCA. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. The appointment of the Case Manager, the Case Manager's determination of the legitimacy of the complaint, and the Case Manager's classification of the incident are all not appealable.

66. The Case Manager shall decide one of the following:

- a) The complaint is frivolous or vexatious and shall be immediately dismissed
- b) The complaint is outside of the NOCA's jurisdiction; it shall be dismissed and the Complainant shall be directed to the proper jurisdiction
- c) The complaint is potentially legitimate and the incident shall be dealt with as a minor infraction
- d) The complaint is potentially legitimate and the incident shall be dealt with as a major infraction

67. The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Policy relating to minor or major infractions.

68. This Policy does not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction. Any infraction and resulting corrective action must be reported to the NOCA. Further sanctions may be applied in accordance with the procedures set out in this Policy.

69. A complaint may be withdrawn at any time; however such a complaint may be continued by an NOCA Representative on behalf of the NOCA if the NOCA does not consent to the withdrawal of the complaint.

Minor Infractions

70. Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, the NOCA, or the sport of curling. Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Conduct contrary to the values of the NOCA
- d) Being late for, or absent from, NOCA events and activities at which attendance is expected or required
- e) Non-compliance with the NOCA's policies, procedures, rules, or regulations

71. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers, or NOCA decision-makers.

72. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).

73. Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from the NOCA to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to the NOCA
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Any other sanction considered appropriate for the offense

74. Minor infractions that result in discipline will be recorded and records will be maintained by the NOCA. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

75. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the NOCA, or to the sport of curling. Examples of major infractions include, but are not limited to:
- a) Repeated minor infractions
 - b) Any incident of hazing
 - c) Incidents of physical abuse
 - d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - e) Pranks, jokes, or other activities that endanger the safety of others
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - g) Conduct that intentionally damages the NOCA's image, credibility, or reputation
 - h) Disregard for the NOCA's bylaws, policies, rules, and regulations
 - i) Intentionally damaging NOCA property or improperly handling NOCA monies
 - j) Excessive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - k) Any possession or use of banned performance enhancing drugs or methods
76. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.
77. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

Procedure for Major Infraction Hearing

78. The Case Manager shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
79. The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
80. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
81. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
82. The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
 - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to

all Parties in advance of the hearing

- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) The decision will be by a majority vote of Panel members

83. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

84. In fulfilling its duties, the Panel may obtain independent advice.

Decision

85. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the NOCA. The written decision will be delivered by registered mail. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Sanctions

86. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand from the NOCA to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution as determined by NOCA
- d) Expulsion from the NOCA
- e) Removal of certain membership privileges
- f) Suspension from certain NOCA teams, events, and/or activities
- g) Suspension from all NOCA activities for a designated period of time
- h) Withholding of prize money or awards
- i) Payment of the cost of repairs for property damage
- j) Suspension of funding from the NOCA or from other sources
- k) Any other sanction considered appropriate for the offense

87. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

88. Major infractions that result in discipline will be recorded and records will be maintained by the NOCA.

Interim Measures Pending a Hearing

89. The NOCA may determine that an alleged incident is of such seriousness as to implement interim measures pending a hearing and a decision of the Panel. Interim measures are not sanctions and they may take many forms including, but not limited to:

- a) Imposition of conditions upon continued participation in NOCA work or activities
- b) Suspension from participation in NOCA work or activities
- c) Suspension of membership privileges

Criminal Convictions

90. A Member's conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion from the NOCA and/or removal from NOCA competitions, programs, activities and events upon the sole discretion of the NOCA:
- a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical or psychological violence
 - d) Any offence of assault
 - e) Any offence involving trafficking of illegal drugs

Confidentiality

91. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure

92. The decision of the Panel may be appealed in accordance with the NOCA's *Appeal Policy*.

Record Keeping

93. The Executive Director shall keep a secure record of every complaint filed under this Policy. The record shall contain all relevant documentation including:
- a) Copies of the complaint, response, and rebuttal (if applicable)
 - b) Copies of any witness statements (if applicable)
 - c) Contact information for the Case Manager and the Panel (if applicable)
 - d) A description of the informal resolution of the complaint (if applicable)
 - e) A copy of the written decision (if applicable)
 - f) A description of the sanctions (if applicable)



CONFLICT OF INTEREST POLICY Approved December 2012

*** This Conflict of Interest Policy replaces and supercedes all pre-existing Northern Ontario Curling Association (NOCA) conflict of interest policies including those posted on the NOCA website prior to June 1st 2012 ***

Definitions

2. The following terms have these meanings in this Policy:
- "Conflict of Interest"* – An incompatibility between one's private interests and one's duties as a trustee of the organization
 - "Perceived Conflict of Interest"* – A reasonable perception by an informed person that a conflict of interest situation exists or may exist
 - "Stakeholder"* – Individuals employed by, or engaged in activities on behalf of, the NOCA including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the NOCA

Background

94. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

95. The NOCA strives to reduce and eliminate nearly all instances of conflict of interest at the NOCA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Stakeholders will conduct themselves in matters relating to real or perceived conflict of interest, and will clarify how Stakeholders shall make decisions in situations where conflict of interest may exist.

96. This Policy applies to all Stakeholders.

Obligations

97. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Stakeholder's personal interest and the interests of the NOCA, shall always be resolved in favour of the NOCA
98. Stakeholders will not:
- Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the NOCA, unless such business, transaction, or other interest is properly disclosed to the NOCA and approved by the NOCA
 - 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

- g) 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
- h) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the NOCA, if such information is confidential or not generally available to the public
- i) Without the permission of the NOCA, use NOCA property, equipment, supplies, or services for activities not associated with the performance of their official duties with the NOCA
- j) Place themselves in positions where they could, by virtue of being a NOCA Stakeholder, influence decisions or contracts from which they could derive any direct or indirect benefit
- k) 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 a NOCA Stakeholder

Disclosure of Conflict of Interest

99. Stakeholders shall disclose conflicts of interest to the NOCA Board of Directors immediately upon becoming aware that a real or perceived conflict of interest exists.

100. Stakeholders shall also disclose any and all affiliations with any and all other curling organizations with which the individual is associated. These associations include any of the following roles: athlete, coach, manager, official, staff member, or board member.

Minimizing Conflicts of Interest in Decision-Making

101. Decisions or transactions that involve a real or perceived conflict of interest that has been proactively disclosed by a NOCA Stakeholder will be considered and decided with the following additional provisions:

- f) The nature and extent of the Stakeholder's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
- g) The Stakeholder does not participate in discussion on the matter
- h) The Stakeholder abstains from voting on the decision
- i) For board-level decisions, the Stakeholder does not count toward quorum
- j) The decision is confirmed to be in the best interests of the NOCA

Conflict of Interest Complaints

102. Any person who believes that a Stakeholder may be in a conflict of interest situation should report the matter, in writing, to the NOCA Board of Directors.

103. Any person who believes that a Stakeholder has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the NOCA to be addressed under the NOCA's *Discipline and Complaints Policy*.

Enforcement

104. Failure to adhere to this Policy may permit discipline in accordance with the NOCA's *Discipline and Complaints Policy*.

Declaration regarding Conflict of Interest

I have read the NOCA Conflict of Interest Policy, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

Name

Signature

Date



APPEAL POLICY Approved December 2012

*** This Appeal Policy replaces and supercedes all pre-existing Northern Ontario Curling Association (NOCA) appeal policies including those posted on the NOCA website prior to June 1st 2012. This Appeal Policy does not replace or supersede or a competition's appeals policy ***

Definitions

3. The following terms have these meanings in this Policy:

- a) "*Appellant*" – The Party appealing a decision
- b) "*Respondent*" – The body whose decision is being appealed
- c) "*Parties*" – The Appellant, Respondent, and any other Members or persons affected by the appeal
- d) "*Days*" – Days irrespective of weekend and holidays
- e) "*Member*" - All categories of membership defined in the NOCA *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with, the NOCA including but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, directors and officers of the NOCA, and parents/guardians of athletes
- f) "*Case Manager*" – The person appointed by the Board to manage the appeal

Purpose

105. The NOCA is committed to providing an environment in which all NOCA Members are treated with respect characterized by the values of fairness, honesty, opportunity, cooperation, and excellence. The NOCA provides Members with this *Appeal Policy* to enable appeals of certain decisions made by the NOCA. Further, some decisions made by the process outlined in the NOCA's *Discipline and Complaints Policy* may be appealed under this Policy.

Scope and Application of this Policy

106. This Policy applies to all Members as defined in the 'Definitions' section of this Policy. Any Member who is directly affected by a NOCA decision shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

107. This Policy will **not apply** to decisions relating to:

- l) Employment
- m) Infractions for doping offenses
- n) The rules of curling
- o) Selection criteria, quotas, policies, and procedures established by entities other than the NOCA
- p) Substance, content, and establishment of selection criteria
- q) Volunteer/coach appointments and the withdrawal or termination of those appointments
- r) Budgeting and budget implementation
- s) The NOCA's operational structure and committee appointments

- t) Decisions or discipline arising within the business, activities, or events organized by entities other than the NOCA (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the NOCA at its sole discretion)
- u) Decisions or discipline arising within competition (appeals of these decisions shall be dealt with within competition under the competition's appeal process)
- v) Commercial matters for which another appeals process exists under a contract or applicable law

Alternate Dispute Resolution

108. The NOCA supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the Appeals process, the Parties, by mutual agreement, may decide to pursue negotiation or mediation. Failing the resolution of the appeal through that process, or if either Party chooses to forego alternate dispute resolution, the appeal shall continue to be addressed under this Policy.

Timing and Notice of Appeal

109. Members who wish to appeal a decision have ten (10) days from the date on which they received notice of the decision to submit, in writing to the NOCA's head office, the following:

- a) Notice of the intention to appeal
- b) Contact information and status of the appellant
- c) Name of the respondent and any affected parties
- d) Date the appellant was advised of the decision being appealed
- e) A copy of the decision being appealed, or description of decision if written document is not available
- f) Grounds for the appeal
- g) Detailed reasons for the appeal
- h) All evidence that supports these grounds
- i) Requested remedy or remedies
- j) \$250.00 administration fee (which is refundable upon a successful appeal)

110. A Member wishing to initiate an appeal beyond the ten (10) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the ten (10) day period will be at the sole discretion of the Case Manager and may not be appealed.

Grounds for Appeal

111. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have authority or jurisdiction (as set out in the Respondent's governing documents) to make
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)
- d) Made a decision that was grossly unreasonable

112. The Appellant bears the onus of proof and must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

Screening of Appeal

113. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the NOCA will appoint an independent third-party Case Manager who has sole discretion to decide whether there are sufficient grounds for the appeal.

114. If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
115. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Adjudicator to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

Procedure for Appeal Hearing

116. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
117. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
118. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
- f) The hearing will be held within the appropriate timeline determined by the Case Manager
 - g) The Parties will be given reasonable notice of the day, time and place of the hearing
 - h) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
 - i) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - j) The Panel may request that any other individual participate and give evidence at the hearing
 - k) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
 - l) The decision to uphold or reject the appeal will be by a majority vote of Panel members
119. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

120. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
- f) Reject the appeal and confirm the decision being appealed
 - g) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
 - h) Uphold the appeal and vary the decision
 - i) Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, will be assessed against any Party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources
121. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the NOCA. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Confidentiality

122. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

123. The decision of the Panel will be binding on the Parties and on all NOCA Members.

124. No action or legal proceeding will be commenced against the NOCA or its Members in respect of a dispute, unless the NOCA has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the NOCA's governing documents.



PRIVACY POLICY Approved December 2012

*** For not-for-profit organizations in Ontario, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Northern Ontario Curling Association (NOCA) ***

Definitions

4. The following terms have these meanings in this Policy:
- "Act" – Personal Information Protection and Electronic Documents Act (PIPEDA)
 - "Commercial Activity" – any particular transaction, act or conduct that is of a commercial character
 - "Personal Information" – any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
 - "Member" – All categories of membership defined in the NOCA *Constitution and Bylaws* as well as all prospective participants, individuals employed by, or engaged in activities with, the NOCA including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the NOCA, spectators at events, and parents/guardians of athletes
 - "Privacy Officer" – the Executive Director

Purpose

125. The NOCA recognizes Members' right to privacy with respect to their Personal Information. This Policy describes the way that the NOCA collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

126. This Policy applies to all Members in connection with personal information that is collected, used, or disclosed during any Commercial Activity related to the NOCA.

Obligations

127. The NOCA is obligated to follow and abide by PIPEDA in all matters involving the collection, use, disclosure, and disposal of Personal Information.
128. In addition to fulfilling the legal obligations required by PIPEDA, NOCA Stakeholders will not:
- Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Member
 - Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information
 - In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
 - Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the NOCA

- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

Accountability

129. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Northern Ontario Curling Association
C/O Privacy Officer
P.O Box 940
Atikokan, ON
P0T 1C0
Tel: 1-807-597-8730
Fax: 1-888-622-8884

130. The Privacy Officer will:
- a) Implement procedures to protect personal information
 - b) Establish procedures to receive and respond to complaints and inquiries
 - c) Record all persons having access to personal information
 - d) Ensure any third party providers abide by this policy
 - e) Train and communicate to staff information about the NOCA's privacy policies and practices

Identifying Purposes

131. The NOCA may collect Personal Information from Members and prospective Members for purposes that include, but are not limited to:

Communications

- a) Receiving communications from the NOCA in regards to E-news, newsletters, programs, competitions, training, discipline, appeals, events, activities, and other pertinent information
- b) Published articles, media relations and postings on the NOCA website, displays, or posters. In some cases, videos from an event will be available for purchase
- c) Award nominations, biographies, published articles, and media relations
- d) Communication within and between committees, volunteers, and Board members
- e) Discipline results and long term suspension list
- f) Communications with applicable municipalities who wish to check residency status of individuals

Registration, Database Entry and Monitoring

- g) Registration and communication of programs, events, and activities
- h) Database entry at the Coaching Association of Canada and to determine level of coaching certification coaching qualifications and coach selection
- i) Database entry to determine level of officiating certification and qualifications
- j) Determination of eligibility, age group, and appropriate level of play/competition
- k) Player registration, outfitting uniforms, and various components of athlete and team selection
- l) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

Sales, Promotions and Merchandising

- m) Purchasing equipment, coaching manuals, resources, and other products

- n) Promotion and sale of merchandise

General

- o) Travel arrangement and administration
- p) Implementation of the NOCA screening program
- q) Medical emergency, emergency contacts, or reports relating to medical or emergency issues
- r) Determination of membership demographics and program wants and needs
- s) Managing insurance claims and insurance investigations
- t) Video recording and photography for personal use, and not commercial gain, by spectators, parents, and friends
- u) Video recording and photography for promotional use, marketing, and advertising by the NOCA
- v) Payroll, honorariums, company insurance, and health plans

132. NOCA Stakeholders may collect Personal Information from Members and prospective Members for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Members or prospective Members.

Consent

133. By providing Personal Information to the NOCA, Members are implying their consent to the use of that Personal Information for the purposes identified in the '**Identifying Purposes**' section of this Policy.

134. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the NOCA will obtain consent from Members by lawful means. The NOCA may collect Personal Information without consent when it is reasonable to do so and permitted by law.

135. In determining whether to obtain written or implied consent, the NOCA will take into account the sensitivity of the Personal Information, as well the Members' reasonable expectations. Members may consent to the collection and specified use of Personal Information in the following ways:

- a) Completing and/or signing an application form
- b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
- c) Providing written consent either physically or electronically
- d) Consenting orally in person
- e) Consenting orally over the phone

136. The NOCA will not, as a condition of providing a product or service, require Members to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.

137. A Member may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The NOCA will inform the Member of the implications of withdrawing consent.

138. The NOCA will not obtain consent from Members who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.

139. The NOCA is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Member's knowledge or consent, only if:

- a) It is clearly in the Member's interests and the opportunity for obtaining consent is not available in a timely way
- b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
- c) An emergency threatens a Member's life, health, or security
- d) The information is publicly available as specified in PIPEDA

140. The NOCA is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.

141. The NOCA may disclose Personal Information without the Member's knowledge or consent only:

- a) To a lawyer representing the NOCA
- b) To collect a debt that the Member owes to the NOCA
- c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
- d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
- e) To an investigative body named in PIPEDA or a government institution, if the NOCA believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the NOCA suspects the Personal Information relates to national security or the conduct of international affairs
- f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
- g) In an emergency threatening an Member's life, health, or security (the NOCA will inform the Member of the disclosure)
- h) To an archival institution
 - i) 20 years after the individual's death or 100 years after the record was created
 - j) If it is publicly available as specified in PIPEDA
 - k) If otherwise required by law

Accuracy, Retention, and Openness

142. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.

143. Personal Information will be retained as long as reasonably necessary to enable participation in NOCA programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.

144. NOCA Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the NOCA's *Confidentiality Policy*.

145. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.

146. Personal Information that has been used to make a decision about a Member will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
147. The NOCA will make the following information available to Members:
- a) This *Privacy Policy*
 - b) Any additional documentation that further explains the NOCA's *Privacy Policy*
 - c) The name or title, and the address, of the person who is accountable for the NOCA's *Privacy Policy*
 - d) The means of gaining access to Personal Information held by the NOCA
 - e) A description of the type of Personal Information held by the NOCA, including a general account of its use
 - f) Identification of any third parties to which Personal Information is made available

Access

148. Upon written request, and with assistance from the NOCA after confirming the Member's identity, Members may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Members are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
149. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Member, at no cost to the Member, within thirty (30) days of receipt of the written request.
150. Members may be denied access to their Personal Information if the information:
- c) Is prohibitively costly to provide
 - d) Contains references to other individuals
 - e) Cannot be disclosed for legal, security, or commercial proprietary purposes
 - f) Is subject to solicitor-client privilege or litigation privilege
151. If the NOCA refuses a request for Personal Information, it shall inform the Member the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

Compliance Challenges

152. Members are able to challenge the NOCA for its compliance with this Policy.
153. Upon receipt of a complaint, the NOCA will:
- a) Record the date the complaint is received
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint
 - c) Acknowledge receipt of the complaint by way of e-mail or telephone conversation and if necessary clarify the nature of the complaint
 - d) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If it is determined the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Privacy Officer's decision to accept or dismiss the complaint may not be appealed
 - e) If it is determined that the complaint is not frivolous and vexatious and within the jurisdiction of this Policy, the Privacy Officer will investigate the complaint and take corrective action to resolve the matter
 - f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint

154. The NOCA will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any NOCA Member or Stakeholder who:
- a) Challenges the NOCA for its compliance with this Policy
 - b) Refuses to contravene this Policy or PIPEDA
 - c) Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Member or Stakeholder



HEALTH AND SAFETY POLICY

Approved May 12, 2013

The Northern Ontario Curling Association is vitally interested in the health and safety of its employees and workers. Protection of employees from injury or occupational disease is a major continuing objective. The Northern Ontario Curling Association will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Definitions

1. These words will have the following meanings in this policy:
 - a. “**Employer**” means, a person who employs one or more workers. This includes someone who contracts for a worker’s services.
 - b. “**Supervisor**” means, a person who has charge of a workplace or authority over any worker.
 - c. “**Worker**” means, a person who is paid to perform or supply services.
 - d. “**Workplace**” means, any place where business or work-related activities are conducted. It includes but is not limited to, the Northern Ontario Curling Association Office, work-related social functions, work assignments outside the Northern Ontario Curling Association Office, work related travel, and work-related conferences or training sessions. The test is: Is the worker being directed and paid to be there, or to be near there?

Responsibilities

2. The Northern Ontario Curling Association as an employer is ultimately responsible for worker health and safety. The Northern Ontario Curling Association will ensure that every reasonable precaution will be taken for the protection of the workers.
3. Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that the work environment and equipment are safe and that workers work in compliance with established safe work practices and procedures established by the Northern Ontario Curling Association.

Duties of Employers and Other Persons

4. There is a general duty:
 - a. On all officers and directors of corporations to ensure that the Northern Ontario Curling Association complies with the Act and regulations.
 - b. On workers to work safely, in accordance with the Act and regulations.

The Rights of Workers

Right to Participate

5. Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership on a joint Health and Safety Committee (if more than 20 employees), or through a Health and Safety Representative (if 6-19 employees).

Right to Know

6. Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances.

Right to Refuse Work

7. Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker.

Right to Stop Work

8. In certain circumstances, members of a joint Health and Safety Committee or the Health and Safety Representative have the right to stop work that is dangerous to any worker. Please refer to the Act for particulars.

Conspicuous Posting

9. This policy, along with a copy of the *Occupational Health and Safety Act*, will be posted at a conspicuous place in the workplace as per Section 25(2)(i) and (j) of the *Occupational Health and Safety Act*.

Annual Review

10. The Northern Ontario Curling Association will conduct an annual review of this policy and supporting program, and add to or amend it as reasonably required from time to time based upon its experience and evolution of the law under the amendments to the *Occupational Health and Safety Act*.

DATED at [] this day of , 201

Signed by: Northern Ontario Curling Association

Per: _____
Name:
Title:

Per: _____
Name:
Title:



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

COMPLIANCE MANUAL

NOCA will make all reasonable effort to be in compliance with OADA and continue development of the policy. The Act will be reviewed annually.

This manual applies to the organization, not curling facilities.



HOSTING AND SANCTIONING POLICY Approved November 2012

*** This Hosting Policy replaces and supercedes all pre-existing alternate Northern Ontario Curling Association (NOCA) hosting policies including those posted on the NOCA website prior to June 1st 2012 ***

Definitions

5. The following terms have these meanings in this Policy:

- a) "*Events*" – includes practices, competitions, games, challenges, playoffs, meetings, and programs

Purpose

155. The purpose of this Policy is to outline the requirements for Clubs that host NOCA Events.

156. NOCA is committed to providing an environment that promotes standard and fair competition. Irresponsible behaviour, unfair competition, or an unsafe environment can result in severe damage to the sport of curling and to NOCA. This Policy provides hosting and sanctioning regulations that will help ensure that Events are safe, fair, and protect the health and welfare of the participants.

Application of this Policy

157. This Policy applies to all NOCA sanctioned Events that are organized and run by Clubs.

Insurance

158. Only NOCA Events are covered by NOCA's insurance. Clubs hosting NOCA Provincial events must get a certificate of insurance naming NOCA as an additional insured.

Provincial Championships - Provincial Site Selection and Rotation

159. The NOCA consists of six regions and has a total of ten provincial championships (Bantam, Mixed, Junior, Senior, Men, Women, Masters, Wheelchair, Dominion Club, and Mixed Doubles). Each region shall host at least one provincial championship per year.

160. Clubs will submit bids to the NOCA to host all provincial championship and provincial championships shall be rotated annually among the regions. The host site will be evaluated by using the Playdown Site Evaluation Template available as **Appendix A**.

161. Provincial championships shall be held on a date that allows provincial champions to be declared at least three weeks in advance of the Canadian championships.

Team Entry – Provincial Championships

162. Entry fees will be set by the NOCA's Board of Directors. Entry fees are described in the NOCA's *Finance Policy*.

163. The closing date shall be posted on the NOCA website.

164. The NOCA Executive Director will identify, to the host chair and to the regional director in the hosting region, the number of teams, names of the teams, and the draw for each provincial championship.

Advertising and Signage

165. The NOCA office will provide banners and NOCA logos to host clubs; which shall be shared among the regions.

Officiating

166. NOCA rules will be used for all competitions hosted in Northern Ontario.

167. Head officials must be level 2 certified for provincial championships.

168. Time clocks, approved by the NOCA, are recommended for all championships and are required for provincial championships.

Team Photographs

169. The Club host committee is responsible for taking high-resolution digital photographs of winning and second place teams as detailed in the host guidelines at each provincial championship. In OWG (Ontario Winter Games) years photographs of the three top Bantam teams are required. Photographs of the winning and/or advancing team(s) must be submitted to the NOCA at the conclusion of the event.

170. Photographs must:

- a) Have competitors lined up skip-to-lead, left-to-right, with the skip on the far left of the picture
- b) In the Men's and Women's photographs, have fifth players and coach(es) stand to the right of the lead
- c) In the Junior's and Bantam's photographs, have the coach stand to the right of the lead.
- d) In the Mixed, Senior's, Masters', Dominion Club, and Mixed Doubles photographs do not include any fifth players or coaches

171. NOCA's Executive Director will ensure that photographs are distributed to the National host. Photographs of the top three teams in the Bantam's championships shall be sent to the host committee of the Ontario Winter Games

Hosting Grants

172. The NOCA will provide the following maximum hosting grants to host clubs:

- a) \$1000 for National events
- b) \$500 for Men's provincial championships and Ontario Scotties
- c) \$300 for other provincial championships
- d) \$200 for Regions and Inter-regions

173. The NOCA may also provide, upon request, additional funds to Clubs in order to assist with ice technician consultation to a maximum of \$300.

174. The NOCA will sponsor one lunch/dinner at each provincial championship. This sponsorship amount will be determined by the Board of Directors annually.

Other Guidelines

175. Playdown Host Guidelines and Competitor Guides may be found on the website (www.curlno.ca) or contact the NOCA office.

Appendix A

NOCA Playdown Site Evaluation Template

Bid Element	Comments
Sound Business Plan and Marketing Plan for Event	
Quality of Sport Facility & Equipment. Technical requirements	
Athlete Accommodations	
Community's Event Hosting Experience	
Anticipated Community Support (Municipal and/or corporate funds, media, crowds...)	
Community Readiness and desire to Host (i.e., Volunteer committee in place...)	
Ceremonies and other events	
Special Features of Event (How will it be unique for athletes and spectators?)	
Transportation – Internal & External	
Legacy	
Incentives to NOCA	

Hosts should be:

- Athlete-centred
- Volunteer Driven
- Community Based

Successful bids DEMONSTRATE how the host community:

- Will provide an exceptional experience for the athletes
- Have the ability, expertise, experience, desire and facilities to run an excellent event
- Will support the event (government, event participation, corporations, media, volunteers, spectators)



SOCIAL MEDIA POLICY

Approved December 2012

DEFINITIONS

6. The following terms have these meanings in this Policy:
- a) "*Case Manager*" – The person or organization appointed by NOCA to oversee management and administration of complaints.
 - a) "*Member*"- All categories of membership defined in the NOCA *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with, the NOCA including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, directors and officers of the NOCA, spectators at events, and parents/guardians of athletes.
 - b) "*NOCA*" – Northern Ontario Curling Association.
 - c) "*Social media*" – The catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, and Twitter, etc.

PREAMBLE

7. NOCA is aware that Member interaction and communication occurs frequently on Social Media. NOCA cautions Members that any conduct falling short of the standard of behaviour required by the NOCA Code of Conduct will be subject to the disciplinary sanctions identified within the NOCA Discipline Policy.

APPLICATION

8. This Policy applies to all Members as defined in the Definitions.

CONDUCT AND BEHAVIOUR

9. Per the NOCA Discipline Policy and Code of Conduct, the following Social Media conduct may be considered minor or major infractions at the discretion of the Case Manager:
- a) Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Members or at other persons connected with NOCA.
 - b) Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at NOCA.
 - c) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about NOCA or its reputation.
 - d) Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at Members or at other persons connected with NOCA.
 - e) Any instance of cyber-bullying or cyber-harassment between one Member and another Member (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
 - f) Any instance of bringing the game of curling into disrepute.
10. All conduct and behaviour occurring on Social Media may be subject to the NOCA Discipline Policy at the discretion of the Case Manager.

MEMBER RESPONSIBILITIES

11. Members must be aware that their Social Media use may be monitored by NOCA or other provincial/territorial or local curling associations.
12. When using Social Media, a Member must model appropriate behaviour benefitting the Member's status as an elite athlete and a member of NOCA.
13. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Member from being subject to the NOCA Discipline Policy.
14. A member who believes that the Social Media use by another Member is inappropriate or may violate NOCA's policies and procedures should report the matter to NOCA in the manner outlined by the NOCA Discipline Policy.



LEARNING FACILITATORS POLICY Revised January 2013

*** This Learning Facilitators Policy replaces and supersedes all pre-existing alternate Northern Ontario Curling Association (NOCA) learning facilitators policies including those posted on the NOCA website prior to June 1st 2012*

**

Purpose

176. The purpose of this Policy is to outline how the NOCA's learning facilitators are selected and the responsibilities and requirements for each learning facilitator role.

Application of this Policy

177. This Policy applies to the NOCA's prospective and active learning facilitators. If anything in this Policy should conflict with the NOCA's *Personnel Policy* or *Finance Policy*, this Policy shall be applied.

Selection of NCCP Provincial Learning Facilitators

178. NCCP Provincial Learning Facilitators shall be the best-qualified persons available and are responsible for conducting all Club Coach, Level 2 and Level 3 NCCP courses (or equivalent, under the new NCCP) within Northern Ontario. The number of NCCP Provincial Learning Facilitators shall depend on the number of technical courses given per year and on the geographical locations.

Level of Certification Required to Teach NCCP Courses

179. The Canadian Curling Association, the Coaching Association of Canada, and the NOCA have identified the level of certification required to conduct Club Coach, Level 2 and Level 3 Technical Courses as follows:

- a) To conduct a Club Coach-Youth Course, the Learning Facilitator must possess Level 1 Certification (or equivalent, under the new NCCP)
- b) To conduct a Club Coach Course, the Learning Facilitator must possess Level 2 Certification (or equivalent, under the new NCCP)
- c) To conduct a level 2 Technical Course, the Learning Facilitator must have Level 2 Certification, Level 3 Technical and be actively working towards Level 3 Certification (or equivalent, under the new NCCP)
- d) To conduct a Level 3 Technical Course, the Learning Facilitator must be a Master Course Conductor (or equivalent, under the new NCCP)

180. Prospective Learning Facilitators are required to successfully teach and be evaluated by a Lead Learning Facilitator at two courses before becoming a Provincial Learning Facilitator.

Selection of Ice Technician Learning Facilitators

181. Ice Technician Learning Facilitators shall be the best-qualified persons available and are responsible for conducting all Level 1, Level 2 and Level 3 Ice Technician courses within Northern Ontario. The number of Ice Technician Learning Facilitators shall depend on the number of Ice Technician courses given per year and on the geographical locations.

182. The NOCA and the Canadian Curling Association have set Level 3 Ice Technician certification as the minimum requirement for an Ice Technician Learning Facilitator, but recommend that the individual has Level 4 Ice Technician certification.
183. Prospective Learning Facilitators are required to successfully teach and be evaluated by a Lead Learning Facilitator at two courses before becoming an Ice Technician Learning Facilitator

Selection of Officiating Learning Facilitators

184. Officiating Learning Facilitators shall be the best-qualified persons available and are responsible for conducting all Level 1 and Level 2 courses within Northern Ontario. The number of Officiating Learning Facilitators shall depend on the number of officiating courses given per year and on the geographical locations.
185. The NOCA and the Canadian Curling Association have identified the level of certification required to conduct Level 1 and Level 2 Officiating Courses as follows:
- a) To conduct Officiating Courses, the Learning Facilitator must be certified at one level higher than the level that he or she is instructing
 - b) All Officiating Learning Facilitators are required to pass a CCA Supervising Rules Review Test
186. Prospective Learning Facilitators are required to successfully teach and be evaluated by a Lead Learning Facilitator at two courses before becoming an Officiating Learning Facilitator.

Reimbursement of Expenses (The intent of establishing reimbursement to LF's and setting course registration fees is to provide training within a neutral budget.)

187. The following terms will apply with respect to reimbursement of expenses to Facilitators:
- a) A learning facilitator may choose to invoice the NOCA with HST added
 - b) Hotel accommodations shall be shared, double accommodation. If an individual prefers to have his or her own room, he or she shall be invoiced for half the cost of that room plus applicable taxes.
 - c) T4As will be distributed for the current tax year. The NOCA will undertake to issue T4As to only those Learning Facilitators who receive more than \$500 or as per Canada Revenue Agency's directives. It is incumbent on the person receiving such payments to report such income on their annual Income Tax submission to the Canada Revenue Agency, regardless of whether they receive a form or not
 - d) Learning Facilitators will continue to be covered by the NOCA's insurance policy
 - e) The NOCA may reimburse Learning Facilitators and Prospective Learning Facilitators for the cost of obtaining a Police Reference Check upon presentation of a proper receipt
 - f) The Compensation Schedule will be:
 - i. \$125 for Club Coach – Youth
 - ii. \$175 for Club Coach
 - iii. \$250 for Competition Introduction Coach
 - iv. \$125 per day for other coach/athlete Training
 - v. \$40 per day for Competition Coach Evaluation
 - vi. Prospective LF's will receive half of the honorarium amount of a full LF
 - vii. Per diem or \$40 per day (\$5 breakfast, \$10 lunch, \$25 supper)
 - viii. \$0.40 per kilometre
 - g) NOCA reserves the right to adjust all honorariums and expenses for LF's in order to maintain a neutral budget for all individual coach/athlete training experiences



AWARDS POLICY Revised January 2014

*** This Awards Policy replaces and supersedes all pre-existing alternate Northern Ontario Curling Association (NOCA) awards policies including those posted on the NOCA website prior to June 1st 2012 ***

Purpose

188. The purpose of this Policy is to describe NOCA awards and the nomination procedures for each award.

NOCA Volunteer Awards

189. The NOCA Volunteer Award is an opportunity for NOCA member Clubs to recognize their volunteers. Three (3) awards will be presented each year.

190. A worthy recipient of an NOCA Volunteer Award is always willing to help out whether it be through registration, teaching juniors, doing repairs or renovations, running a league, conducting clinics, working behind the bar, doing kitchen duty at a bonspiel, or any other volunteer effort that helps make the club successful. This award is for anyone in your club and age is not a factor.

191. To nominate an individual: Write a letter of nomination to NOCA outlining the reasons why the individual is deserving of this recognition. NOCA staff and board members are not eligible to receive this award.

NOCA Club of the Year Award

192. The NOCA Club Recognition Award will be awarded by the board to a club that has demonstrated outstanding efforts to promote and develop the sport of curling in its community. These efforts may include providing training to curlers and staff, promoting curling development, upgrading facilities, hosting events, or any other effort which enhances the profile of the club and curling in the community or region.

Honourary Life Member

193. To nominate a member of the NOCA to be an honorary life member see **Appendix A**. A committee of three members, one member from each inter-region, will evaluate the nominations.

The Dominion Amethyst Camp Bursary

194. Each year the NOCA will award six (6) bursaries for The Dominion Amethyst Curling Camp. See **Appendix B**. A committee of three people, including the sponsor, will evaluate the applications.

Appendix A

HONOURARY LIFE MEMBERSHIP NOMINATION FORM

Nomination Criteria: (Choose one of the following)

- a) The nominee served the sport of curling as a builder in an outstanding manner deserving of the honor and promoted or worked on a voluntary basis without remuneration
- b) The nominee is or was a curler who won two Canadian Championships or one World Championship
- c) The nominee is or was a curler who won three Provincial Championships

Application:

Anyone may submit a nomination for a past or active member or team in category A, B, or C. Complete the form below in full and submit it to the Northern Ontario Curling Association **no later than April 30th**.

Please Print

Nominee	
Name:	Deceased: Yes No
Address:	
Telephone Number:	E-mail:
Curling Club Name:	
Selected Category (select one)	
Builder	Canadian and/or World Champion
Provincial Champion	
Nominee's Accomplishments (attach separate sheet if required)	
Nominator	
Name:	
Telephone Number:	E-mail:

Appendix B

NORTHERN ONTARIO CURLING ASSOCIATION (NOCA)

TRAVELERS AMETHYST JUNIOR CURLING CAMP

Sudbury Ontario

June 30 – July 5, 2013

Deadline for the application is February 1, **annually**

BURSARY APPLICATION

Together with a generous partnership with Mr. Brent Belzile, NOCA is offering this bursary to deserving young curlers who, due to financial hardship, would unlikely be able to attend the camp without assistance. The bursary covers \$500 of the registration fee.

Four (4) bursaries will be awarded, one in each of the following age groups, and one to be decided based on the application:

a) 13 – 14 years b) 15 – 16 years c) 17 – 19 years

The following criteria must be met in order to submit an application (please use as a checklist):

- Must be 13 years or older
- Must have a minimum of 2 years of curling experience
- Must not have attended the camp previously (exceptions may be granted in extenuating circumstances)
- Must be a member of a NOCA affiliated club who has no outstanding dues
- Must provide a letter of recommendation from your curling club and include a phone number and contact name which allows follow-up
- Must provide a brief personal summary outlining your reasons for wanting to participate at the Amethyst camp

Please complete this form

NAME	
ADDRESS	
CITY	
POSTAL CODE	
PHONE #	
EMAIL ADDRESS	
DATE of BIRTH	
YEARS of CURLING	

Please mail, fax, or email this application and applicable documents to the NOCA office, address below, by February 1, annually

TRAVELERS 