



# **POLICY DIRECTORY**

Updated October 24, 2016



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**Policy Name:** Accessibility Policy  
**Policy Number:** NOCA-001  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## **ACCESSIBILITY POLICY**

### **Purpose:**

The Northern Ontario Curling Association is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

### **Training**

We are committed to training staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

We will train our employees and volunteers on accessibility as it relates to their specific roles.

### **Information and communications**

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

### **Employment**

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.



**Policy Name:** Alternate Dispute Resolution Policy  
**Policy Number:** NOCA-002  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## **ALTERNATE DISPUTE RESOLUTION POLICY**

### **PREAMBLE**

The Northern Ontario Curling Association (NOCA) supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation and mediation, appeal, and finally arbitration as effective ways to resolve disputes with and among members, and to avoid the uncertainty, costs and other negative effects associated with litigation.

NOCA duly recognizes and supports Provision 10 of Bill C-12 an Act to Promote Physical Activity and Sport, which created the Sport Dispute Resolution Centre of Canada (SDRCC). Following the SDRCC template of ADR within the provincial sport community, NOCA endeavors to adopt the same processes.

### **DEFINITIONS**

*Resolution Facilitation (RF):*

RF is a process whereby effective communication and the interests of the parties take precedence over all other factors. RF is an assistance process that allows parties involved in a dispute to communicate more effectively and work towards an agreement.

*Mediation:*

Mediation is the use by disputing parties of a neutral third party to facilitate their own resolution of their dispute. Mediation only brings a dispute to an end if both parties, with the intervention and assistance of the mediator, are able to come to an agreement that resolves the dispute. Opportunities for mediation may be pursued at any point in a dispute where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

*Mediation/Arbitration (Med/Arb):*

Med/Arb is a dispute resolution process that combines mediation and arbitration. Initially, the parties try to reach a settlement through mediation. If there are issues that are not resolved through mediation, an arbitrator (the same person who acted as mediator) makes a decision for the parties.

*Arbitration:*

In the event that a dispute persists after internal avenues of decision making and appeals and other ADR methods have been exhausted, opportunities for arbitration may be pursued. Arbitration employs a neutral third party to hear the evidence and decide for the disputants how their conflict should be resolved. Arbitration will bring finality to the dispute whether the parties agree or not; an arbitrator's decision is, and is meant to be, final and binding on the parties to the dispute. The decision of the arbitrator may not accord with the resolution suggested by either party, but it will nevertheless be final.

*Legal Action:*

No action or other legal proceeding shall be commenced against NOCA in respect of a dispute, unless the NOCA has failed to participate in arbitration in accordance with this policy.

**PURPOSE**

This policy will outline the Northern Ontario Curling Association's plan for using Alternative Dispute Resolution (ADR).

**POLICY**

1. This policy applies to disputes with and among members, where the term "Member" refers to all categories of members within Northern Ontario Curling Association (as outlined in the Membership Policy, as well as to all individuals engaged in activities with or employed by the Northern Ontario Curling Association, including but not limited to: athletes, coaches, instructors, officials, volunteers, directors and employees (including contract personnel).
2. This policy does not apply to disputes relating to;
  - a) Matters of employment;
  - b) Infractions for doping offences, which are dealt with pursuant to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
  - c) Discipline matters arising during events organized by entities other than the Northern Ontario Curling Association which are dealt with pursuant to the policies of these other entities.

**Negotiation**

3. The Northern Ontario Curling Association encourages all Members to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques, and negotiated resolutions to disputes with and among Members are strongly encouraged.

### **Facilitation and Mediation**

4. Opportunities for facilitation and mediation may be pursued at any point in a dispute within the Northern Ontario Curling Association where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.
5. Where mediation is pursued, it will be done so in accordance with standard mediation practice using mediators who are acceptable to the parties.

### **Appeals**

6. Appeals within Ontario Curling Association will be dealt with under NOCA's Appeal process (found in the Appeal Policy).

### **Arbitration**

7. In the event that a dispute persists after internal avenues of decision-making, negotiation, facilitation, mediation and/or appeals have been exhausted, the parties may pursue opportunities for independent arbitration.
8. Where such independent arbitration is pursued, it will be done so in accordance with standard arbitration practice using trained arbitrators who are acceptable to the parties
9. The parties involved in a dispute may also mutually agree to bypass internal avenues of dispute resolution and may directly pursue opportunities for independent arbitration.
10. Where a dispute is referred to arbitration, all parties to the original dispute will become parties to the arbitration.
11. The parties to arbitration will enter into a written Arbitration Agreement that will specify the terms of the arbitration procedure.

### **Fees**

12. It is understood that if independent arbitration is used after all internal avenues of decision making, negotiation, facilitation, mediation, and/or appeals have been exhausted, any cost for arbitration services will be the responsibility of each party associated with that arbitration and pre-paid.



**Policy Name:** Anti-Doping Policy  
**Policy Number:** NOCA-003  
**Version:** August 4, 2016  
**Approval Date:** August 8, 2016

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## ANTI-DOPING POLICY

### PREAMBLE

The Northern Ontario Curling Association (NOCA) has adopted the Canadian Anti-Doping Program (CADP).

By adopting the CADP, NOCA has joined a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field. The Northern Ontario Curling Association's anti-doping policy reflects and supports the CADP.

### POLICY

The Northern Ontario Curling Association endorses Canadian Anti-Doping Program (CADP). As part of NOCA, all athletes of Ontario Curling Association are subject to Canada's anti-doping rules, which are administered by the Canadian Centre for Ethics in Sport (CCES). The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations, and is compliant with the World Anti-Doping Code and all international standards.

#### [Canadian Anti-Doping Program](#)

The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:

1. Check the Global DRO ([www.globaldro.com](http://www.globaldro.com)) to determine if any prescription or over-the-counter medications or treatments that are banned by the WADA Prohibited List.
2. Review Medical Exemptions requirements [click here](#) if you require the use of a banned medication for a legitimate medical reason.
3. Do not use supplements, or take precautions prior to doing so. Supplement products cannot be verified by the CCES or in the Global DRO. A lack of industry and government regulation makes it impossible to confirm their ingredients. Read more: [www.cces.ca/supplements](http://www.cces.ca/supplements)
4. Review the steps of the doping control sample collection procedures: <http://cces.ca/sample-collection-procedures>

For additional resources and more about anti-doping, please contact the CCES

- Email: [info@cces.ca](mailto:info@cces.ca)
- Call toll-free: 1-800-672-7775
- Online: [www.cces.ca/athletezone](http://www.cces.ca/athletezone)
- [The Canadian Policy Against Doping in Sport](#)
- [Anti-Doping: Important Facts and Highlights from WADA's Athlete Guide](#)



**Policy Name:** Appeal Policy  
**Policy Number:** NOCA-004  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## APPEAL POLICY

### Definitions

1. 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

2. 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

3. 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.
4. This Policy will **not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of curling
  - d) Selection criteria, quotas, policies, and procedures established by entities other than the NOCA

- e) Substance, content, and establishment of selection criteria
- f) Volunteer/coach appointments and the withdrawal or termination of those appointments
- g) Budgeting and budget implementation
- h) The NOCA's operational structure and committee appointments
- i) 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)
- j) Decisions or discipline arising within competition (appeals of these decisions shall be dealt with within competition under the competition's appeal process)
- k) Commercial matters for which another appeals process exists under a contract or applicable law

### **Alternate Dispute Resolution**

5. 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**

6. 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)
7. 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**

8. 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

9. 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**

10. 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.
11. 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.
12. 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**

13. 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.
14. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
15. 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:
  - a) The hearing will be held within the appropriate timeline determined by the Case Manager
  - b) The Parties will be given reasonable notice of the day, time and place of the hearing
  - c) 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
  - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - e) The Panel may request that any other individual participate and give evidence at the hearing
  - f) 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
  - g) The decision to uphold or reject the appeal will be by a majority vote of Panel members
16. In fulfilling its duties, the Panel may obtain independent advice.

### **Appeal Decision**

17. 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:
  - a) Reject the appeal and confirm the decision being appealed
  - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
  - c) Uphold the appeal and vary the decision
  - d) 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
  
18. 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**

19. 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**

20. The decision of the Panel will be binding on the Parties and on all NOCA Members.
  
21. 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.



**Policy Name:** Awards Policy  
**Policy Number:** NOCA-005  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## AWARDS POLICY

### **Purpose**

Annually, NOCA recognizes and presents five types of awards: NOCA Volunteer, NOCA Club Recognition, Honourary Life Member, Coach, and Amethyst Camp Bursary.

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

### **1. NOCA Volunteer Awards**

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

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.

**Nomination Process:** 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.

### **2. NOCA Club of the Year Award**

The NOCA Club Recognition Award is 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.

**Nomination Process:**

### **3. Honourary Life Member**

To nominate a member of 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.

**4. Amethyst Camp Bursary**

Each year NOCA awards 6 (6) bursaries for Amethyst Curling Camp. See **Appendix B**. A committee of three people, which may include the sponsor, evaluates 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 30<sup>th</sup>**.

**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) THE AMETHYST CURLING CAMP - BURSARY APPLICATION**

**Deadline** for the application is **February 1<sup>st</sup> annually**

NOCA, together with its sponsors, is offering this bursary to deserving young curlers who, due to financial hardship, would be unlikely to attend the camp without financial assistance. This bursary covers \$500 of the camp's registration fee.

Six (6) bursaries will be awarded, two in each of the following age groups:

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

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

The applicant must:

- Be 13 years or older
- Have a minimum of two years of curling experience
- Not have previously attended the camp
- Be a member of a NOCA-affiliated club in good standing
- Provide a letter of recommendation from the applicant's curling club and include a phone number and contact name for an executive at that club
- Provide a brief personal summary outlining the applicant's reasons for wanting to participate at the Amethyst camp

Please complete this form

<b>NAME</b>	
<b>ADDRESS</b>	
<b>CITY</b>	
<b>POSTAL CODE</b>	
<b>PHONE #</b>	
<b>EMAIL ADDRESS</b>	
<b>DATE of BIRTH</b>	
<b>YEARS of CURLING</b>	

**Please mail, fax, or email this application and applicable documents to the NOCA office by **February 1<sup>st</sup> annually.****



**Policy Name:** Conflict of Interest Policy  
**Policy Number:** NOCA-006  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## CONFLICT OF INTEREST POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Conflict of Interest*” – An incompatibility between one’s private interests and one’s duties as a trustee of the organization
  - b) “*Perceived Conflict of Interest*” – A reasonable perception by an informed person that a conflict of interest situation exists or may exist
  - c) “*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

2. 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

3. 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.
4. This Policy applies to all Stakeholders.

### Obligations

5. 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

6. Stakeholders will not:

- l) 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
- m) 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
- n) 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
- o) 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
- p) 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
- q) 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
- r) 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**

- 7. 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.
- 8. 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**

- 9. 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:
  - a) 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
  - b) The Stakeholder does not participate in discussion on the matter
  - c) The Stakeholder abstains from voting on the decision
  - d) For board-level decisions, the Stakeholder does not count toward quorum
  - e) The decision is confirmed to be in the best interests of the NOCA

**Conflict of Interest Complaints**

- 10. 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.
- 11. 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**

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





**Policy Name:** Discipline and Complaints Policy  
**Policy Number:** NOCA-007  
**Version Date:** August 4, 2016  
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## DISCIPLINE and COMPLAINTS POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - d) “*Complainant*” – The Party alleging an infraction
  - e) “*Respondent*” – The alleged infracting Party
  - f) “*Parties*” – The Complainant, Respondent, and any other Members or persons affected by the complaint
  - g) “*Days*” – Days irrespective of weekend and holidays
  - h) “*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
  - i) “*Dispute Resolution Officer*” - The person appointed by the Board to manage the discipline matters and/or complaints
  - j) “*Case Manager*” – The independent third-party person appointed by the Executive Director upon failure of mediation

### Purpose

2. 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

3. This Policy applies to all Members defined in the ‘**Definitions**’ section of this Policy.

4. 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.
5. 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**

6. 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.
7. An NOCA representative may submit a complaint on behalf of the NOCA.
8. 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**

9. 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.
10. 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.
11. The Dispute Resolution Officer shall decide the format for the mediation and determine a deadline before which the parties must reach a negotiated decision.
12. 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.
13. 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**

14. 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.

15. The Case Manager shall decide one of the following:
  - s) The complaint is frivolous or vexatious and shall be immediately dismissed
  - t) The complaint is outside of the NOCA's jurisdiction; it shall be dismissed and the Complainant shall be directed to the proper jurisdiction
  - u) The complaint is potentially legitimate and the incident shall be dealt with as a minor infraction
  - v) The complaint is potentially legitimate and the incident shall be dealt with as a major infraction
16. 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.
17. 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.
18. 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**

19. 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:
  - f) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
  - g) Disrespectful conduct such as outbursts of anger or argument
  - h) Conduct contrary to the values of the NOCA
  - i) Being late for, or absent from, NOCA events and activities at which attendance is expected or required
  - j) Non-compliance with the NOCA's policies, procedures, rules, or regulations
20. 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.
21. 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).

22. 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
23. 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**

24. 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
25. 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.
26. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

### **Procedure for Major Infraction Hearing**

27. 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.
28. 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.

29. 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.
30. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
31. 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:
  - h) The Parties will be given appropriate notice of the day, time, and place of the hearing
  - i) 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
  - j) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - k) The Panel may request that any other individual participate and give evidence at the hearing
  - l) The decision will be by a majority vote of Panel members
32. 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.
33. In fulfilling its duties, the Panel may obtain independent advice.

#### **Decision**

34. 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**

35. 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

36. 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.

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

#### **Interim Measures Pending a Hearing**

38. 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**

39. 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:

- e) Any child pornography offences
- f) Any sexual offences
- g) Any offence of physical or psychological violence
- h) Any offence of assault
- i) Any offence involving trafficking of illegal drugs

#### **Confidentiality**

40. 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**

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

#### **Record Keeping**

42. 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)



**Policy Name:** Finance Policy  
**Policy Number:** NOCA-008  
**Version Date:** June 22, 2016  
**Approval Date:** August 8, 2016

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## **FINANCE POLICY**

### **Purpose**

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

### **Approval of payments and Signing Authority – Cheques**

4. All invoices must be approved prior to payment by two of the three signing authorities.
5. Each member of the Finance Committee will have signing authority for NOCA, and two of three signatures will always be required on cheques.
6. Due to the geography of the association, the Treasurer and President may have signature stamps which are kept in a secure location.
7. The Treasurer's and/or President's signature stamp may be used on cheques after invoices have been approved by one or both of them. Permission to use a signature stamp for a payment must accompany the approval.
8. Cheques payable to any of the signing authorities will not be signed by that person.

### **Signing Authority - Other**

9. 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.

10. 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**

11. The Board of Directors will determine annual membership fees, as well as the time and method of payment of annual membership dues.
12. The annual fee per member will be set by the Board.
13. 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 30<sup>th</sup>. The balance of the per capita dues is due by January 15<sup>th</sup> and must be accompanied by a complete membership list.

### **Budget and Reports**

14. 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 NOCA.
15. The Finance Committee will review all financial statements monthly,
16. The Executive Director and/or the Treasurer will provide the Board of Directors with a monthly financial report which will include:
  - a) Overview of financial position
  - b) Profit and Loss statement which includes the revenues and expenditures of NOCA in comparison to the approved annual budget
  - c) Balance Sheet.
17. The Finance Committee will, at the Annual General Meeting, present Financial Statements in accordance with applicable legislation.

### **Fiscal Year**

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

### **Revenue**

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

### **Purchasing and Expenditures**

21. The Executive Director will act as NOCA's purchasing agent.

22. 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 non-budgetary expenditures in excess of \$1000 require approval by the Board. Three bids are recommended.  
Expenditures made as part of a grant will be made in accordance with the terms of the grant.
23. NOCA encourages purchases from businesses in Northern Ontario.
24. All purchases will be supported with receipts and must be detailed to budget items, projects, or functions.
25. NOCA will reimburse expenses as follows:
  - a) \$0.40 per kilometer 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) \$75 daily per diem meal rate for directors and staff traveling outside of Northern Ontario for NOCA business
  - f) \$0.40 per kilometer for club delegates traveling for regional meetings
26. Should a director or staff member choose to travel not utilizing the least expensive mode of travel, NOCA will only reimburse for the cost of the least expensive mode of travel.
27. Should a director or staff member choose to use single accommodation when shared accommodation is provided, that director or staff person shall be responsible for the difference in price between single or shared accommodation.
28. Expense claim forms, with receipts (other than for meals covered by the applicable per diem rate), 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**

29. Petty cash, in an amount set by NOCA's Board of Directors, will be available in NOCA's office.
30. NOCA will not issue cash advances.

#### **Corporate Credit Cards**

31. Corporate credit cards will be issued only to the Executive Director, Administrative Assistant, and Technical Coordinator and are to be used solely for NOCA business in accordance with the approved annual budget.
32. Credit card will have limits of twenty three thousand dollars (\$23, 000) for Executive Director, two thousand dollars (\$2,000.00) for the Administrative Assistant, and five thousand dollars (\$5,000) for the Technical Coordinator to pay budgeted expenses or expenses approved by the Board of Directors.

#### **Reconciliations:**

33. All bank accounts, Petty Cash, and Credit cards will be reconciled monthly and approved by two of the three signing authorities.

#### **Fund Transfer**

34. The Secretary/Treasurer in consultation with the Executive Director 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**

35. Accounts receivable terms are net thirty (30) days from the date of invoice with the exception of per capita fees.
36. 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**

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

#### **Entry Fees**

38. Entry fee amounts will be posted on the NOCA website. There is no player support.
39. 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**

40. Travelers supports teams for the Travelers Curling Club Provincial Championship.

#### **Hosting Grants**

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

#### **Acknowledgements and Donations**

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

#### **NSF Charges**

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

#### **Replacement Cheques**

45. Lost or missing cheques will be re-issued once the appropriate cheque cancellation has taken place.



**Policy Name:** Operating Reserve Policy  
**Policy Number:** NOCA-009  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## Operating Reserve Policy

### 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.



**Policy Name:** Harassment Policy  
**Policy Number:** NOCA-010  
**Version:** August 4, 2016  
**Approval Date:** August 8, 2016

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## HARASSMENT POLICY

### PREAMBLE

The Northern Ontario Curling Association is committed to creating and maintaining an environment which is free from discrimination and harassment on prohibited grounds, including race, ancestry, place of origin, colour, ethnic origin, citizenship, political opinion, creed, sex, sexual orientation, disability, age, marital/family status, language and any other discrimination or harassment prohibited by applicable law.

### DEFINITIONS

***“Individuals:”***

All categories of Membership within the Northern Ontario Curling Association, as well as all individuals engaged in activities with the Northern Ontario Curling Association, including but not limited to, member associations, member clubs, athletes, coaches, officials, volunteers, administrators, employees, spectators at Northern Ontario Curling Association sanctioned events and parents of athletes.

***“Discrimination:”***

Discrimination is any distinction, whether intentional or not but based on prohibited grounds, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or which withholds or limits access to opportunities, benefits and advantages available to others.

***“Harassment:”***

Harassment is a form of discrimination, and refers to conduct associated with a prohibited ground that affects the sport environment or leads to adverse consequences within that environment for the person(s) experiencing the harassment, which the perpetrator knew or ought reasonably to have known would be unwelcome.

### PURPOSE:

1. To establish the Northern Ontario Curling Association as an organization in which all individuals may reasonably expect to participate free from harassment.
2. To provide an environment when members, employees and volunteers contribute to the Northern Ontario Curling Association's goals in the knowledge that their personal aspirations and dignity will be respected.
3. To create an awareness of the nature and types of harassment.

## **POLICY:**

1. This policy applies to all individuals at all times, during the course of their involvement and also during other activities where their conduct may affect the sport environment.
2. This policy also applies to any other ground of discrimination prohibited by applicable law.
3. Nothing in the Harassment Policy affects the rules of the sport or the selection of teams based on performance.
4. The prohibited grounds of **discrimination** under this Harassment Policy are as follows:
  - a) ancestry
  - b) citizenship
  - c) colour
  - d) creed
  - e) disability
  - f) ethnic origin
  - g) language (but not where a language is a qualification for employment or office)
  - h) marital/family status (defined to include common law relationships, and to not preclude anti-nepotism policies)
  - i) place of origin
  - j) political opinion
  - k) race
  - l) sex (defined to include pregnancy)
  - m) sexual orientation
5. **Harassment** can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause's offence, discomfort, or personal humiliation or embarrassment to a person or group of persons.

Examples of harassment include:

  - a) unwelcome remarks, jokes, nicknames, innuendo, or taunting linked to a prohibited ground, such as a person's age, sexual orientation, race ancestry, political opinions, etc.;
  - b) written or verbal abuse or threats linked to a prohibited ground;
  - c) racial or ethnic slurs;
  - d) displays which may cause offence and are related to prohibited grounds, such as sexual, racial, ethnic or religious posters or graffiti;
  - e) use of terminology that reinforces stereotypes based on prohibited grounds;
  - f) vandalism or physical assaults motivated by prohibited grounds; and
  - g) Condescension, paternalism or patronizing behavior linked to prohibited grounds which undermines self-respect or adversely affects performance or working conditions.
6. Discipline in training is an indispensable part of high performance sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority:
  - a) set and communicate non-discriminatory performance standards, selection criteria, rules and regulations to all participants;

- b) ensure that training involving touching or other physical contact occurs in an appropriate setting and only after informed consent has been sought and received;
- c) be consistent in taking any corrective or punitive action without discrimination or harassment based on prohibited grounds; and
- d) use non-discriminatory terminology; address individuals by name and avoid the use of derogatory slang or offensive terms.

## **7. Sexual Harassment**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- a) submitting to or rejecting this conduct can affect decisions about the individual;
- b) the conduct has the purpose or effect of interfering with the individual's performance;  
or
- c) the conduct detrimentally affects the environment.
- d) Specific examples can include:
  - e) criminal conducts such as stalking, and physical or sexual assault or abuse;
  - f) inappropriate comments about a person's body or appearance;
  - g) inquiries or comments about an individual's sex life, sexual preferences, etc.;
  - h) leering or other obscene or suggestive gestures;
  - i) promises or threats contingent on the performance of sexual favors;
  - j) sexual/sexist graffiti or any displaying of sexually explicit material or pictures;
  - k) unwanted physical contact including touching, kissing, patting and pinching;
  - l) unwelcome flirtation, sexual remarks, invitations or requests whether indirect or explicit; and
  - m) use of inappropriate or derogatory sexual terms

## **8. Reprisal**

Reprisal or threat of reprisal is an aggravating factor in any situation involving discrimination or harassment, particularly where the reprisal or threat of reprisal is by a person in authority.

Examples of reprisal include:

- a) acts of retaliation designed to punish an individual who has reported discrimination or harassment; and
- b) threats of retaliation designed to dissuade an individual from reporting discrimination or harassment.

In sexual harassment situations, reprisals can also include:

- a) acts of retaliation to punish an individual who has rejected sexual advances; and
- b) threats of retaliation if sexual advances are rejected.

For the purpose of these guidelines, the making of a groundless complaint shall also be deemed a reprisal.

## **9. Condonation**

If a person in authority knows or, should reasonably have known that discrimination or harassment may have occurred and fails to take appropriate action, the person in authority has condoned the discrimination or harassment and may be subject to sanctions under these guidelines.

## **PROCEDURE**

### **1. Prevention and Intervention**

Prevention and intervention are key to achieving a sport environment free of discrimination and harassment. The Northern Ontario Curling Association must present a positive role model. Individuals should:

- a) communicate the Northern Ontario Curling Association's objective to create and maintain a sport environment free of harassment and discrimination;
- b) exercise good judgement and initiate appropriate action in consultation with a Northern Ontario Curling Association resource person, if they become aware that discrimination or harassment may have occurred; and
- c) Follow-up in consultation with a Northern Ontario Curling Association resource person if discrimination or harassment is suspected or rumored, appreciating that individuals who experience discrimination or harassment are often reluctant to report it.

### **2. Complaint Procedure**

- a) Receiving Reports - All individuals are encouraged to report suspected discrimination or harassment. Such reports may be made to the Executive Director.
- b) Assistance To Complainants - A complainant may request the assistance of a Northern Ontario Curling Association resource person in understanding these guidelines, in pursuing resolution short of lodging a complaint if appropriate, and in formulating the written complaint. The Northern Ontario Curling Association resource person shall refer the complainant to counselling upon request, and may explore the possibility of alternative forms of dispute resolution with the complainant following the complaint, if appropriate.

Should a complainant choose to retain legal counsel at any stage of a complaint or appeal, it shall be at the complainant's own expense.

- c) The Complaint –
  - i. Although anyone may report discrimination or harassment, a complaint may be made only by persons affected by the alleged discrimination or harassment, or by the Executive Director on behalf of the Northern Ontario Curling Association.
  - ii. A complaint shall be in writing, and signed by the complainant or by the Executive Director if the complaint is brought on behalf of the Northern Ontario Curling Association. The complaint shall be submitted to the Executive Director.
  - iii. The complaint should include particulars of the discrimination or harassment, including details of the incident or incidents, including dates, times, locations, description of action, account of dialogue, the name of the perpetrator(s) and any witnesses or names of other individuals who may also have experienced discrimination or harassment. The complaint should detail any corrective action taken to date.
  - iv. The parties to a complaint are the Northern Ontario Curling Association, the respondent(s) and the complainant(s), if any. The complainant may withdraw the complaint at any time. However, such a complaint may be continued by the Executive Director on behalf of the Northern Ontario Curling

Association, if the Northern Ontario Curling Association does not consent to the withdrawal.

- d) Processing The Complaint - The person responsible for processing the complaint (hereinafter the “Northern Ontario Curling Association Official”) may vary, as follows:
- i. Where a complaint involves conduct by a person under contract to, the Northern Ontario Curling Association, other than the Executive Director, the Northern Ontario Curling Association’s Official shall be the Executive Director.
  - ii. In all other cases, the Northern Ontario Curling Association’s Official shall be the Chair (or where a complaint involves conduct by the Chair, an alternate appointed by the Northern Ontario Curling Association to perform the Chair’s functions under these guidelines). However, the Chair (or alternate) may delegate part or all of the Chair’s (or alternate’s) responsibilities under these guidelines to the Executive Director or, except where a complaint is by or against the Executive Director.
  - iii. In all other cases, the Northern Ontario Curling Association Official shall investigate the complaint or appoint and provide terms of reference to an investigator who shall investigate the complaint and make findings of fact.
  - iv. Before the investigation begins, the Northern Ontario Curling Association Official shall advise each respondent of the complaint and shall provide each complainant and respondent of a copy of the written complaint, of the Northern Ontario Curling Association Policy and these guidelines, and of the investigator’s terms of reference, if any.
  - v. Before the investigation report is issued, each respondent shall have reasonable opportunity to respond to the allegations. If a respondent declines to do so, or does not respond within the time-frame provided, the investigator’s report may nonetheless be issued.
  - vi. All individuals, including the respondent(s), must co-operate fully in any investigation under these guidelines.
  - vii. The Northern Ontario Curling Association Official may consult with the investigator during the course of the investigation, may review the investigation report in draft and may provide additional terms of reference to, or request clarification from, the investigator.
  - viii. A copy of the investigation report shall be provided to the complainant(s) and the respondent(s).
- e) Assistance To Respondents - A respondent may request the assistance of a Northern Ontario Curling Association resource person without previous involvement in the complaint in understanding these guidelines. The Northern Ontario Curling Association resource person shall refer the respondent to counselling upon request, and may explore the possibility of alternative forms of dispute resolution with the respondent.
- Should a respondent choose to retain legal counsel at any stage of a complaint or appeal, it shall be at the respondent’s own expense.

- f) Determinations Following Investigation - The Northern Ontario Curling Association Official shall determine whether discrimination or harassment has been established in light of the findings of fact contained in the investigation report, and if so, the nature and particulars of the discrimination or harassment. The Northern Ontario Curling Association Official's determinations shall be communicated to the complainant(s) and the respondent(s).
- g) Settlement - A complaint may be settled at any stage. A resolution agreement should be in writing and signed by all parties.
- h) Mediation - The Northern Ontario Curling Association may provide a mediator, if the Ontario Curling Association Official views mediation as appropriate and if the complainant and respondent are willing to enter a mediation agreement.

### **3. Sanctions**

The Northern Ontario Curling Association Official shall have the authority to impose sanctions, if warranted, in light of the determinations.

The complainant(s) and the respondent(s) shall be given a reasonable opportunity to make submissions to the Northern Ontario Curling Association Official prior to the imposition of sanctions.

Sanctions may include, but are not limited to:

- a) temporary or permanent suspension from employment with Northern Ontario Curling Association, or from participation in some or all of the competitions or activities over which Northern Ontario Curling Association has jurisdiction (hereinafter collectively referred to as "Northern Ontario Curling Association activities");
- b) the imposition of such temporary or permanent conditions on continued employment with Northern Ontario Curling Association, or participation in Northern Ontario Curling Association activities as the Northern Ontario Curling Association Official may view as appropriate in the circumstances; or
- c) the issuance of a warning and /or reprimand.

The Northern Ontario Curling Association Official shall provide the complainant(s) with such information about any sanctions imposed as is appropriate in the circumstances.

Should any sanction that the Northern Ontario Curling Association Official views as appropriate require a resolution to be passed by the Northern Ontario Curling Association, the Northern Ontario Curling Association Official shall take such action as is appropriate to have the matter placed before the Board for its consideration, but the matter will not be considered prior to any appeal under these guidelines.

### **4. Interim Measures**

The Northern Ontario Curling Association Official may impose interim measures pending the investigation and disposition of a complaint, if the Northern Ontario Curling Association Official is of the view that the imposition of such measures is in the best interest of the complainant(s), respondent(s) and/or Northern Ontario Curling Association.

Interim measures are not sanctions, and they may take many forms, including but not limited to:

- a) the imposition of conditions upon the continued participation of the respondent(s) in the activities or work of the Northern Ontario Curling Association;
- b) suspension of the respondent(s) from participation in the activities or work of the Northern Ontario Curling Association, with or without pay, or under such other terms as are seen to be appropriate; or

- c) security arrangements.

## **5. Appeals**

### **Grounds for Appeal by Respondents**

A respondent may appeal to the Ontario Curling Association from the Northern Ontario Curling Association Official's determination(s) on the following grounds only:

- a) that the investigation was conducted in an unfair or biased manner contrary to the rules of natural justice;
- b) that the findings of fact contained in the investigation report are insufficient to support a determination that discrimination or harassment has been established.

In an appeal by the respondent from the Northern Ontario Curling Association Official's determination(s), the complainant shall be entitled to participate as a respondent in the appeal.

A respondent may also appeal to the Northern Ontario Curling Association from the sanction(s) imposed or recommended following a complaint. In such an appeal, the complainant shall be advised by the Northern Ontario Curling Association Official that an appeal has been filed, and shall be entitled to make written representations, but shall not be entitled to participate as a respondent in the appeal.

There shall be no appeal from any finding of fact contained in the investigation report.

### **Grounds for Appeal by Complainants**

A complainant may appeal to the Board of Directors of the Northern Ontario Curling Association from the Northern Ontario Curling Association Official's determination(s) on the following grounds only:

- a) that the investigation was conducted in an unfair or biased manner
- b) contrary to rules of natural justice;
- c) that the findings of fact contained in the investigation report ought to have resulted in a determination that discrimination or harassment has been established.

In an appeal by the complainant from the Northern Ontario Curling Association Official's determination(s), the respondent shall be entitled to participate as a respondent in the appeal.

A complainant may also appeal to the Northern Ontario Curling Association from the Northern Ontario Curling Association Official's decision not to deal with a complaint. In such a case, the respondent shall not be identified in the appeal and shall not be entitled to participate as a respondent in the appeal.

There shall be no appeal from any finding of fact contained in the investigation report.

## **6. Notice Of Appeal**

The notice of appeal must be made in writing to the Executive Director of the Northern Ontario Curling Association within fourteen days of the appellant receiving notice of the Northern Ontario Curling Association Official's decision with respect to sanctions, and must state the specific grounds for the appeal.

A copy of the notice of appeal shall be promptly provided to the Northern Ontario Curling Association, the Northern Ontario Curling Association Official and to every person entitled to participate as a respondent in the appeal.

## **7. The Hearing**

The following persons may appear before the Northern Ontario Curling Association at its in-camera hearing and make representations in the appeal:

- a) the appellant(s);

- b) any person entitled to participate as a respondent in the appeal; and
- c) any other person invited by the Association to make representations.

No member of the Association having had any personal involvement in the complaint, or who is otherwise in conflict of interest, shall participate in the deliberations of decision in the appeal.

#### **8. Disposition Of An Appeal**

The Association's deliberations shall take place in-camera. The appellant(s), respondent(s) if any and the Northern Ontario Curling Association Official shall not be present during the deliberations.

The Association, by a majority of votes cast, may:

- a) dismiss the appeal
- b) substitute its own determination for the determination under appeal;
- c) substitute a sanction for the sanction under appeal; or
- d) remit the complaint for further investigation and/or for re-determination in
- e) Accordance with its directions.

The Association shall provide reasons for its disposition. Minority and dissenting reasons may also be provided.

A copy of the reasons shall be provided to the appellant and to any respondent in the appeal.

#### **9. Appeal Summaries**

A summary of each appeal and the reasons for disposition shall be published annually in such a form as to protect the identities of the individuals involved.

#### **10. Record Keeping**

The Executive Director shall keep a secure record of every report and complaint under these guidelines. The record shall contain all relevant documentation, including:

- a) details of the report(s) and/or a copy of the complaint(s);
- b) the response(s), if any;
- c) the terms of reference of the investigator, if any
- d) the interim measures, if any;
- e) any witness statements;
- f) the investigation report, if any;
- g) the terms of any informal resolution or written resolution agreement;
- h) the official's determinations, if any;
- i) the sanctions imposed, if any;
- j) all other correspondence;
- k) any appeal(s) filed;
- l) any material pertaining to an appeal; and
- m) any minutes of the Association.

#### **11. Confidentiality**

To the extent possible, reports, complaints, witness statements and other documents produced under these guidelines shall be held in confidence by the Northern Ontario Curling Association.

However, no absolute guarantees of confidentiality may be made by the Northern Ontario Curling Association. Circumstances in which information may be shared include:

- a) when criminal conduct may be involved;

- b) when child abuse may have occurred;
- c) when it is felt to be necessary to protect others from harassment or discrimination;
- d) when required to ensure fairness or natural justice in the procedures contemplated by these guidelines;
- e) in the course of an investigation by a law enforcement agency;
- f) to protect the interests of the Northern Ontario Curling Association; or
- g) When required by law.



**Policy Name:** Health and Safety Policy  
**Policy Number:** NOCA-011  
**Version Date:** October 17, 2016  
**Approval Date:** October 24, 2016

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## HEALTH and SAFETY POLICY

### PREAMBLE

A primary purpose of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. The IRS means that everyone in the workplace is responsible and has a role to play in keeping workplaces safe and healthy. The OHSA lays out the duties of employers, supervisors, workers, contractors and workplace owners. The Northern Ontario Curling Association (NOCA) is vitally interested in the health and safety of its employees and workers, makes every effort to provide a safe, healthy work environment and adheres to the Act.

### DEFINITIONS

**Employer:** a person who employs one or more workers. This includes someone who contracts for a worker's services.

**Supervisor** means, a person who has charge of a workplace or authority over any worker.

**Worker:** a person who is paid to perform or supply services.

**Workplace:** 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?

**OHSA:** Occupational Health and Safety Act

**Workplace Accident/Incident:** An Accident/Incident includes:

- A willful and intentional act, not being the act of the worker
- A chance event occasioned by a physical or natural cause
- Disablement arising out of and in the course of employment

**WSIB:** Workplace Safety Insurance Board

## **PURPOSE**

This policy outlines the responsibilities of employers, supervisors and workers under the Occupational Health and Safety Act in regard to ensuring a safe work environment, and outlines the procedures to be taken in the event of a health and safety accident or incident.

## **POLICY**

1. This policy applies to all employees of NOCA when they are conducting business on behalf of NOCA.
2. The Northern Ontario Curling Association, as an employer, is ultimately responsible for worker health and safety and must ensure that every reasonable precaution is taken for the protection of workers in accordance with the OHSA hereinafter referred to as “the Act”.
3. There is a general duty:
  - a) On all officers and directors of corporations to ensure that the corporation complies with the Act and its regulations
  - b) On workers to work safely in accordance with the Act and its regulations.
4. Supervisors are 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 in accordance with the Act.
5. **Responsibilities of Employer**
  - a) Appoint competent persons as supervisors. “Competent person” is a defined term under the Act. A “competent person” is defined as one who must:
    - i) be qualified—through knowledge, training and experience—to organize the work and its performance
    - ii) be familiar with the Act and the regulations that apply to the work being performed in the workplace
    - iii) know about any actual or potential danger to health and safety in the workplace;
  - b) Prepare policies with respect to workplace violence and workplace harassment and review them at least once a year;
  - c) Regardless of how many workers they employ, develop programs supporting workplace harassment and workplace violence policies and include measures and procedures for workers to report incidents of workplace harassment and workplace violence, and set out how the employer will investigate and deal with incidents or complaints.
  - d) NOCA shall ensure that each employee provides current emergency contact information to the corporation in the event of employee accident or injury. That information shall be kept confidential by the Executive Director, the President, the Secretary/Treasurer and the Administrative Assistant. This information shall be provided on form SF-4 which can be found in the Concussion Guidelines and Return to Play Policy (NOCA-023).

## 6. Responsibilities of Supervisors

- a) The Act sets out certain specific duties for workplace supervisors. A supervisor must:
  - i) Ensure that a worker works in compliance with the Act and regulations
  - ii) Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker
  - iii) Advise a worker of any potential or actual health or safety dangers known by the supervisor
  - iv) If prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection, and
  - v) Take every precaution reasonable in the circumstances for the protection of workers.

## 7. Responsibilities of Corporate Officers and Board Members

- a) Every officer and director of the Northern Ontario Curling Association must take all reasonable care to ensure that the corporation complies with the Act and regulations as well as with any orders and requirements of Ministry of Labour inspectors, Directors and the Minister.

## 8. The Rights of Workers

- a) **Right to Participate:** 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).
- b) **Right to Know:** 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.
- c) **Right to Refuse Work:** Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker.
- d) **Right to Stop Work:** 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.
- e) **Conspicuous Posting:** 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*.
- f) **Review:** The Northern Ontario Curling Association will conduct a annual review of this policy and supporting program every three years 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*.



**Policy Name:** Inclusion and Access Policy  
**Policy Number:** NOCA-012  
**Version:** August 4, 2016  
**Approval Date:** August 8, 2016

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## INCLUSION AND ACCESS POLICY

### PREAMBLE

The Northern Ontario Curling Association is committed to ensuring that inclusion and access is incorporated across all aspects of its activities. In doing so, it acknowledges and adopts the following foundation principle from the Canadian Sport Policy:

***Sport is based on equity and access. Sport is welcoming and inclusive, offering an opportunity to participate without regard to age, gender, race, language, sexual orientation, disability, geography, or economic circumstances. Participants have access to affordable sport opportunities that are appropriate to the level of activity chosen and provide opportunities for personal achievement.***

### PURPOSE

This policy establishes the Northern Ontario Curling Association's commitment to inclusion and access in all of its activities and outlines the actions to be taken in the event of violation of this policy.

### POLICY

The Northern Ontario Curling Association:

1. Supports inclusion and access for underrepresented groups that have been identified by Sport Canada such as Women, Aboriginals and People with Disabilities.
2. Respects the rights, dignity and worth of every person and will treat everyone equally within the context of their role (player, coach, official and volunteer), regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
3. Ensures that the achievement of equal opportunities is a key consideration when developing, updating or delivering Ontario Curling Association programs, policies and projects.
4. Ensures that the concerns and needs of all people (including under-represented groups) are identified, promoted and supported.
5. Ensures that its governance structure encourages and promotes the full and equal participation of all people.
6. Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
7. Is committed to everyone having a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
8. Deals with any incidence of discriminatory behaviour according to the Code of Conduct Policy.



**Policy Name:** Privacy Policy  
**Policy Number:** NOCA-013  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## PRIVACY POLICY

*\*\* 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

1. The following terms have these meanings in this Policy:
  - k) “Act” – Personal Information Protection and Electronic Documents Act (PIPEDA)
  - l) “Commercial Activity” – any particular transaction, act or conduct that is of a commercial character
  - m) “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
  - n) “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
  - o) “Privacy Officer” – the Executive Director

### Purpose

2. 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

3. 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**

4. The NOCA is obligated to follow and abide by PIPEDA in all matters involving the collection, use, disclosure, and disposal of Personal Information.
5. In addition to fulfilling the legal obligations required by PIPEDA, NOCA Stakeholders will not:
  - a) 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
  - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information
  - c) 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
  - d) 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**

6. 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

7. 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**

8. 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

9. 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**

10. 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.
11. 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.
12. 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
13. 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.
  14. 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.
  15. 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.
  16. 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
  17. 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.
  18. 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**

19. 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.
20. 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.
21. 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*.
22. 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.
23. 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.
24. 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**

25. 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.
26. 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.
27. 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

28. 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**

29. Members are able to challenge the NOCA for its compliance with this Policy.

30. 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

31. 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



**Policy Name:** Screening Policy  
**Policy Number:** NOCA-014  
**Version:** August 4, 2016  
**Approval Date:** August 8, 2016

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## SCREENING POLICY

### PREAMBLE

The Northern Ontario Curling Association (NOCA) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like a growing number of sport organizations, the NOCA requires its Personnel who interact with athletes or placed in a position of trust or authority to obtain a Criminal Record Check (CRC).

### DEFINITIONS

The following terms have these meanings in this Policy:

- *CRC*

**“Criminal Record Check (CRC)”** – a search of adult convictions held within the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records.

**“Personnel”:** NOCA personnel include members and volunteers whose position with the NOCA is one of trust or authority. NOCA personnel are required to obtain a CRC Criminal Record Check (CRC). Personnel include, but are not limited to, coaches, Board Members of the NOCA, and NOCA employees.

**“Screening Committee”:** a committee of three (3) to five (5) members appointed by, and at the sole discretion of, the NOCA to administer this policy.

### PURPOSE

This Screening Policy will outline who is required to be screened, the procedures of being screened, and steps to be taken in the event of a positive CRC.

### POLICY

1. This Policy applies to all Personnel.

2. Not all Personnel associated with NOCA will be required to undergo screening through a CRC, as not all positions pose a risk of harm to NOCA or to its participants. NOCA will determine which Designated Categories of Personnel will be subject to screening.
3. CRCs are required for the following “Designated Categories” who work closely with athletes and who occupy positions of trust and authority within NOCA:
  - a) Coaches
  - b) Board Members of NOCA
  - c) Employees

**It is the OCA’s policy that:**

4. Personnel in Designated Categories will be screened using CRC. There will be no exceptions.
5. CRC’s must be obtained every upon hiring and every three years thereafter.
6. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual.
7. The NOCA will not knowingly place in a Designated Category an individual who has a conviction for a **‘relevant offence’**, as defined in this policy.
8. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a Designated Category without adversely affecting the safety of NOCA, an athlete or member of NOCA through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a persons’ participation in a Designated Category.
9. If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant office, they will report this circumstance immediately to the NOCA.
10. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their Designated Position and may be subject to further discipline in accordance with NOCA’s *Discipline Policy*.
11. NOCA will accept CRC obtained by personnel for use by other agencies and/or employers provided the CRC was issued less than three years ago, and with the understanding that a new CRC will be required at the three year expiry date.

**Screening Committee**

12. The implementation of this policy is the responsibility of the Screening Committee of NOCA which is a committee of three (3) to five (5) members appointed by, and at the sole discretion of NOCA. NOCA will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRC and render decisions under this Policy. Quorum for the Screening Committee will be three members.
13. NOCA may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, NOCA, at its sole discretion, will appoint a replacement member.
14. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of NOCA.
15. The Screening Committee is responsible for receiving and reviewing all CRC with a “relevant offence” and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in Designated Categories within NOCA. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

### **How to Obtain a CRC Criminal Record Check (CRC)**

16. CRCs must be obtained every three years and proof of the CRC must be submitted to NOCA by October 1st of each year (for coaches) and prior to interacting with young athletes (for other Personnel).
17. Personnel may obtain a CRC by visiting a local police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing paperwork or by using online services (Sterling Back Check)
18. The CRC fee for volunteers is varies depending on local police service fees. Any such fees are the responsibility of the "personnel" obtaining the check.
19. Personnel must submit the proof of the CRC to NOCA.
20. Alternatively CRCs may be also be obtained using online screening companies such as *Sterling Backcheck*.

### **Procedure**

21. The CRC will be submitted to the Administrative Assistant of tNOCA at its head office in an envelope marked "Confidential" or via email.
22. Individuals who do not submit a CRC will receive a notice to this effect and will be informed that their application and/or position will not proceed until such time as the CRC is received.
23. The Screening Committee will receive and review all CRC in which a "relevant offence" has been revealed.
24. Subsequent to its review of CRC, the Screening Committee, by majority vote, will:
  - a) Approve an individual's participation in a Designated Category; or
  - b) Deny an individual's participation in a Designated Category; or
  - c) Approve an individual's participation in a Designated Category subject to terms and conditions as the Screening Committee deems appropriate.
25. If an individual's CRC do not reveal a relevant offence, the Executive Director will advise NOCA that the individual is eligible for the Designated Category.
26. If an individual's CRC reveal a relevant offence, the Screening Committee will render its decision and provide notice of its decision in to NOCA and the applicant.
27. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by email to his or her last known email address on record with NOCA.
28. CRC are valid for a period of three years. However, the Screening Committee may request that an individual in a designated category provide a CRC to the Screening Committee for review and consideration at any time. Such request will be in writing and will provide the reasons for such a request.

### **Relevant Offences**

For the purposes of this Policy, guidelines and examples of a 'relevant offence' is any of the following:

29. If imposed in the last five years:
  - a) Any offence involving the use of a motor vehicle, including but not limited to impaired driving
  - b) Any violation for trafficking and/or possession of drugs and/or narcotics
  - c) Any offence involving conduct against public morals
30. If imposed in the last ten years:
  - a) Any crime of violence including but not limited to, all forms of assault

- b) Any offence involving a minor or minors
31. If imposed at any time:
- a) Any offence involving the possession, distribution, or sale of any child-related pornography
  - b) Any sexual offence involving a minor or minors
  - c) Any offence involving theft or fraud

**Records**

32. TNOCA will retain copies of CRC for the period of its validity. NOCA may also retain written records of communication with individuals whose CRC indicates a relevant offence, as well as copies of its decisions and written reasons for decisions. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.



**Policy Name:** Social Media Policy  
**Policy Number:** NOCA-015  
**Version Date:** August 4, 2016  
**Approval Date:** August 8, 2016

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## SOCIAL MEDIA POLICY

### DEFINITIONS

1. The following terms have these meanings in this Policy:
  - p) “*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

2. 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

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

### CONDUCT AND BEHAVIOUR

4. 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.
5. 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**

6. Members must be aware that their Social Media use may be monitored by NOCA or other provincial/territorial or local curling associations.
7. When using Social Media, a Member must model appropriate behaviour benefitting the Member's status as an elite athlete and a member of NOCA.
8. 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.
9. 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.



**Policy Name:** Code of Conduct and Ethics Policy for Athletes  
**Policy Number:** NOCA-016  
**Version Date:** September 17, 2016  
**Approval Date:** September 20, 2016

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## CODE of CONDUCT and ETHICS for Athletes

### PREAMBLE:

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. 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)

### PURPOSE:

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 NOCA that stress fairness, honesty, opportunity, cooperation, and excellence. Further, NOCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### DEFINITIONS:

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

**Harassment** – comments or conduct directed towards an individual or group, which are offensive, abusive, racist, sexist, degrading, or malicious.

**Sexual harassment** – unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

### POLICY

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

## 2. Application of this Code

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

## 3. Responsibilities of Members

- a) Maintaining and enhancing 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) Refraining 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 NOCA
- c) Refraining 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) Abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, 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 NOCA's Discipline and Complaints Policy. NOCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by NOCA or any other sport organization
- e) Refraining 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) Refraining 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, avoiding consuming alcohol in situations where minors are present and taking reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with NOCA events
- h) Respecting the property of others and not willfully cause damage
- i) Promoting curling in the most constructive and positive manner possible
- j) Adhering to all federal, provincial, municipal and host country laws
- k) Complying, at all times, with NOCA's bylaws, policies, procedures, and rules and regulations.

#### 4. Responsibilities of Athletes

In addition to section (3) above, **Athletes** will have additional responsibilities to:

- a) adhere to the Northern Ontario Curling Association's rules and requirements regarding clothing and equipment;

- b) at all times, present themselves in a positive manner to all other athletes, Members and coaches;
- c) have for, and co-operate with, curling management, fellow competitors and people in authority positions within curling, as required;
- d) encourage other athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
- e) never ridicule a participant for a poor performance or practice. Provide positive comments that motivate and encourage participants continued effort;
- f) respect and show appreciation to all competitors, coaches, officials and other volunteers who give their time to the sport; and,
- g) when competing, abide at all times with the Curling Canada's Curler's Code of Ethics as found in Appendix A and Fair Play as found in Appendix C.

## **Appendix A:**

### **Curling Canada's**

#### **Curlers' Code of Ethics**

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honourable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, I will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean my opponents, teammates or umpires.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.
- I will humbly accept any penalty that the governing body at any level of curling deems appropriate, if I am found in violation of the Code of Ethics or rules of the game.

## **Appendix B:**

### **Curling Canada's**

#### **Coaching Code of Ethics**

- The coach shall act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession and the public.
- The coach shall strive to be well prepared and current in order that all duties in their discipline are fulfilled with competence.
- The coach shall act in the best interest of the athlete's development as a whole person.
- The coach shall accept both the letter and the spirit of the rules that define and govern the sport.
- The coach shall accept the role of umpires in providing judgment to ensure that competitions are conducted fairly and in accordance with the established rules.
- The coach's conduct toward other coaches shall be characterized by courtesy, good faith and respect.
- The coach shall maintain the highest standards of personal conduct and support the principles of Fair Play.

**Appendix C:**  
**Curling Canada's**

**Fair Play**

- Fair Play begins with the strict observance of the written rule; however, in most cases, Fair Play involves something more than even unfailing observance of the written rule. The observance of the spirit of the rules, whether written or unwritten, is important.
- Fair Play results from measuring up to one's own moral standards while engaged in competition.
- Fair Play is consistent demonstration of respect for teammates and opponents, whether they are winning or losing.
- Fair Play is consistent demonstration of respect for umpires, an acceptance of their decisions and a steadfast spirit of collaboration with them.
- Sportsmanlike behaviour should be demonstrated both on and off the ice. This includes modesty in victory and composure in defeat.



**Policy Name:** Code of Conduct Policy – Board/Committee Members and Staff  
**Policy Number:** NOCA-017  
**Version Date:** September 18, 2016  
**Approval Date:** September 20, 2016

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## CODE of CONDUCT– Board/Committee Members and Staff

### PREAMBLE:

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. 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)

### PURPOSE:

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 NOCA that stress fairness, honesty, opportunity, cooperation, and excellence. Further, NOCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### DEFINITIONS:

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

**Harassment** – comments or conduct directed towards an individual or group, which are offensive, abusive, racist, sexist, degrading, or malicious.

**Sexual harassment** – unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

### POLICY

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

## 2. Application of this Code

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

## 3. Responsibilities of Members

- a) Maintaining and enhancing 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) Refraining 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 NOCA
- c) Refraining 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) Abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, 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 NOCA’s Discipline and Complaints Policy. NOCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by NOCA or any other sport organization
- e) Refraining 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) Refraining 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, avoiding consuming alcohol in situations where minors are present and taking reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with NOCA events
- h) Respecting the property of others and not willfully cause damage
- i) Promoting curling in the most constructive and positive manner possible
- j) Adhering to all federal, provincial, municipal and host country laws
- k) Complying, at all times, with NOCA’s bylaws, policies, procedures, and rules and regulations.

#### 4. Responsibilities of Board/Committee Members and Staff:

- a) In addition to section 3 (above), NOCA's Board Members, Committee Members, and Staff have additional responsibilities to:
- i. Function primarily as a member of the board and/or committee(s) of NOCA; not as a member of any other particular member or constituency
  - ii. 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
  - iii. Ensure that NOCA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - iv. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of NOCA
  - v. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - vi. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - vii. Keep informed about NOCA activities, the provincial curling community, and general trends in the sectors in which it operates
  - viii. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which NOCA is incorporated
  - ix. Respect the confidentiality appropriate to issues of a sensitive nature
  - x. Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
  - xi. Respect the decisions of the majority and resign if unable to do so
  - xii. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - xiii. Have a thorough knowledge and understanding of all NOCA governance documents
  - xiv. Conform to the bylaws and policies approved by NOCA, in particular this Code of Conduct and Ethics as well as the *Conflict of Interest Policy* and *Confidentiality Policy*
  - xv. Adhere to Curling Canada's Curlers Code of Ethics (Appendix A), Coaches Code of Conduct (Appendix B), and Fair Play Statement (Appendix C)

## **Appendix A:**

### **Curling Canada's**

#### **Curlers' Code of Ethics**

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honourable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, I will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean my opponents, teammates or umpires.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.
- I will humbly accept any penalty that the governing body at any level of curling deems appropriate, if I am found in violation of the Code of Ethics or rules of the game.

## **Appendix B:**

### **Curling Canada's**

#### **Coaching Code of Ethics**

- The coach shall act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession and the public.
- The coach shall strive to be well prepared and current in order that all duties in their discipline are fulfilled with competence.
- The coach shall act in the best interest of the athlete's development as a whole person.
- The coach shall accept both the letter and the spirit of the rules that define and govern the sport.
- The coach shall accept the role of umpires in providing judgment to ensure that competitions are conducted fairly and in accordance with the established rules.
- The coach's conduct toward other coaches shall be characterized by courtesy, good faith and respect.
- The coach shall maintain the highest standards of personal conduct and support the principles of Fair Play.

**Appendix C:**  
**Curling Canada's**

**Fair Play**

- Fair Play begins with the strict observance of the written rule; however, in most cases, Fair Play involves something more than even unfailing observance of the written rule. The observance of the spirit of the rules, whether written or unwritten, is important.
- Fair Play results from measuring up to one's own moral standards while engaged in competition.
- Fair Play is consistent demonstration of respect for teammates and opponents, whether they are winning or losing.
- Fair Play is consistent demonstration of respect for umpires, an acceptance of their decisions and a steadfast spirit of collaboration with them.
- Sportsmanlike behaviour should be demonstrated both on and off the ice. This includes modesty in victory and composure in defeat.



**Policy Name:** Code of Conduct Policy - Coaches  
**Policy Number:** NOCA-018  
**Version Date:** September 17, 2016  
**Approval Date:** September 20, 2016

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## CODE of CONDUCT - Coaches

### PREAMBLE:

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. 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)

### PURPOSE:

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 NOCA that stress fairness, honesty, opportunity, cooperation, and excellence. Further, NOCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### DEFINITIONS:

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

**Harassment** – comments or conduct directed towards an individual or group, which are offensive, abusive, racist, sexist, degrading, or malicious.

**Sexual harassment** – unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

### POLICY

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

## 2. Application of this Code

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

## 3. Responsibilities of Members

- a) Maintaining and enhancing 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) Refraining 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 NOCA
- c) Refraining 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) Abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, 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 NOCA's Discipline and Complaints Policy. NOCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by NOCA or any other sport organization
- e) Refraining 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) Refraining 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, avoiding consuming alcohol in situations where minors are present and taking reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with NOCA events
- h) Respecting the property of others and not willfully cause damage
- i) Promoting curling in the most constructive and positive manner possible
- j) Adhering to all federal, provincial, municipal and host country laws
- k) Complying, at all times, with NOCA's bylaws, policies, procedures, and rules and regulations.

#### 4. Responsibilities of Coaches

- a) In addition to section 3 (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.
- b) Coaches will also:
  - i. adhere to Curling Canada's Curlers Code of Ethics (Appendix A), Coaches Code of Conduct (Appendix B), and Fair Play Statement (Appendix C)
  - ii. 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
  - iii. 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
  - iv. Be consistent in taking any corrective or punitive action without using derogatory slang, offensive terms, or harassment
  - v. 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
  - vi. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - vii. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - viii. Act in the best interest of the athlete's development as a whole person
  - ix. Respect other coaches
  - x. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by NOCA's Screening Policy
  - xi. 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
  - xii. Never provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances pursuant to the Canadian Anti-doping Policy and, in the case of minors, alcohol and/or tobacco
  - xiii. 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
  - xiv. 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
  - xv. 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
  - xvi. Dress professionally, neatly, and inoffensively
  - xvii. Use inoffensive language, taking into account the audience being addressed

## **Appendix A:**

### **Curling Canada's**

#### **Curlers' Code of Ethics**

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honourable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, I will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean my opponents, teammates or umpires.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.
- I will humbly accept any penalty that the governing body at any level of curling deems appropriate, if I am found in violation of the Code of Ethics or rules of the game.

## **Appendix B:**

### **Curling Canada's**

#### **Coaching Code of Ethics**

- The coach shall act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession and the public.
- The coach shall strive to be well prepared and current in order that all duties in their discipline are fulfilled with competence.
- The coach shall act in the best interest of the athlete's development as a whole person.
- The coach shall accept both the letter and the spirit of the rules that define and govern the sport.
- The coach shall accept the role of umpires in providing judgment to ensure that competitions are conducted fairly and in accordance with the established rules.
- The coach's conduct toward other coaches shall be characterized by courtesy, good faith and respect.
- The coach shall maintain the highest standards of personal conduct and support the principles of Fair Play.

**Appendix C:**  
**Curling Canada's**

**Fair Play**

- Fair Play begins with the strict observance of the written rule; however, in most cases, Fair Play involves something more than even unfailing observance of the written rule. The observance of the spirit of the rules, whether written or unwritten, is important.
- Fair Play results from measuring up to one's own moral standards while engaged in competition.
- Fair Play is consistent demonstration of respect for teammates and opponents, whether they are winning or losing.
- Fair Play is consistent demonstration of respect for umpires, an acceptance of their decisions and a steadfast spirit of collaboration with them.
- Sportsmanlike behaviour should be demonstrated both on and off the ice. This includes modesty in victory and composure in defeat.



**Policy Name:** Code of Conduct Policy for Officials  
**Policy Number:** NOCA-019  
**Version Date:** September 17, 2016  
**Approval Date:** September 20, 2016

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## CODE of CONDUCT for Officials

### PREAMBLE:

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. 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)

### PURPOSE:

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 NOCA that stress fairness, honesty, opportunity, cooperation, and excellence. Further, NOCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### DEFINITIONS:

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

**Harassment** – comments or conduct directed towards an individual or group, which are offensive, abusive, racist, sexist, degrading, or malicious.

**Sexual harassment** – unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

### POLICY

1. Conduct that violates this Code may be subject to sanctions pursuant to NOCA's *Discipline and Complaints Policy*.
2. **Application of this Code**

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

### **3. Responsibilities of Members**

- a) Maintaining and enhancing 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) Refraining 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 NOCA
- c) Refraining 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) Abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, 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 NOCA's Discipline and Complaints Policy. NOCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by NOCA or any other sport organization
- e) Refraining 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) Refraining 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, avoiding consuming alcohol in situations where minors are present and taking reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with NOCA events
- h) Respecting the property of others and not willfully cause damage
- i) Promoting curling in the most constructive and positive manner possible
- j) Adhering to all federal, provincial, municipal and host country laws
- k) Complying, at all times, with NOCA's bylaws, policies, procedures, and rules and regulations.

#### **4. Responsibilities of Officials:**

- a)** In addition to section 3 (above), officials have additional responsibilities to:
- i. Maintain and update their knowledge of the rules and rules changes
  - ii. Work within the boundaries of their position's description while supporting the work of other officials
  - iii. Act as an ambassador of NOCA by agreeing to enforce and abide by national and provincial rules and regulations
  - iv. Take ownership of actions and decisions made while officiating
  - v. Respect the rights, dignity, and worth of all individuals
  - vi. Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of NOCA, athletes, coaches, other officials, and parents
  - vii. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
  - viii. Respect the confidentiality required by issues of a sensitive nature, which may include forfeits, discipline processes, appeals, and specific information or data about Members
  - ix. Dress in proper attire for officiating
  - x. Adhere at all times to Curling Canada's Curlers Code of Ethics (Appendix A), Coaches Code of Conduct (Appendix B), and Fair Play Statement (Appendix C)

## **Appendix A:**

### **Curling Canada's**

#### **Curlers' Code of Ethics**

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honourable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, I will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean my opponents, teammates or umpires.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.
- I will humbly accept any penalty that the governing body at any level of curling deems appropriate, if I am found in violation of the Code of Ethics or rules of the game.

## **Appendix B:**

### **Curling Canada's**

#### **Coaching Code of Ethics**

- The coach shall act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession and the public.
- The coach shall strive to be well prepared and current in order that all duties in their discipline are fulfilled with competence.
- The coach shall act in the best interest of the athlete's development as a whole person.
- The coach shall accept both the letter and the spirit of the rules that define and govern the sport.
- The coach shall accept the role of umpires in providing judgment to ensure that competitions are conducted fairly and in accordance with the established rules.
- The coach's conduct toward other coaches shall be characterized by courtesy, good faith and respect.
- The coach shall maintain the highest standards of personal conduct and support the principles of Fair Play.

**Appendix C:**  
**Curling Canada's**

**Fair Play**

- Fair Play begins with the strict observance of the written rule; however, in most cases, Fair Play involves something more than even unfailing observance of the written rule. The observance of the spirit of the rules, whether written or unwritten, is important.
- Fair Play results from measuring up to one's own moral standards while engaged in competition.
- Fair Play is consistent demonstration of respect for teammates and opponents, whether they are winning or losing.
- Fair Play is consistent demonstration of respect for umpires, an acceptance of their decisions and a steadfast spirit of collaboration with them.
- Sportsmanlike behaviour should be demonstrated both on and off the ice. This includes modesty in victory and composure in defeat.



**Policy Name:** Code of Conduct Policy for Parents/Guardians and Spectators  
**Policy Number:** NOCA-020  
**Version Date:** September 17, 2016  
**Approval Date:** September 20, 2016

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## CODE of CONDUCT for Parents/Guardians and Spectators

### PREAMBLE:

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. 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)

### PURPOSE:

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 NOCA that stress fairness, honesty, opportunity, cooperation, and excellence. Further, NOCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### DEFINITIONS:

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

**Harassment** – comments or conduct directed towards an individual or group, which are offensive, abusive, racist, sexist, degrading, or malicious.

**Sexual harassment** – unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

### POLICY

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

## 2. Application of this Code

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

## 3. Responsibilities of Members

- a) Maintaining and enhancing 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) Refraining 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 NOCA
- c) Refraining 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) Abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, 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 NOCA's Discipline and Complaints Policy. NOCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by NOCA or any other sport organization
- e) Refraining 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) Refraining 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, avoiding consuming alcohol in situations where minors are present and taking reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with NOCA events
- h) Respecting the property of others and not willfully cause damage
- i) Promoting curling in the most constructive and positive manner possible
- j) Adhering to all federal, provincial, municipal and host country laws
- k) Complying, at all times, with NOCA's bylaws, policies, procedures, and rules and regulations.

#### **4. Responsibilities of Parents/Guardians and Spectators**

- a)** In addition to section 3 (above), parents/guardians of athletes, and spectators at events have additional responsibilities to:
- i. Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
  - ii. Never ridicule an athlete for a poor performance or practice
  - iii. Provide positive comments that motivate and encourage athletes' continued effort
  - iv. Respect the decisions and judgments of officials and encourage athletes to do the same
  - v. Not question the judgment or honesty of an official or a NOCA member
  - vi. Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport
  - vii. Keep off the competition area and not interfere with competitions or practices.
  - viii. Adhere at all times to Curling Canada's Curlers Code of Ethics (Appendix A), Coaches Code of Conduct (Appendix B), and Fair Play Statement (Appendix C)

## **Appendix A:**

### **Curling Canada's**

#### **Curlers' Code of Ethics**

- I will play the game with a spirit of good sportsmanship.
- I will conduct myself in an honourable manner both on and off the ice.
- I will never knowingly break a rule, but if I do, I will divulge the breach.
- I will take no action that could be interpreted as an attempt to intimidate or demean my opponents, teammates or umpires.
- I will interpret the rules in an impartial manner, always keeping in mind that the purpose of the rules is to ensure that the game is played in an orderly and fair manner.
- I will humbly accept any penalty that the governing body at any level of curling deems appropriate, if I am found in violation of the Code of Ethics or rules of the game.

## **Appendix B:**

### **Curling Canada's**

#### **Coaching Code of Ethics**

- The coach shall act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession and the public.
- The coach shall strive to be well prepared and current in order that all duties in their discipline are fulfilled with competence.
- The coach shall act in the best interest of the athlete's development as a whole person.
- The coach shall accept both the letter and the spirit of the rules that define and govern the sport.
- The coach shall accept the role of umpires in providing judgment to ensure that competitions are conducted fairly and in accordance with the established rules.
- The coach's conduct toward other coaches shall be characterized by courtesy, good faith and respect.
- The coach shall maintain the highest standards of personal conduct and support the principles of Fair Play.

**Appendix C:**  
**Curling Canada's**  
**Fair Play**

- Fair Play begins with the strict observance of the written rule; however, in most cases, Fair Play involves something more than even unfailing observance of the written rule. The observance of the spirit of the rules, whether written or unwritten, is important.
- Fair Play results from measuring up to one's own moral standards while engaged in competition.
- Fair Play is consistent demonstration of respect for teammates and opponents, whether they are winning or losing.
- Fair Play is consistent demonstration of respect for umpires, an acceptance of their decisions and a steadfast spirit of collaboration with them.
- Sportsmanlike behaviour should be demonstrated both on and off the ice. This includes modesty in victory and composure in defeat.



**Policy Name:** Communication Policy  
**Policy Number:** NOCA-021  
**Version Date:** September 17, 2016  
**Approval Date:** September 20, 2016

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## COMMUNICATION POLICY

### PREAMBLE

Communication is a two-way process for which both the sender and receiver are responsible. Good communication requires clear, accurate, timely and complete messages that flow in all directions, using methods best suited to the needs and preferences of those involved. Social media, digital news releases and traditional methods including news releases are the most popular and common methods in keeping NOCA connected to its members and the public.

Good communication is the basis for creating a strong public image and for creating trust and respect between the organization and its stakeholders. Communication is the key component in stakeholder relations.

### DEFINITIONS

**Stakeholder:** Curling stakeholders include NOCA board members and staff; NOCA curling clubs, their members and staff; Ontario Curling Council, Ontario Curling Association, Curling Canada, Member Associations, Government (Ministry Tourism, Culture and Sport) MP's, MPP's, sponsors, media etc.

### PURPOSE

This policy provides guidance on public communications, designates a spokesperson for the organization and defines the communication process for the NOCA Board of Directors and staff when sharing or informing stakeholders about NOCA curling operations and new or existing curling initiatives.

## **POLICY**

1. This policy applies to NOCA staff, directors and committee members.
2. The Executive Director, in collaboration with the President, is the primary spokesperson for all corporate matters involving communication with the media.
3. All NOCA correspondence is to be on NOCA letterhead.
4. Communiqués affecting NOCA must be sent from head office or be approved by head office before being disseminated e.g. surveys
5. Directors receive copies of all media releases and advisories and copies of all correspondence intended for distribution to regional delegates e.g. mass emails, mail outs.
6. The organization must provide its members with timely, accurate and credible information about all relevant events that could impact safety, security, and productivity.
7. The organization must develop and maintain a communications strategy that includes training.



**Policy Name:** Confidentiality Policy  
**Policy Number:** **NOCA-022**  
**Version Date:** September 17, 2016  
**Approval Date:** September 20, 2016

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## CONFIDENTIALITY POLICY

### PREAMBLE

The Northern Ontario Curling Association (NOCA) is committed to protecting its proprietary confidential information.

### DEFINITIONS

**NOCA Representatives:** all individuals employed by, or engaged in activities with NOCA including, but not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, committee members, and board and committee members of NOCA (hereinafter "NOCA Representatives").

### **Confidential Information:**

The term "Confidential Information" includes, but is not limited to, the following:

- a) Personal information of NOCA Representatives including:
  - i. Home address
  - ii. Email address
  - iii. Personal phone numbers
  - iv. Date of birth
  - v. Financial information
  - vi. Medical history
  - vii. Police Vulnerable Sector Checks
- b) NOCA intellectual property, proprietary information, and business related to NOCA programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

## **PURPOSE**

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Northern Ontario Curling Association (NOCA).

## **POLICY**

1. This Policy applies to all categories of membership within NOCA's Bylaws as well as all individuals employed by, or engaged in activities with NOCA. Persons affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, committee members, and board/committee members of NOCA (hereinafter "NOCA Representatives").
2. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
3. NOCA Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

## **Responsibilities**

4. Representatives will not, either during the period of their involvement/employment with NOCA or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
5. NOCA Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of NOCA.
6. NOCA Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of NOCA.
7. All files and written materials relating to Confidential Information will remain the property of NOCA and, upon termination of involvement/employment with NOCA or upon request of NOCA, the NOCA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

## **Intellectual Property**

8. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with NOCA will be owned solely by NOCA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. NOCA may grant permission for others to use its intellectual property.

## **Enforcement**

9. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the NOCA's *Discipline Policy*.



**Policy Name:** Concussion Guidelines and Return to Play Policy  
**Policy Number:** NOCA-023  
**Version Date:** October 17, 2016  
**Approval Date:** October 24, 2016

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## **CONCUSSION GUIDELINES and RETURN TO PLAY POLICY and PROCEDURE**

**\*These Informational guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.**

**The Northern Ontario Curling Association (NOCA) has adopted these guidelines from Curling Canada's Safety First Policy (2016) and are based on the International Concussion Consensus Guidelines (Zurich 2012).**

By adopting these guidelines, the Northern Ontario Curling Association has joined a nation-wide effort to ensure a safe playing environment and to prevent participant injuries.



### **PREAMBLE**

NOCA takes seriously the health and well-being of all curlers and is committed to helping all curlers succeed and lead safe, healthy, productive, and active lives.

NOCA has a role to play in ensuring the safety of those participating in physical activity and for encouraging and motivating participants to assume responsibility for their own safety and the safety of others.

Recent research has made it clear that a concussion can have a significant impact on an individual's health and well-being. In fact, research shows that activities that require concentration can actually cause concussion symptoms to reappear or worsen. If a concussion is not identified and properly managed, it can result in permanent brain damage and, in rare occasions, even death.

Research also suggests that an individual who suffers a second concussion before he/she is symptom-free from the first concussion is susceptible to Second Impact Syndrome – a rare condition that causes rapid and severe brain swelling and often catastrophic results.

Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complications.

A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

The Northern Ontario Curling Association believes that prevention of concussions is paramount to protecting the health and safety of its participants.

As a part of a responsible risk management plan, NOA recommends that curling clubs follow these PSO/NSO Safety First, Concussions and Return to Play Guidelines. Curling clubs may consider ways to meet specific needs of participant groups, facility and community health care over and above these guidelines.

All coaches are encouraged to take the online e-learning module “Making Head Way” offered by the Coaching Association of Canada. <http://www.coach.ca/concussion-awareness-s16361>

## Concussion Guidelines and Return to Play Policy

### DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a) NOCA – Northern Ontario Curling Association
  - b) “Participants” – Coaches, athletes, volunteers, renters, officials and other members.
  - c) Novice Curlers – Participants who have less than forty on ice experiences, averaging approximately 2 hours each (games, lessons) or approximately two curling seasons.

### POSITION STATEMENT

2. NOCA takes seriously the health and well-being of all curlers and is committed to ensuring the safety of those participating in the sport of curling. NOCA recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of participants.
3. As part of a responsible risk management plan, the Northern Ontario Curling Association recommends that its members and Curling Clubs adopt and implement these Guidelines, as well as recommend the following: **use of double grippers (when not delivering a stone) and helmets (or other approved head protection) by novice curlers, or curlers who are at high risk of falling.** This should include but is not limited to: i) FUNdamental, ii) Learning to Train, and iii) Active for Life.

### PURPOSE

4. NOCA enacts this Policy as a tool to help manage concussed and possible concussed participants. The Policy provides guidance in identifying common signs and symptoms of concussion, protocol to be followed in the event of a possible concussion, and return to play guidelines should a concussion be diagnosed.
5. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.
6. Please keep in mind that a concussion is a clinical diagnosis that can only be made by a medical doctor. It is imperative that a medical doctor examines someone with a suspected concussion.

## PROCEDURE

7. Prior to and during all NOCA curling events, competitions, and practices, participants will use their best efforts to:
  - a) Establish the requirements for head protection in the Event Rules, to be published to NOCA's website.
  - b) be aware of incidents that may cause a concussion, such as:
    - (i) Falls
    - (ii) Accidents
    - (iii) Collisions
    - (iv) Head trauma – (blow to the head, face or neck, OR a blow to the body that transmits a force to the head)
  - c) recognize and understand the symptoms that may result from a concussion. These may appear immediately after the injury or within hours or days of the injury and may be different for everyone. Some common signs and symptoms include, but are not limited to:
    - (i) Nausea
    - (ii) Poor concentration
    - (iii) Amnesia
    - (iv) Fatigue
    - (v) Sensitivity to light or noise
    - (vi) Irritability
    - (vii) Poor appetite
    - (viii) Decreased memory
    - (ix) Poor balance
    - (x) Slowed reaction time
  - d) Identify injured participants or other individuals who have been involved in any of the above incidents and/or exhibit any of the above symptoms.

## RESPONSIBILITY OF COACH, ADMINISTRATOR AND/OR SUPERVISOR, CHIEF UMPIRE

8. If a participant has been identified as having a suspected concussion, the coach, administrator and/or supervisor of that activity will notify all affected parties, including the participant, a parent/guardian (when appropriate) as well as other coaches, administrators and/or supervisors of the suspected concussion. At this point, the individual should not participate in any physical activity until he/she has visited a medical doctor.
9. **If the participant is unconscious** – initiate emergency action plan and call 911
  - a) If applicable, contact the child/youth's parent/guardian to inform them of the injury and their child is being transported to hospital.
  - b) Stay with the individual until Emergency Medical Services arrives.
  - c) Monitor and document any physical, emotional and/or cognitive changes.
  - d) Even if consciousness is regained, he/she needs to be examined by a medical doctor prior to the participant returning to physical activity.
10. **If the Participant is conscious** – remove the participant from the activity immediately and:
  - a) Notify the participant's parent (if the participant is a minor) or someone close to the participant (if the participant is not a minor).

- b) Have a ride home for the participant arranged.
- c) Isolate the participant into a dark room or area.
- d) Reduce external stimulus (noise, other people, etc.).
- e) Remain with the participant until he or she can be taken home.
- f) Monitor and document any physical, emotional and/or cognitive changes.
- g) Encourage the consultation of a physician.

## INCIDENT REPORT

11. Once the injured participant has been properly attended to, an **Incident Report** shall be filed with the affiliated Club, and NOCA within 48 hours. (Form –SF-6)

## RETURN TO PLAY

12. Once the participant's immediate needs have been met, the participant's family or the participant should be directed to the following protocol, in accordance with the following guidelines:

- a. If no concussion is diagnosed: the participant may return to play for the next game, or during the same game according to the Rules of Curling.
- b. If a concussion is diagnosed: the participant should only return to the activity after following the five steps outlined below and as directed by a physician. *(Please note that each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based on the severity of the concussion. The concussed participant should be monitored regularly for the return of any signs and/or symptoms of concussion. If signs and/or symptoms return, consult with the medical doctor):*

**STEP 1: Complete cognitive and physical rest.** Immediately consult a physician. Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once all symptoms are gone, rest for at least another 24-48 hours and re-consult a physician, preferably one with experience managing concussion. **In order to proceed to Step 2**, medical clearance is required.

**STEP 2: Light aerobic exercise** to reintroduce physical activity: 10-15 minutes of low intensity activity like walking or stationary cycling. **In order to proceed to Step 3**, the concussed participant or parent/guardian if applicable must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

**STEP 3: Sport-specific exercise:** 15 minutes of low intensity participation like throwing rocks. The environment should be managed so as to ensure the participant is at minimum risk of falling or colliding with other participants. The participant may also attempt basic balance drills. **In order to proceed to Step 4**, the concussed participant or parent/guardian if applicable must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

**STEP 4: Activity with no body contact:** non-contact practice and non-contact sport specific drills – no activity that involves head impact or other jarring motions. **In order to proceed to Step 5**, the participant must provide written documentation from a medical doctor to his/her coach, administrator and/or supervisor. The documentation must state that the individual is symptom free and able to return to full participation in physical activity.

**STEP 5: Full participation in non-contact sports once cleared by a physician.**

## MEDICAL CLEARANCE

13. This Policy requires the participant to consult with a physician throughout this process AND provide proof of medical clearance before being eligible for Steps 2 and Steps 5 noted above. NOCA will comply with all directions provided by the physician, which may supersede this policy.
14. If a participant is showing signs of concussion and/or has been clinically diagnosed as concussed, the Coach, Administrator and/or Supervisor of that participant shall prevent the participant from curling until the required medical clearance has been provided.
15. Once the participant has provided medical clearance, the coach, administrator and/or supervisor will be required to forward a copy of the medical clearance letter to the affiliated Club, and to the NOCA office where it shall be attached to the participant's Incident Report for record keeping purposes.

## NON-COMPLIANCE

16. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action being taken by NOCA.



## Safety First

For Curling Canada and the Northern Ontario Curling Association, injury prevention for curling participants of all ages and stages is a top priority. Curling clubs are strongly recommended to adopt the following policies and best practices to focus on injury prevention and management. This document outlines safety procedures, injury prevention procedures – specifically concussion prevention and return to play guidelines.

### Safety

Safety should be something that everyone in the business of curling should be aware of and then able to establish best practices reducing the risk of injury. Curlers who are prepared will be better able to avoid injury, participate with confidence, and maintain their participation long term. As you develop a strategy to reduce or eliminate an injury risk, it is important to understand the process that leads to injury and the potential opportunities to intervene.

### Pre-Injury: stopping the injury from occurring

- 1) Structured warm-ups that focus on stretching, strengthening, improving balance and movements prior to playing.
- 2) Basic skills should be mastered before moving to more complex skills.
- 3) Basic skills should be mastered before removing head protection
- 4) Understand the playing rules & the “dos & don'ts”

### **Reducing Risk**

- 1) Proper fitting shoes and clothing.
- 2) Double grippers (create gripper inventory).
- 3) Head protection.
- 4) Safety module to training programs.
- 5) Limit activity to the individual's ability.
- 6) Adherence to rules and regulations.
- 7) Clear backboards.
- 8) Curling stones in single file instead of in pairs

### **Miscellaneous**

- 1) Identify location of hospitals and clinics
- 2) Publish emergency numbers
- 3) First Aid kit
- 4) Club instructors should have injury prevention training.
- 5) Casual renters should sign a waiver clause which includes a detailed description of safe practices on the ice.
- 6) Create post-concussion process

## Preventing curling-related injuries: what to do and when to do it

### Pre-season:

- ⑥ Have a medical profile completed for each participant under age 18.
- ⑥ Inform participants and/or parents of possible risks.
- ⑥ Ensure facilities and equipment meet established safety requirements.
- ⑥ Create and fill in a facility safety checklist.
- ⑥ Review last season's injuries and/or common injuries in curling.

### Before a competition, bonspiel, recreation play, rentals and / or league play

- ⑥ Inspect outside yard & parking.
- ⑥ Ensure the ice area is clean and tidy.
- ⑥ Locker rooms are also clean and tidy.
- ⑥ Create the **Emergency Action Plan**.

### During a competition, bonspiel, recreation play, rentals and / or league play

- ⑥ Inform participants of specific safety measures relating to activities, facilities, and equipment.
- ⑥ **Youth** under the age of 13 - unless they have achieved two (2) years of on-ice training – highly recommend they wear approved head protection
- ⑥ **Renters** and/or **funspiel** participants & **Seniors** (65+) – highly recommended to wear approved head protection
- ⑥ Delivery devices and delivery sticks available for novices.
- ⑥ Grippers available for sale, for rent or free.

### After a competition, bonspiel, recreation play, rentals and / or league play

- ⑥ Fill in an accident report if necessary and / or keep an accident/injury report log -

## Emergency Action Plan

An Emergency Action Plan is designed to assist club administrators to respond to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An Emergency Action Plan can be simple or elaborate but should cover the following items:

- ⑥ Designate in advance who is in charge in the event of an emergency.
- ⑥ Have emergency telephone numbers ready (fire, police, ambulance, president, manager, ice technician).
- ⑥ For all members and guest competitors ages 17 and under, have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
- ⑥ Prepare directions to give to Emergency Medical Services to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
- ⑥ Have a first aid kit accessible and properly stocked at all times.
- ⑥ Have a defibrillator on hand with trained staff / volunteers.
- ⑥ When an injury occurs, an Emergency Action Plan should be activated immediately if the injured person:
  - is not breathing;
  - does not have a pulse;
  - is bleeding profusely;
  - is impaired consciousness;
  - has injured the back, neck, or head;
  - has visible major trauma to a limb.

**Supporting Documentation to these Guidelines may be accessed at the end of this document:**

- Emergency Action Plan Form (SF-1)
- Emergency Action Plan Example
- Facility Checklist Form (SF-2)
- First Aid Checklist Form (SF-3)
- Participant Information Card (SF-4)
- Medical History Document Form (SF-5)
- Accident and Incident Report Form (SF-6)

### **Steps to follow when an injury occurs**

#### **Step 1: Control the environment so that no further harm occurs**

- ⑥ Stop all participants.

- ⑥ Protect yourself if you suspect bleeding (put on gloves).
- ⑥ If outdoors, shelter the injured participant from the elements and from any traffic.

**Step 2: Do a first assessment of the situation. Identify if the participant:**

- ⑥ is not breathing;
- ⑥ does not have a pulse;
- ⑥ is bleeding profusely;
- ⑥ has impaired consciousness;
- ⑥ has injured the back, neck or head;
- ⑥ has a visible major trauma to a limb;
- ⑥ cannot move his/her arms or legs or has lost feeling in them .

*If the participant does not show the signs above, proceed to Step 3.*

**Step 3: Do a second assessment of the situation**

- ⑥ Gather the facts by asking the injured participant as well as anyone who witnessed the incident.
- ⑥ Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.
- ⑥ If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

**Step 4: Assess the injury**

If possible, have someone with first aid training complete an assessment of the injury and decide how to proceed. If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate Emergency Action Plan. If they are sure the injury is minor, proceed to step 5.

**Step 5: Control the return to activity**

Allow a participant to return to activity after a minor injury only if there is no:

- ⑥ swelling;
- ⑥ deformity;
- ⑥ continued bleeding;
- ⑥ reduced range of motion;
- ⑥ pain when using the injured part.

**Step 6: Record the injury on an accident report form (SF6) and inform the parents**

## Safety Summary

### Ensuring your curlers are safe:

- ⑥ Club safety policies are board approved, and instructors/program administrators are trained
- ⑥ Obtain all pertinent health information about each participant (17 and under) along with emergency contact information.
- ⑥ Complete an Emergency Action Plan.
- ⑥ Complete a Facility Safety Checklist before beginning each season.
- ⑥ Have a diagram of the facility, with exit locations, ambulance pick-up locations, telephone and first-aid kit locations.
- ⑥ Ensure you have a well-stocked first-aid kit.
- ⑥ Take a first-aid course and/or identify anyone with first aid training.
- ⑥ Obtain a portable defibrillator and learn how to use it.
- ⑥ Ensure proper equipment is available
- ⑥ Ensure curlers are properly “warmed-up” before beginning activity.
- ⑥ Ensure behavior risks are outlined (no sword fighting with brushes, no pushing rocks at people’s feet, etc.).
- ⑥ Ensure youth curlers do not go on the ice without adult supervision.
- ⑥ Ensure qualified Instructors conduct your on-ice program – they have been taught the ways to minimize risk when teaching curling.

## **About Concussions**

There is a lot to know about concussions and their proper management. This section deals in depth with the most common issues associated with concussions.

- ⑥ What is a concussion?
- ⑥ What actually happens?
- ⑥ How do concussions occur?
- ⑥ Who should the athlete tell?
- ⑥ What are the signs and symptoms of a concussion?
- ⑥ When should an ambulance be called?
- ⑥ How are concussions diagnosed?
- ⑥ When can the athlete return to play?
- ⑥ Are there different return-to-play guidelines for different sports?
- ⑥ What is the role of the coach / instructor in the case of youth athlete's return to play?
- ⑥ How can we prevent concussions?

### **What is a concussion?**

A concussion is a common form of brain injury and can be caused by a direct or indirect hit to the head, face, neck or body, induced by biomechanical forces.. Rapid movement of the head, such as whiplash, can also cause a concussion. In a concussion, there is a change in the brain function, which results in a variety of symptoms. With a concussion, there is no visible injury to the structure of the brain, meaning that tests like MRI or CT scans usually appear normal. Your brain still looks fine, but it does not run normally. Concussions typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.

### **What actually happens?**

When a person suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. A hard hit to the body can result in an acceleration and/or deceleration injury when the brain brushes against bony protuberances inside the skull. Such force can also result in a rotational injury in which the brain twists, potentially causing a shearing of the brain nerve fibres. It is not yet known exactly what happens to brain cells in a concussion, but the mechanism appears to involve a change in chemical function. In the minutes to days following a concussion, brain cells remain in a vulnerable state. New research emphasizes that the problem may not be the structure of the brain tissue itself, but how the brain is working. The exact length of this change is unclear. During this time period, the brain does not function normally on a temporary basis and is more vulnerable to a second head injury.

### **How do concussions occur in Curling?**

Most concussions in curling occur as a result of falls on the ice either the front or back of the head colliding with the surface.

### **Who should the athlete-curler tell?**

It is extremely important to seek medical advice immediately upon receiving a blow to the head or body that results in signs or symptoms of a concussion. Often, concussions can go untreated (and even unnoticed by others) because few symptoms are visible to casual observers. Many times, the symptoms of a concussion may not be identified until the person recovers to the point

where increased exertion causes symptoms to worsen. In many cases, curlers do not even know that they have been concussed.

Although symptoms may not be immediately apparent, it is important to be aware of possible physical, cognitive, and emotional changes. **You can never be too careful!** Symptoms may actually worsen throughout the day of the injury or even over the next day or two. Without proper management, a concussion can result in permanent problems and seriously affect one's quality of life.

It is important for any curler who has fallen and hit their head (anywhere on club property for that matter) to tell the club administration **and** to tell a family member, friend, and teammate if they think they have hurt their head. Because a concussion affects the function of the brain and can result in symptoms such as memory loss or amnesia, it is important that others be aware of the signs and symptoms of concussions to help identify the injury in others. If they think they have hurt their head, they should tell someone immediately.

**Youth:** It's very important to congratulate youth curlers at this point for being smart and saying they've been hurt. They should be removed from play immediately and medical attention should be sought immediately.

### **What are the signs and symptoms of a concussion?**

Following a concussion, curlers may experience many different signs and symptoms. A **symptom** is something they will feel, whereas a **sign** is something others may notice. It is important to remember that some symptoms may appear right away and some may appear later. Just as no two people are the same, no two concussions are the same and so the signs and symptoms may be a little different for everyone. Some may be subtle and may go unnoticed by injured players, as well as their friends and family. Contrary to popular belief, most concussions occur without a loss of consciousness. **Symptoms may get worse not just during activity, but later that day and the next.**

### **Common Signs and Symptoms of a Concussion**

#### **Possible Signs Observed**

**Sign:** *A sign is something that will be observed by another person (e.g., parent/guardian, teacher, coach, supervisor, peer).*

#### **Physical**

- vomiting
- slurred speech
- slowed reaction time
- poor coordination or balance
- blank stare/glassy-eyed/dazed or vacant look
- decreased playing ability
- loss of consciousness or lack of responsiveness

#### **Possible Symptoms Reported**

**Symptom:** *A symptom is something the student will feel/report.*

#### **Physical**

- headache
- pressure in head
- neck pain
- feeling off/not right
- ringing in the ears
- seeing double or blurry/loss of vision
- seeing stars, flashing lights
- pain at physical site of injury
- nausea/stomach ache/pain

- lying motionless on the ground or slow to get up
- amnesia
- seizure or convulsion
- grabbing or clutching of head

### **Cognitive**

- difficulty concentrating
- easily distracted
- general confusion
- cannot remember things that happened before and after the injury
- does not know time, date, place, class, type of activity in which he/she was participating
- slowed reaction time (e.g., answering questions or following directions)

### **Emotional/Behavioural**

- strange or inappropriate emotions (e.g., laughing, crying, getting angry easily)

### **Sleep Disturbance**

- drowsiness
- insomnia

### **Additional Information:**

- Signs/symptoms can appear right after the injury, or may appear within hours or days of the injury.
- The signs/symptoms may be different for everyone.
- An individual may be reluctant to report symptoms because of a fear that they will be removed from the activity, or their status on a team or in a game could be jeopardized.
- It may be difficult for younger children (under the age of 10) and those with special needs or where English/French is not their first language to communicate how they are feeling.
- Signs for younger children (under the age of 10) may not be as obvious as in older children/adults.

### **When should an ambulance be called?**

Getting a blow to the head doesn't necessarily mean an ambulance is needed. If a curler loses consciousness or is dazed and confused, or if a neck or back injury is suspected, erring on the side of caution is the right response. **It is better to overreact than to underreact.**

### **How are concussions diagnosed?**

With a concussion, there is no visible injury to the structure of the brain; meaning tests like MRI or CT scans usually appear normal. Concussions typically resolve fully with proper rest and management in about a week or two, but concussions that are not diagnosed can lead to long-

- balance problems or dizziness
- fatigue or feeling tired
- sensitivity to light or noise

### **Cognitive**

- difficulty concentrating or remembering
- slowed down, fatigue or low energy
- dazed or in a fog

### **Emotional/Behavioural**

- irritable, sad, more emotional than usual
- nervous, anxious, depressed

### **Sleep Disturbance**

- drowsy
- sleeping more/less than usual
- difficulty falling asleep

term and more serious health implications. The first and most important step is to consult a doctor, preferably one familiar with concussion management.

There are many potential factors that may help to inform individual diagnosis, concussion management, and recovery, although many of these are still being researched to find the exact link. For example, severity is probably impacted by a number of factors such as history of previous head injuries, including number of past concussions, length of recovery time, timing between past concussions, age, and style of play. Factors such as this may lead to a different, slower recovery, which is why concussion history should always be monitored. Return to activity while still concussed and symptomatic can lead to an increased risk for another concussion, more intense symptoms, and a prolonged recovery.

Diagnosing a concussion may take several steps. A doctor may ask questions about the concussion and sport history and the most recent injury, and will conduct a neurological exam. This can include checking memory, concentration, vision, coordination, and balance.

The doctor may request further tests including a CT scan or MRI; these tests can be important to assess for other skull or brain injury but they do not inform concussion diagnosis. In the majority of concussions, there will not be any obvious damage found on these tests.

**Neuropsychological testing:** Sometimes the role of neuropsychological testing is important in identifying subtle cognitive (i.e., memory, concentration) problems caused by the concussion and may at times help to plan return to pre-injury activity. In addition, balance testing may be required. Usually these are arranged by an expert.

#### **When can a youth player return to school?**

Sometimes youth who have a concussion may find it hard to concentrate in school and may get a worse headache or feel sick to their stomach if they are in school. **They should stay home from school if their symptoms get worse while they are in class.** Once they feel better, they can try going back to school at first for half days and if they are okay with that, then they can go back full-time.

#### **RETURN TO PLAY**

##### **When can a player return to the curling ice? — Return To Play**

Youth should not return to play until they have completed the **Five Steps to Return to Play** and **have been cleared by their doctor.** A concussed player should be removed from activity immediately and should be assessed by a medical doctor. Given that symptoms may worsen later that night and the next day, **they should not return to the ice.** When children are concussed, their ability to assess their situation may be impaired. Post-concussive symptoms may intensify with an increase in activity, so it is important that return to activity is gradual and monitored/supervised by a medical professional.

A concussion is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation is a step-wise process that requires patience, attention, and caution. **Each step must take a minimum of one day but could last longer, depending on the player and his or her specific situation.**

The **Five Steps to Return to Play** include:

**STEP 1: NO ACTIVITY, ONLY COMPLETE REST.**

Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once symptoms are gone, a physician, preferably one with experience managing concussions, should be consulted before beginning a step-wise return to play process.

**STEP 2: LIGHT AEROBIC EXERCISE.**

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

**SYMPTOMS RE-OCCUR?** - Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**NO SYMPTOMS?** - Proceed to **Step 3** the next day.

**STEP 3: TRAINING DRILLS.**

Activities such as skating or throwing can begin at step 3. There should be no body contact or other jarring motions such as high-speed stops or hitting a baseball with a bat.

**SYMPTOMS RE-OCCUR?** - Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**NO SYMPTOMS?** - Proceed to **Step 4** the next day.

**STEP 4: BEGIN PRACTICE.**

**SYMPTOMS RE-OCCUR??** - Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**NO SYMPTOMS?** - The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. **Proceed to Step 5 only after medical clearance.**

**STEP 5: GAME PLAY.**

**SYMPTOMS?** - Return to rest until symptoms have resolved. If symptoms persist consult a physician.

**Are there different return-to-play guidelines for different sports?**

Overall, the Return to Play Guidelines outlined in this document can be applied to all activity.

**What is the role of the Coach / Instructor / Club Management in return-to-play?**

Coaches / Instructors / Club Management have the FINAL SAY about whether the injured player plays. IF IN DOUBT, SIT THEM OUT... it is essential to err on the side of caution. Exertion makes concussion symptoms worse. In addition, for youth, they aren't as well coordinated as usual and their decision-making is poorer, the risk of another injury is greater.

One of the greatest risks associated with returning to play too soon is getting injured again and suffering Second Impact Syndrome. While rare, Second Impact Syndrome is a condition in which a second concussion occurs before the brain has completely healed from the first concussion;

the syndrome causes rapid and severe brain swelling. Second Impact Syndrome can result from even a mild concussion that occurs days or weeks after the initial concussion. Most cases of Second Impact Syndrome occur in young athletes.

The coach's role in return to play has a strong educational component. Concussion education at the start of the season is really important. Key messages involve what a concussion is, why it's important to tell coaches or other adults about a suspected concussion, and what can happen if you aren't honest about a suspected concussion. Children need to know that rushing back before their brain has had a chance to rest will actually result in them missing MORE playing time. Coaches also have a responsibility to stay up-to-date on the treatment of head injuries. Coaches should also check regularly with leading authorities such as Parachute ([www.parachutecanada.org](http://www.parachutecanada.org)), the Coaching Council of Canada ([coach.ca](http://coach.ca)) and the Canadian Centre for Ethics in Sport ([www.cces.ca](http://www.cces.ca)).

Club programs should have a clear Return to Play Policy – inclusive of Medical Clearance Documentation for an athlete Returning to Play following a concussion.

### **How can youth cope with the symptoms of a concussion?**

The best medical management for a concussion is rest, both physical and mental. A child who has suffered a concussion may often feel lethargic and tired. It is important for children to admit this fatigue to themselves. The brain is telling the child that he or she needs rest, and it is extremely important for the child to listen. If the child continues pushing himself or herself and struggling on, it is likely to make the symptoms worse.

The first thing to fail when children get tired is concentration. If there is something important to get done, it is best for children to complete it when they are fresh after resting. When their attention starts to fade, they may need to stop, rest again, and write down the important things for later.

Many children who have suffered a concussion often complain of being very irritable. Children may find that things that would not normally annoy them suddenly do. Children sometimes find themselves losing their temper, snapping at family members or friends, and being very annoyed over things. This may be because children's own self-control needs a fresh, working brain as well. In order to cope with this, children need to be aware of emotions. Some children have learned personal relaxation methods such as imagery and progressive relaxation methods to optimize their coping skills.

Other symptoms such as dizziness and clumsiness appear because the brain is reacting slowly and less efficiently. Concussions can upset balance organs in the ear, resulting in vertigo. One way to deal with these types of symptoms is to take special care in actions and movements, which means walking slowly and being aware of one's surroundings.

Other problems such as noise sensitivity and visual changes are also the result of a concussion. Putting up with noise and bright lights needs brain energy, and children may find that they do not have the energy level to do so. Children may be around a loud radio, bright lights, or a stimulating environment and find themselves suffering from bad headaches. One way of coping with this is

to avoid loud noise and bright lights as much as possible. Many people find it helpful to wear sunglasses everywhere, even indoors.

When dealing with other symptoms, it is crucial for children to take only medications that their doctor has prescribed or approved of. Also, children should not take any drugs not prescribed by a medical doctor, as it may hinder recovery and can put them at risk of further injury. Although symptoms resolve spontaneously in most cases, usually in a couple of weeks, the process of healing from a concussion may take considerably more time. It is important for children to pace themselves and increase activity gradually.

### **How can children prevent concussions?**

It is important to take a preventive approach when dealing with concussions. This is especially true with recent concussions as the brain is still very vulnerable at that time. In general, concussion prevention is about the **three E's**: Engineering, Education, and Equipment.

#### **Engineering**

Children should at all times wear appropriate, well-maintained equipment that fits properly.

#### **Education**

Prevention of concussion and head injury is most successful when children are properly educated and the safety rules of the sport environment are enforced. Concussions are an invisible injury, making it important for children to share information with the people surrounding them. This will help them understand children's situations and educate them for the future.

#### **Equipment**

Protective equipment can reduce the risk and severity of injuries to the face and skull, but there is no concussion-proof helmet, however, wearing head protection will reduce the risks.

#### **Credits**

Curling Canada – Safety First Policy 2016

Consensus statement on concussion in sport: the 4<sup>th</sup> International conference on Concussion in Sport held in Zurich, November 2012

Club Coach: Youth Module 3

© Curling Canada and Coaching Council of Canada

Canadian Sport for Life – Physical Literacy: PLAY SAFE: Physical Literacy and Injury Prevention Guide for Leaders.

Ontario Curling Council – Jennifer Ferris

#### **Club Survey**

[https://curlingcanada.formstack.com/forms/curling\\_canada\\_head\\_protection](https://curlingcanada.formstack.com/forms/curling_canada_head_protection)



## Emergency Action Plan (example)

Emergency numbers: 9-1-1 ~ If not, local police, fire, ambulance numbers should be posted

Contact Information  
President: **Jim Brown** Cell: **613-555-1212**  
Manager: **Jane Smith** Cell: **613-555-1234**  
Ice Tech: **John White** Cell: **613-555-1256**  
Other: **Sue Jones** (bar manager) Cell: **613-555-1278**

Curling Rink Information  
**Ottawa Curling Club** Address: **440 O'Connor Street, Ottawa, ON K2P 1W4**  
Telephone: **613.234-4119**  
Nearest cross street: **Catherine & the Queensway**



### Person(s) on-site in charge

- ⑥ Clear risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
- ⑥ Designate who is in charge of the other participants.
- ⑥ Protect yourself (wear gloves if in contact with body fluids such as blood).
- ⑥ Check that airway is clear, breathing is present, a pulse is present, and there is no major bleeding.
- ⑥ Wait by the injured person until the ambulance arrives and the injured person is transported
- ⑥ Fill in an accident report form

### On-site Call Person(s)

- ⑥ Call for emergency help.
- ⑥ Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done).
- ⑥ Clear any traffic from the entrance/access road before ambulance arrives.
- ⑥ Wait by the driveway entrance to the facility to direct the ambulance when it arrives.
- ⑥ Call the emergency contact person listed on the injured person's medical profile.

### Names

Option 1: **Steve Good**

Option 2: **Rick Shea**

Option 3: **Jennifer Smith**

### Names

Option 1: **Henry Bird**

Option 2: **Debbie Justice**

Option 3: **Jack Abbott**

**FACILITY CHECKLIST (form SF-2)**

FACILITY:

DATE:

INSPECTED BY:

ITEM	ADEQUATE	INADEQUATE	CORRECTIVE MEASURES	OBSERVATIONS
Walkways in ice area				
Dressing rooms				
Equipment				
First Aid				
Entrances				
Stairways				

Correction references: 1) add, 2) replace, 3) modify, 4) discard, 5) clean, 6) repair, 7) check.

## First Aid Checklist (Form SF-3)

ITEMS	September	October	November	December	January	February	March	April	May	Summer
Surgical gloves										
Peroxide										
Soft antiseptic soap										
Antiseptic wipes										
Band-Aids										
Butterfly bandages										
Sterile gauze pads										
Self-adherent wrap										
Second Skin										
Triangular bandage										
Safety pins										
Juice box										
Plastic bags for ice										
Scissors										
Tweezers										
Duct tape										
EMS phone numbers										
Participants medical information										

**Participant Information Card (form SF-4)**

This should be completed by anyone under your duty and care (under the age of majority). It should also be completed and submitted by your staff. Finally, the 'person to contact in case of emergency' should be part of your membership application form.

**EMERGENCY CONTACT INFORMATION**

**Person to contact in case of emergency**

Daytime phone: (     )     -                      Evening phone: (     )     -

Mobile telephone: (     )     -

**Alternate emergency contact**

Daytime phone: (     )     -                      Evening phone: (     )     -

Mobile telephone: (     )     -

**MEDICAL HISTORY DOCUMENT – Form SF 5**

Medications

Allergies

Previous Injuries

Do you carry and know how to administer your own medication(s)?

Yes  
No

Any other conditions (contact lenses):

Doctor's Name and Phone  
Number:

Dentist's Name and Phone  
Number:

I understand that, in the event that no one can be contacted, the Curling club staff or volunteers will admit my child to the hospital if deemed necessary. I also understand, that under no circumstances is the Curling Club or its staff or volunteers, liable or responsible for the treatment of said injured or ill player. I hereby authorize the physician and nursing staff on duty at any emergency unit to undertake examination, investigation and necessary treatment of my child.

Parent or guardian's signature

Print Name

Date

**ACCIDENT REPORT FORM – Form SF-6**

**Patient Information**

Date:

Last Name:

First Name:

Address:

City:

Postal Code:

Mobile:

Home Phone:

Gender Male

Age

Height

Weight

Female

Known medical conditions

**INCIDENT INFORMATION REPORT**

Date & time of incident:

Time of first intervention:

Time of medical support arrival:

Describe the incident (person in charge version)

Event & Conditions: (name the event when the incident took place, the location, surface quality, light, weather):

Actions Taken:

- After Treatment, the patient was:
- a) sent home
  - b) sent to hospital
  - c) back on the ice

Form completed by [print]

Date

Signature



**Policy Name:** Hosting and Sanctioning Policy  
**Policy Number:** NOCA-024  
**Version Date:** October 18, 2016  
**Approval Date:** October 24, 2016

## **HOSTING and SANCTIONING POLICY**

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### **Preamble**

NOCA consists of six regions and has a total of ten provincial championships: Bantam, Junior, Mixed, Senior, Men's, Women's, Masters, Wheelchair, Travelers Club, and Mixed Doubles. 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.

### **Purpose**

The purpose of this Policy is to outline the requirements for Clubs hosting NOCA Events. 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.

### **Definitions**

The following terms have these meanings in this Policy:

- q) "*Events*" – includes practices, competitions, games, challenges, playoffs, meetings, and programs
- r) "*Sanctioned*" – any event acknowledged by NOCA, leading up to and including, one of the ten provincial championships.

### **Policy**

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

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

### **Provincial Championships - Provincial Site Selection and Rotation**

1. There are ten provincial championships (Bantam, Mixed, Junior, Senior, Men, Women, Masters, Wheelchair, Travelers Club, and Mixed Doubles). Each region shall host at least one provincial championship per year. Provincial championships are rotated annually among the regions. The provincial rotation is posted on the NOCA website.
2. Provincial championships shall be held on a date that allows champions to be declared at least three weeks in advance of the Canadian championships.

3. Clubs must submit bids to NOCA to host any provincial championships.
4. If there isn't a club in the designated Region willing to host a provincial or qualifier event by April 30<sup>th</sup> of the season prior to the provincial championship, then the opportunity to host will be offered to the other two Regions in the same area (either West or East)
  - *First to the Region that did NOT host the event most recently with deadline May 30<sup>th</sup>*
  - *Second to the Region that last hosted the event with deadline June 30<sup>th</sup>*
5. If a club can't be found in whatever geographical area the original host was to come from, either West or East, then the opportunity to host the event will be offered to ALL clubs in the other geographical area with a deadline date of September 15<sup>th</sup>. If there are numerous clubs that express an interest then the decision will be made by a Host Bid Committee.
6. Host sites are evaluated using the Playdown Site Evaluation Template available as **Appendix A**.

### **Team Entry – Provincial Championships**

1. Entry fees are set by NOCA's Board of Directors. Entry fees are described in NOCA's *Finance Policy*.
2. The closing date shall be posted on the NOCA website.
3. 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**

1. The NOCA office provides banners and NOCA logos to host clubs; banners and logos are to be shared among the regions.

### **Officiating**

1. NOCA rules are used for all competitions hosted in Northern Ontario.
2. Head officials must be level 2 certified for provincial championships.
3. Time clocks, approved by the NOCA, are recommended for all championships and are required for provincial championships.

### **Team Photographs**

1. 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.
2. 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
3. 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**

1. NOCA provides the following maximum hosting grants to host clubs:
  - a) \$1000 for National events
  - b) \$500 for Men's and Women's provincial championships
  - c) \$300 for other provincial championships
  - d) \$200 for Regions and Inter-regions
2. NOCA may also provide, upon request, additional funds to Clubs in order to assist with ice technician consultation to a maximum of \$300.
3. NOCA sponsors one lunch/dinner at each provincial championship. This sponsorship amount will be determined by the Board of Directors annually.

#### **Other Guidelines**

4. Playdown Host Guidelines and Competitor Guides may be found on the website ([www.curlnoc.ca](http://www.curlnoc.ca)) or contact the NOCA office.

## Appendix A

### NOCA Playdown Site Evaluation Template

<b>Bid Element</b>	<b>Comments</b>
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)



**Policy Name:** Membership Policy  
**Policy Number:** NOCA-025  
**Version Date:** October 17, 2016  
**Approval Date:** October 24, 2016

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## MEMBERSHIP POLICY

### PREAMBLE

The Northern Ontario Curling Association (NOCA) is a Member Association of both Curling Canada (National Sport Organization) and the Ontario Curling Council (Provincial Sport Organization).

NOCA's Bylaws define the corporation's membership. NOCA has five categories of membership: Adult; Youth; Member Club; Honorary Life; Affiliate.

### PURPOSE

This policy defines the categories of membership and details related programs and services provided for those members and any fees.

### DEFINITIONS

- a) *Curling Club* - An organized curling club composed of members and registered with the Corporation.
- b) *Provincial Sport Organization (PSO)* - A provincial governing sport body recognized by the Ministry of Culture, Tourism and Sport (MTCS). The MTCS provides sport funding to the PSO.
- c) *Registrant* - Any individual registered with a Curling Club and/or the Corporation and has agreed to abide by the Corporations' bylaws, policies, procedures, rules and regulations. Members may include but are not limited to a registered, athlete, coach, official or volunteers that pay a designated participant fee to the Ontario Curling Council through the Northern Ontario Curling Association to receive PSO delivered programs, services and activities on an ongoing basis. This excludes a one-time event or competition, and the services, benefits or activities that are mandatory requirements of the MTCS' Sport Recognition Policy (i.e. Rules, insurance, competition guidelines, communication including web site access, risk management policies, etc.).
- d) *Long Term Athlete Development Model (LTAD)* - A systematic framework for curling which identifies optimal training, competition and recovery principles and practices for our athletes through sequential stages from childhood through to adulthood. It recognizes there are two distinct streams in curling – the lifetime recreational sport and the elite competitive arena.

### POLICY

1. **Categories** – The Corporation has five Membership Categories:

- 1.0 Adult Member – Any individual, 18 years of age or over, who applies for membership to the Association, has agreed to abide by the Association’s Bylaws, policies, procedures and rules and regulations, is involved in curling leagues and whose club is a member.
- 1.1 Youth Member – Any individual, under 18 years of age, who applies for membership to the Association, has agreed to abide by the Association’s Bylaws, policies, procedures and rules and regulations, is involved in curling leagues and whose club is a member.
- 1.2 Member Club – Any curling club within the boundaries, defined by the Board of the Association that:
- a) Has applied for membership to the Association and who has been accepted by the Board;
  - b) Has agreed to abide by the Association’s Bylaws, policies, procedures and rules and regulations;
  - c) Offers regularly organized curling activities within a building properly equipped and maintained for curling;
  - d) Operates under the guidance of a board of directors, executive, committee, or any other body empowered to manage the sport of curling within the building;
  - e) Has bylaws and/or policies that are consistent with those of the Association;
  - f) Has agreed to register all of its players and participants who are involved in curling leagues with the Association.
- 1.3 Honorary Life Member – Honorary Life Memberships shall be bestowed on any person so recommended for recognition to the Association by way of 2/3 vote of the Board of Directors. Honorary Life members shall have contributed greatly to the development and promotion of amateur curling in Northern Ontario and be entitled to all the privileges of membership in the Association, save and except voting.
- 1.4 Affiliate Member – Any individual, 18 years of age or over, who applies for membership to the Association, and has agreed to abide by the Association’s Bylaws, policies, procedures, rules and regulations.
2. **Registrants:** There are five registrant groups: Athlete, Coach, Official, Volunteers and Other.

**a) Athlete**

Athletes may be considered (but are not limited to) recreational or competitive.

**Recreational Curlers**

<b>LTAD Stage</b>	<b>Commonly Used Curling Terminology</b>	<b>Description</b>
FUNDamentals	Elementary School Curler Little Rockers	Elementary school aged curlers who join the club to participate in programs designed for athletes of their age and stage of development

Learning to Train Active for Life	Club Curlers	Members of any age, stage or ability who join and play within the club or interclub leagues (including by not limited to; Visually Impaired, Stick Curling, Deaf Impaired, Special Olympics, LBGTQ)
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**Competitive Curlers**  
**LTAD Stage**

**Commonly Used**  
**Curling Terminology**

**Description**

Training to Train Training to Compete Training to Win	Youth Challenges, U18 U21 University/College Curler Men's, Women's and Mixed Curler Doubles Curler Senior Curler Master's Curler Wheelchair Curler	Each age and stage of development may vary depending upon the age the athlete entered the sport.
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**b) Coach**

NOCA recognizes coaches from the Level's Based National Coaching Certification Program (NCCP) system and/or the Competency-Based NCCP System until the transition of the NCCP is complete

- Level 1 Certified Curling Coach
- Level 2 Certified Curling Coach
- Level 3 Certified Curling Coach
- Level 4/5 Certified Coach
- Club Coach – Youth
- Club Coach
- Competition Introduction Coach
- Competition Development Coach
- Canada Winter Games Professional Development Training
- Advanced Coaching Diploma

**c) Officials**

- Timekeepers
- Level 1
- Level 2
- Level 3
- Level 4

**d) Volunteers**

- NOCA – Board of Directors
- External Committee Participants

**e) Other**

- Ice Technicians

### **3. Services, Benefits and Activities**

The Northern Ontario Curling Association, through collaboration with other delivery partners in Ontario including the Ontario Curling Council and Ontario Curling Association, makes available programs and services that provide benefits to members.

These services, benefits and activities may include but are not limited to;

#### **Athlete Development:**

- Skill Awards Program
- Junior Curling Camps
- Bantam High Performance Camps
- Team Ontario Winter Games Training Programs
- High Performance Camps
- High Performance Support Services
- High Performance Centre
- Access to Expert Support – Mental Performance Trainers, Fitness Trainers, Nutritionists
- Learn to Curl Clinics
- Youth Challenges
- Talent Identification Camps
- Quest for Gold Athlete Assistance Program
- Next Generation Program
- Development Camps for Athletes with a Disability

#### **Coach Development**

- National Coaching Certification Program Workshops
  - Club Coach: Youth
  - Club Coach
  - Competition Coach
- Professional Development Opportunities including but not limited to:
  - Coach Symposiums
  - Canada Winter Games Professional Development Module
  - Wheelchair Curling Coach
  - Webinars
- Quest for Gold Mentorship Program
- Learning Facilitator/Evaluator Training and Professional Development

#### **Competitions**

- NOCA offers a variety of provincially sanctioned competitions which contribute to the meaningful development of our athletes and provide access to compete in national events
- Competitive Events are available for all ages/stages of the LTAD and for athletes with a disability

**Officials Training**

- Timekeeper Training
- Level 1 Official Training
- Level 2 Official Training

**Ice Technician Training**

- Level 1 Ice Technician Training
- Level 2 Ice Technician Training

**Other**

- Access to programs funded by the MTCS
- Application support when applying for Provincial Grants
- Feature Articles, newsletters
- Website Access, Social Media
- Support to Curling – Charitable Receipting Program

**4. Fees**

NOCA, through its Affiliated Curling Clubs, collects an annual registrant fee for all registrants in a curling club as determined annually by the Board of Directors to subsidize program delivery in the Province. Each Affiliate Club collects the annual participant fee and remits the fee to the Northern Ontario Curling Association upon receipt of an invoice from the Northern Ontario Curling Association.

NOCA will charge a user fee for services provided to registrants directly, fees for those programs will be posted on the NOCA's website as part of the registration information. NOCA will collect an additional \$5.00/athlete/competition from athletes competing in any sanctioned competition leading to a national championship to subsidize high performance programming in the province.



**Policy Name:** Selection Policy  
**Policy Number:** NOCA-026  
**Version Date:** October 17, 2016  
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## SELECTION POLICY

### PREAMBLE

The Northern Ontario Curling Association (NOCA) follows a competitive qualification process to determine provincial representatives at any national championship.

NOCA is committed to a fair selection process for individuals wishing to act in officiating capacity at any NOCA competitions, or for individuals or teams wishing to participate in NOCA programs or services.

The NOCA will ensure that selection criteria for programs and services is clear, transparent and accessible.

### DEFINITIONS

**Provincial Sport Organization (PSO)** – Ontario Curling Council (OCC)

**Member Association (MA)** - Northern Ontario Curling Association (NOCA), Ontario Curling Association (OCA)

### PURPOSE

1. To outline the Northern Ontario Curling Association's process of determining its provincial representation at competitions.
2. To outline the selection process for officials at NOCA competitions.
3. To outline the selection procedure for programs/services provided by NOCA.

### POLICY

#### Provincial Representatives

1. NOCA will determine Northern Ontario provincial representatives for events leading to a national championship through a competitive qualification process. NOCA will determine a play down structure suitable to its geographic region, ensuring equitable access to competition for all participants. Participants must comply with rules of eligibility, event rules and be a participant in good standing with a member club of NOCA and the PSO in order to enter any competitive event regardless of how far they progress in the competition.

2. For Province-wide events which must declare one representative for the province of Ontario, the Ontario Curling Council shall be the organizing body of the event (ex. Canada Winter Games Qualifier). OCC will ensure equitable access to competition, and will publish the competition structure, rules and eligibility on its website. Participants must comply with rules of eligibility, event rules and be a participant in good standing with both the MA and the PSO in order to enter any competitive event regardless of how far they progress in the competition.

### **Selection of Officials**

3. NOCA shall appoint a head official for any OCC organized competition. The Head Official shall meet all certification/training requirements for the age/stage/discipline of the event in which they are officiating. Supporting officials for an event will be selected based on the proximity of the official's residence to the event to ensure fiscal prudence of the organization.
4. The Ontario Curling Council shall appoint a head official for any OCC organized competition. The Head Official shall meet all certification/training requirements for the age/stage/discipline of the event in which they are officiating. Supporting officials for an event will be selected based on the proximity of the official's residence to the event to ensure fiscal prudence of the organization.

### **Selection of Athletes, Coaches or Other Participants to NOCA and OCC Programs/Services**

5. Wherever possible, programs and services shall be on a first come, first served basis, open to any and all participants who have obliged with programs rules of eligibility, and who are participants in good standing with both NOCA and the PSO. Capacity limitations may apply.
6. Where resources are limited and require selection of the benefactors of a program or service, a Board Approved "Program" Selection Committee shall be selected through a Board approved process. The "Program" Selection Committee shall consist of 3-5 individuals, one NOCA Board Representative (ex-officio) and the Executive Director (ex-officio). The Program Selection Committees will perform tasks outlined to them in the Committee's Terms of Reference – as determined by the NOCA Board of Directors. All selection criteria will be clear, transparent, fair, timely and posted publicly on NOCA's website at [www.curlnoc.ca](http://www.curlnoc.ca).
7. For programs and services offered by the Ontario Curling Council, and where resources are limited and require selection of the benefactors of a program or service, a Board Approved "Program" Selection Committee shall be selected through a Board approved process. The "Program" Selection Committee shall consist of 3-5 individuals, one OCC Board Representative (ex-officio) and the Manager of Programs and Operations (ex-officio). The Program Selection Committees will perform tasks outlined to them in the Committee's Terms of Reference – as determined by the OCC Board of Directors. All selection criteria will be clear, transparent, fair, timely and posted publicly on the Ontario Curling Council's website at [www.ontariocurlingcouncil.com](http://www.ontariocurlingcouncil.com)



**Policy Name:** Learning Facilitator Policy  
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## LEARNING FACILITATOR POLICY

### **Purpose**

1. 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**

2. 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**

3. 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**

4. 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)
5. 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**

6. 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.
7. 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.
8. 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**

9. 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.
10. 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
11. 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.)

12. 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 agreed upon annually by the Finance and Audit Committee.
  - 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