

NOCA

Manual

Revised September 27, 2011

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Northern Ontario Curling Association

I. CONSTITUTION

1. NAME

The name of the Corporation is “Northern Ontario Curling Association”, referred to in this document as the Association, and registered as a non-profit organization.

2. OBJECTIVES

- a. Transfer members affiliated with the NWOCA, NOCA, T&NOCA and NOLCA to the new Association, Northern Ontario Curling Association (NOCA) and to approach all other curling facilities in Northern Ontario of seek their affiliation with the Association.
- b. Maintain the Association affiliation with the CCA and to engender good relationships with other curling organizing bodies.
- c. Provide assistance and support to affiliated facilities and clubs with the maintenance of world-class levels of achievement by ice technicians, coaches, officials, curling athletes, etc.
- d. Reinvest any revenues realized from Canadian and World’s Mens and Womens Championships held in Northern Ontario in the development of curling in Northern Ontario.
- e. Assist affiliated members and facilities in providing quality services and programs.
- f. Assist affiliated facilities to increase local awareness about curling opportunities.
- g. Establish the rules and regulations of curling competitions for Northern Ontario.
- h. Organize and conduct sanctioned competition playdowns and championships consistent with established rules and regulations.
- i. Assist in running recreational curling champions consistent with established rules and regulations.
- j. Ensure that all curlers are aware of their responsibilities when playing the game

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II. BYLAWS

1. GENERAL

- 1.1. These Bylaws relate to the general conduct of the affairs of the Northern Ontario Curling Association, a Association incorporated under the Ontario Associations Act, R.S.O. 1990, c.38, and referred to as the “Association” in these Bylaws.
- 1.2. The following terms have these meanings in these Bylaws:
- a) *Act* – the Ontario Corporations Act.
 - b) *Delegate* - a person appointed by a member facility or member club in accordance with these bylaws, to attend general meetings of the Association.
 - c) *Facility* - the entire community within one (1) physical facility, which operates and participates in curling activities.
 - d) *Member* - Any individual having paid membership dues directly or indirectly via a member facility to the Association, or any individual recognized as a life member by the following founding Associations of the NOCA; NOCA, NOLCA, NWOCA & TNOCA.
 - e) *Member Club* - any person or group who operates, or operates within a facility, or part of a facility, properly equipped and maintained for curling.
 - f) *Member facility or member club in good standing* - any facility that has paid its current annual membership fee, or any other subscription or debt due and owing by the facility to the organization.
 - g) *Regions* - those six (6) geographical areas, as indicated on the map, attached as Schedule A, from which regional champions will be declared as defined by the organization’s board of directors from time to time. The Regions are numbered 1 through 6.
 - h) *Registered Address* – the most recent address of record in the register of Members.
 - i) *Rental League* – Any organized group renting ice from a facility on a regular weekly or bi-weekly basis for the purpose of curling
 - j) *Service Areas* - those geographical areas as defined by directors from time to time, from within which the organization delivers services to its members.
- 1.3. The head office of the Association will be located within the Township of Atikokan, Ontario and may be changed by resolution of the Directors.
- 1.4. The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objectives.
- 1.5. In these Bylaws, words stating the male gender will include the female gender as well as corporate bodies (i.e. clubs), and words stating the singular will include the plural and vice-versa.
- 1.6. Except as provided in the Act, the Board will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Association.

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- 1.7. The Association will prepare and maintain at its registered office the articles of incorporation, by-laws, minutes of meetings, resolutions of members and a register of directors all of which will be available for review by Members of the Association.
- 1.8. Unless otherwise specified in the Act or these Bylaws, meetings of Members and meetings of the Board will be conducted according to Roberts Rules of Order (current edition).
- 1.9. These definitions become effective on the date these bylaws are approved.

2. MEMBERSHIP

Categories of Membership

- 2.1. Membership in the Association shall be divided into 4 (four) classes, namely:
 - a) Individual Members
 - b) Member facilities
 - c) Member clubs
 - d) Honorary life members.

Admission for membership

- 2.2. Any curling facility or curling club within the geographical boundaries of the Association may be eligible for membership, providing it fulfills the following conditions:
 - a) It offers regularly organized curling activities within a building properly equipped and maintained for curling.
 - b) It allows for identical memberships for both genders and equal participation in decision-making by adults of both genders.
 - c) It operates its curling activities under the guidance of an executive, board of directors, curling committee, or any other body empowered to manage the sport of curling in a facility.
- 2.3. A curling facility may apply to the Board of Directors of the Association for membership in the Association, and on acceptance by the directors, is a member facility within the region where it is geographically located.
- 2.4. Any former member facility or member club whose membership has lapsed may apply for reinstatement in the Association.
- 2.5. Honorary Life Memberships shall be bestowed on any person so recommended for recognition of special services to the Association (or a predecessor thereof) and to the game of curling. Honorary Life members shall be entitled to all the privileges of membership in the Association, save and except voting, and shall be excluded from the number of curlers upon which a member facility's annual dues may be calculated.

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- 2.6. Individuals holding life memberships of NWOCA, NWOLCA, NOCA, NOLCA, and T&NOCA on the date of the amalgamation to create the Association shall be entitled to life members in the Association.

Terms of Membership

- 2.7. Every member must uphold the constitution and comply with these bylaws.

Membership Dues and Register

- 2.8. The directors shall determine the amount, as well as time and method of payment of annual membership dues.
- 2.9. Each member facility and member club shall annually submit to the Association a list of all curlers participating in a league that is supported by the member facility and member clubs.
- 2.10. The Association will keep a register of its Members together with address, date admitted to membership and date of termination of membership.

Withdrawal or Termination of Membership

- 2.11. A member facility or member club ceases to be a member of the Association:
- a) Upon delivery of its resignation in writing to the Secretary Treasurer of the Association or by mailing or delivering to the address of the Association and such delivery or mailing shall be a forfeiture by the member facility of all right and claim upon the Association.
 - b) On being expelled
 - c) At the discretion of the directors;
 - i) On not having paid its annual dues within the time as established by the directors; or
 - ii) As a result of conduct tending to bring the Association and/or the sport of curling into disrepute; or
 - iii) Upon the member facility no longer being eligible for membership pursuant to section 2.3 of these bylaws.
- 2.12. A member facility or member club may be expelled by a special resolution of the members passed at a general meeting, provided:
- a) The notice of special resolution for expulsion is accompanied by a brief statement of the reasons for the proposed expulsion; and
 - b) A representative of the facility subject to the proposed resolution for expulsion is given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Good Standing

- 2.13. A Member of the Association will be in good standing provided that the Member:
- a) Owes no outstanding membership dues or other debts to the Association;
 - b) Has not ceased to be a Member;

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- c) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
 - d) Has complied with the Constitution, Bylaws, policies and rules of the Association; and
 - e) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board.
- 2.14. Members who cease to be in good standing will not be entitled to vote at meetings of Members and, where the Member is a Director, at meetings of Directors, or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

3. MEETINGS OF MEMBERS

Annual General and Special Meetings

- 3.1. The annual general meeting of the Association shall rotate from region to region. The directors will designate the time and place.
- 3.2. The directors may, when they deem necessary, convene an extraordinary general meeting.
- 3.3. Notice of general meetings shall be delivered 21 days prior to the meeting to each member club and their representative delegates as detailed in these bylaws, and shall specify the time, date and location of the meeting, and in case of special business, the general nature of that business.
- 3.4. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the member facility and member club entitled to receive notice, does not invalidate proceedings at that meeting.
- 3.5. The first annual general meeting of the Northern Ontario Curling Association must be held not more than 12 months after the amalgamation of NWOCA and NOCA, NOLCA, T&NO, and after that, an annual general meeting must be held at least once in every calendar year.
- 3.6. Special business is:
- a) Business conducted at an extraordinary meeting excluding business conducted at an annual general meeting.
- 3.7. Business conducted at an annual general meeting, includes, but not limited to, the following:
- a) The adoption of rules of order.
 - b) The consideration of the financial statements.
 - c) The reports of directors.
 - d) The report of the auditor, if any.
 - e) The appointment of the auditor, if required; directors may pass a resolution to waive an audit and conduct an accounting review.

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- f) Such other business that, under these bylaws, may be conducted at an annual general meeting or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 3.8. Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- 3.9. Subject to section 3.10., the president of the Association, or in the absence of the president, the vice president or, if in the absence of both, one of the other directors present must preside as chair of a general meeting.
- 3.10. If at a general meeting either of the following occur, the members present must choose one of their number to be the chair:
 - a) There is no president, vice-president or any other director present within 15 minutes after the time appointed for holding the meeting, or:
 - b) The president and all the other directors present are unwilling to act as the chair

Quorum at Annual General or Special Meetings

- 3.11. Seven (7) directors shall constitute a quorum at a general meeting.
- 3.12. If within one hour after the time appointed for a general meeting, a quorum is not yet present; the meeting shall stand adjourned to such a date, time and place as determined by the directors. Not less than fourteen (14) days notice of such date, time and place shall be given to the directors and member clubs, and if, at the adjourned meeting, a quorum is not present within one (1) hour after the time appointed for the meeting, directors present constitute a quorum if they represent 2/5ths of the Board.

Voting at Annual General or Special Meetings

- 3.13. Voting shall be by show of hands or secret ballot.
- 3.14. Only directors in attendance at general meetings in person, via conference telephone call, or other electronic methods authorized by the executive of the Association, shall be entitled to vote. Proxy voting is not permitted.
- 3.15. Each Director shall be entitled to one vote.
- 3.16. Unless a poll is requested, a declaration by the chair that a resolution has been carried and an entry to that effect in the minutes of the proceedings of the meeting shall be sufficient evidence of the fact without proof of the numbers or proportion of the votes recorded in favour or against a resolution.
- 3.17. If a poll is requested, the same shall be taken in such a manner, as the chair shall direct.

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- 3.18. Unless specified otherwise, questions at meetings which require a decision will be decided by majority vote. In the case of a tie, the President shall cast the tiebreaking vote. An abstention from voting will not be counted as a vote.
- 3.19. Matters required to be determined by Special Resolution will be passed by a majority of not less than two-thirds of votes cast by voting members at a General or Special Meeting for which proper notice has been given.
- 3.20. At the beginning of each meeting, the Board may appoint one or more scrutinizers who will be responsible for ensuring that votes are properly cast, counted, and destroyed.

Regional Meetings

- 3.21. Each member facility and member club in good standing shall appoint one (1) voting delegate to attend and represent the facility and club at regional meetings or extraordinary meetings of the Association. Each member facility and member club shall inform the regional directors of the Association, in writing, the name and address of its delegate prior to the commencement of any meeting.
- 3.22. Regional meetings shall be convened by the Regional Directors:
 - a) Such meetings shall take place within the prescribed region or by electronic means as provided for in these bylaws no later than 2 weeks prior to the Association's annual general meeting.
 - b) Approval of business at regional meetings requires a simple majority of voting delegates in attendance.
 - c) The purposes of the regional meetings are:
 - i) The election of directors, one (1) male and one (1) female, from each region, for a total of twelve (12).
 - ii) To plan regional competitions.
 - iii) To deal with any recommendations, concerns and/or requests from member facilities and member clubs.
- 3.23. Minutes shall be forwarded to the Executive Director no later than two (2) weeks prior to the AGM.

4. GOVERNANCE

Composition of the Board

- 4.1. The board of directors shall govern the affairs of the Association.
- 4.2. The board of directors shall consist of twelve (12) directors, one (1) male and one (1) female from each region elected prior to the annual meeting by the delegates at their regional meetings.

Election and Appointment of Directors

- 4.3. Candidates may run in only (1) region.
- 4.4. Only individuals nominated by a member facility or member club in good standing are eligible for election as a director of the Association.
- 4.5. Election of male directors shall be:
 - a) In 2012 and every third year thereafter in Regions #1, 3 and 5
 - b) In 2013 and every third year thereafter in regions #2, 4 and 6
- 4.6. Election of female directors shall be:
 - a) In 2012 and every third year thereafter in regions #2, 4 and 6
 - b) In 2010 and every third year thereafter in regions #1, 3, and 5
- 4.7. Terms of office for all directors shall be three (3) years. Directors will serve for no more than two (2) consecutive terms. If no candidates run for election, the director (s) may serve an additional term.
- 4.8. The newly elected Directors' term of office shall begin June 1st of the election year.
- 4.9. The Executive Director will notify the Secretary-Treasurer of the Directors elected, no later than one (1) week post-election.
- 4.10. At the April meeting of the board of directors held after the election of new directors, the directors shall elect a president, a vice president, and a secretary-treasurer, who shall take office immediately and shall hold office until the election of their successors the following year.
- 4.11. The directors may at any time, appoint a person of the same gender who is eligible for election as a director, to fill the term, from that region missing a director, on the organization's board of directors. That person shall hold office only until the conclusion of the next annual meeting but is eligible for re-election.

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Resignation and Removal

- 4.12. A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the request is approved by the Board. Where a Director who is subject to a disciplinary investigation or action of the Association resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.
- 4.13. The office of any Director will be vacated automatically:
- a) If the Director is found by a court to be of unsound mind;
 - b) If the Director becomes an employee or contractor of the Association
 - c) If the Director, without reasonable excuse, fails to attend two consecutive meetings of the Board; or any four (4) meetings, including the Board of Directors and Executive Committee Meetings, if the Director is on the Executive, in any twelve month period; or
 - d) Upon the Director's death.
- 4.14. The member facilities and member clubs, may, by special resolution, at a regional meeting, remove a director, before the expiration of his or her term of office, and may, by ordinary resolution, elect a successor to complete the term of office provided the Director has been given notice of and the opportunity to be present and to be heard at such a meeting.

Conflict of Interest

- 4.15. A Director, Officer, Executive Committee member or member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

Remuneration

- 4.16. A director must not be remunerated for being or acting as a director but a director must be reimbursed by the organization for all receipted expenses for accommodation, travel on the basis of cents per kilometer or economy airfare, and a per diem for meals while engaged in the affairs of the Association. Rates of reimbursement will be determined by the board of directors.

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Proceedings of Directors

- 4.17. The Board of Directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings.
- 4.18. The directors may employ an executive director to conduct the day-to-day business for organization.
- 4.19. The president may call a meeting of the Board of Directors at such time and place as he or she may determine. Upon the request of any five (5) directors, the president shall call a meeting of the board.
- 4.20. Seven (7) directors present together, in person via conference telephone call or other electronic method authorized by the executive, shall constitute a quorum for a meeting of the directors.
- 4.21. A committee, formed by the directors must conform to any rules imposed on it by the board of directors, and must report and be accountable to the board of directors.
- 4.22. Provincial event chairpersons shall be appointed to run all competitions sanctioned by the Association. Provincial event chairpersons shall report and be accountable to the Board of Directors.
- 4.23. Three (3) delegates, the president, the executive director, and a third delegate as appointed by the executive, shall attend the annual general meetings of the OCC and CCA.
- 4.24. Questions arising at a meeting of the Directors and Committees that require a decision must be decided by a majority of votes, pursuant to section 3.18.
- 4.25. A resolution in writing, signed by all the Directors and placed with the minutes of Directors, is as valid and effective as if regularly passed at a meeting of Directors.
- 4.26. At the end of the second year following acceptance of these bylaws, the organization shall conduct a review of the governance model provided for, to assess the effectiveness of the governance model in providing services to members.

Duties of Officers and Regional Directors

- 4.27. The Officers of the Association are the President, the Vice-President and Secretary - Treasurer and such other officers as the Board of Directors may by resolution determine.
- 4.28. The President will be responsible for the general supervision of the affairs and operations of the Association. The President will preside at the Annual and General Meetings of the Association and at meetings of the Board and the Executive Committee and will perform such other duties as may from time to time be established by the Board.

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- 4.29. The Vice President will support and assist the President in all duties and in the absence of the President exercise the duties of the President and will perform such other duties as may from time to time be established by the Board;
- 4.30. The Secretary-Treasurer shall do the following, unless assigned to the Executive Director:
- a) Conduct the correspondence of the Association.
 - b) Issue notices of meetings of the Association and Directors.
 - c) Have custody of all records and documents of the Association.
 - d) Maintain the register of Members.
 - e) Prepare, and have custody of, minutes of meetings of the Association and the Directors.
 - i) In the absence of the Secretary-Treasurer from a meeting, the President shall appoint another person to act as Secretary at the meeting
 - f) Maintain and publish a list of certified coaches and officials.
 - g) Keep the financial records, including books of account.
 - h) Render financial statements to the Directors, member clubs and others when required.
- 4.31. The Regional Directors of the Association shall act as Committee Chairs, and under guidance from the Association, act in the interest of their region in the areas of programs, services, and playdowns, and shall act as conduits of communication between the Association and its member facilities and member clubs.

5. BOOKS AND BORROWING

- 5.1. All receipts from competition fees, annual dues and any and all other income of the Association shall be deposited in a bank account in the name of the Association and all disbursements by the Association shall be made by cheque on such account. Financial policies such as signing authority and approval shall be determined by the Board of Directors.
- 5.2. For the purpose of carrying out the objectives of the Association, the Board of Directors may borrow or raise or secure the payment of money in such manner as they see fit. Debentures shall not be issued without the sanction of a special resolution.
- 5.3. Notwithstanding anything contained in these bylaws, borrowing in the excess of TEN THOUSAND DOLLARS (\$10,000) must first be approved by the members by ordinary resolution.

6. FISCAL YEAR

- 6.1. The fiscal year of the Association shall be from May 1st to April 30th of the ensuing year.

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7. AUDITOR

- 7.1. The first auditor must be appointed or elected by the Directors.
- 7.2. At each annual general meeting, the Association must appoint an auditor to hold office until the auditor is re-appointed or a successor is elected at the next annual general meeting.
- 7.3. An auditor may be removed by ordinary resolution.
- 7.4. An auditor must be promptly informed in writing of the auditor's appointment, election, or removal.
- 7.5. A director or employee of the Association must not be its auditor.
- 7.6. The auditor may attend general meetings.

8. NOTICES TO MEMBERS

- 8.1. A notice may be given to a member facility, member club, voting delegates, and directors, either personally, by facsimile, e-mail, or regular mail at his/her regular address, and shall be deemed to have been given on the second day following the day on which it was posted or otherwise sent.
- 8.2. Notice of general meetings shall be given to:
 - a) Every member facility, and member club delegate shown on the register of members on the day notice is given;
 - b) Every director shown on the register of directors on the day notice is given.
 - c) The auditor, if one has been elected or appointed.
- 8.3. No other person is entitled to receive a notice of a general meeting.

9. INDEMNIFICATION

- 9.1. The Association will indemnify and hold harmless out of the funds of the Association each Director and Officer, their heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
- 9.2. The Association will not indemnify a Director or Officer or any other person for acts of fraud, dishonesty, or bad faith.
- 9.3. The Association will, at all times, maintain in force such directors and officers liability insurance as may be approved by the Board of Directors.

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10. DISSOLUTION

- 10.1. In the event of winding up of the affairs of the Northern Ontario Curling Association, all assets of the Association, after the payments of all outstanding accounts and other liabilities, shall be assigned, transferred and paid to any club, society or Association of similar objectives as determined by the Board of Directors prior to final dissolution.

11. CONSTITUTION AND BYLAWS

- 11.1. Upon being admitted to membership, each member facility and member club is entitled to, and the Association shall give it, without charge, a copy of the Association's constitution and bylaws.

11.2 Amendment of Bylaws:

- a) Voting – These Bylaws may only be amended, revised, repealed or added to by a two-thirds affirmative vote of the Directors present at a meeting duly called to amend, revise or repeal these Bylaws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective immediately.
- b) Notice in Writing – Notice in writing is to be delivered to the Board forty-five (45) days prior to the date of the meeting at which it is to be considered, and is to be delivered to member facilities and member clubs thirty (30) days prior to the meeting at which it is to be considered.
- c) Waiver of Notice – Notwithstanding any other provisions of these Bylaws, the notice provisions of 11. 2 (b) above may be waived by an affirmative vote of not less than three-fourths (3/4) of the Directors present.

Notice Definitions:

Written Notice - In these Bylaws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the Association, Director or Member, as the case may be.

Date of Notice - Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or e-mailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five days after the date the mail is post-marked

Error in Notice - The accidental omission to give notice of a Meeting of the Directors or the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

III. DOCTRINE

1. VISION

Recognized locally, provincially, nationally and internationally as the organizing body for the sport of curling for Northern Ontario.

2. MISSION

To promote and develop curling as a recreational and competitive sport in Northern Ontario.

3. VALUES

The Northern Ontario Curling Association believes that:

- **all members of the curling community in Northern Ontario** will be afforded as many opportunities as possible/feasible to contribute their ideas, express their concerns and to influence decisions and actions affecting the development of the sport of curling
- pro-actively working in partnership with **member facilities** and member clubs in an open, honest, responsive and safe way will ensure a solid foundation for curling in Northern Ontario
- **curlers**, regardless of gender, age or ability will have an opportunity to participate in the sport of curling
- curling will be developed by **qualified leaders in the development of the sport**
- **curling competitions** will be well organized, fair and open for all interested participants
- when dealing with **sponsors** of member facilities and competitive events we will be fair, open and honest and provide them with the greatest possible exposure and return on their investment
- when dealing with **suppliers and business partners** we will be fair, open and honest
- working cooperatively with other **curling organizations** across Canada will further the development of the sport of curling
- working cooperatively with **government agencies** at all levels to support the promotion of curling in support of the quality of life in northern Ontario communities
- **member facility staff and volunteers** will have the opportunity to pursue their potential to achieve excellence in their performance and job satisfaction
- providing information about the array of curling opportunities available to **residents across Northern Ontario in local communities** to help raise awareness and participation in the sport of curling

4. PRINCIPLES

Equity – A healthy curling community depends on fairness, impartiality and the sharing of resources by all regardless of gender, age or ability

Adaptability – Moving to change with the times by encouraging innovation and creativity and remembering that methods used in one case may not be suitable in another. Ensure that the process used can be adapted to different conditions.

Transparency – As representatives of the members, balance legitimate business interests when collecting, using and sharing information (personal and organization) with reasonable expectations of privacy.

5. OPERATING PHILOSOPHY

We are representative of the members of the Northern Ontario Curling Association.

We are focused on developing curling at the local level through reinvestment of available funds in the future of recreational and competitive curling.

6. GOALS AND OBJECTIVES

1. *Unite the curling community in Northern Ontario into one governing body.*

Objectives:

- To transfer the affiliation of members and curling facilities from the NWOCA, NOCA, T&NOCA and the NOLCA to the Northern Ontario Curling Association.
- To approach all other curling facilities in Northern Ontario to seek their affiliation with the Northern Ontario Curling Association.

2. *Sustain the recognition of the Northern Ontario Curling Association as the organizing body for the sport of curling for Northern Ontario.*

Objectives:

- To maintain *Northern Ontario Curling Association's* affiliation with the CCA
- To engender good relationships with other curling organizations.

3. *Sponsor the delivery of services for recreational and competitive curling; and, technical, management, marketing and other relevant programs and assistance to the curling community and facilities in Northern Ontario.*

Objectives:

- To provide assistance and support to affiliated facilities with the maintenance of world class levels of achievement by ice technicians; coaches, officials, curling athletes, etc.
- To reinvest any revenues realized from Canadian and World men's and women's championships held in Northern Ontario in the development of curling in Northern Ontario.

4. *Provide equitable services to all members.*

Objectives:

- To assist affiliated member facilities in providing quality services and programs.
- To assist affiliated member facilities to increase local awareness about curling opportunities.

5. *Determine Northern Ontario curling champions.*

Objectives:

- To establish the rules and regulations of curling competitions for Northern Ontario
- To organize and conduct sanctioned competition playdowns and championships consistent with established rules and regulations
- To assist in running recreational curling champions consistent with established rules and regulations.

6. *Foster and promote the traditions of curling.*

Objective:

- To ensure that all members are aware of their responsibilities when playing the game.

Northern Ontario Curling Association

IV. NOCA – BOARD STRUCTURE

Board Structure			
Region	Name	Position/Committee	Term ends
1	Don DeBenedet	Director	April 2012
	Muriel Anderson	President	April 2013
2	Kris Woznesensky	Director	April 2013
	Bev Junnila	Director	April 2012
3	Karen Saarimaki	Director	April 2012
	Jennifer Widera	Director	April 2013
4	Ian Fisher	Director	April 2013
	Kathy Ingram	Director	April 2012
5	Ron Henderson	Secretary/Treasurer	April 2012
	Roma Lundgren	Director	April 2013
6	Vacant		
	Stephen Chenier	Vice-President	April 2013

Refer to appendix #1 for Roles and Responsibilities for Regional Directors and Club

Chart Revised September 27, 2011

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V. EXPENSES AND ALLOWANCES

- 1) Membership:
The annual fee per member is \$15.00.
- 2) Travel:
 - a) Directors and staff will be reimbursed \$0.40 per kilometer or economy air fare for NOCA business.
 - b) Club delegates will be reimbursed. \$0.40 per kilometer for regional meetings.
- 3) Per diem:
The per diem meal rate for NOCA will be \$40 per day (based on \$5 breakfast, \$10 lunch, and \$25 supper).
- 4) Hosting Grants:
 - a) NOCA will sponsor one lunch/dinner at Provincial Championships. The allowance is \$100 per team for the luncheon or banquet and hospitality.
 - b) A club will receive a maximum of \$300 upon request to assist with ice technician costs at Provincial Championships. This amount depends upon the cost of travel and accommodation involved.
 - c) Host Clubs will receive the following for hosting provincial and national events:
 - i) \$1000 for National events
 - ii) \$500 for Men's and Ontario Scotties Provincials
 - iii) \$200 for Regions and Inter-regions
 - iv) \$300 for other Provincials
- 5) Entry fees:
 - a) As posted on annual schedule available on the NOCA website.
 - b) A portion of the entry fees will be used to support the athletes.

VI. POLICIES/PROCEDURES

1) Policy Development

In the absence of policy or precedent, the Executive Director, in consultation with the President or other officers, will draft policy for the Board's approval.

2) Finance

a) Finance Committee

The Finance Committee shall include the President, Secretary/Treasurer, and the Executive Director.

b) Affiliation and Membership

Clubs will be invoiced for the first installment of membership fees based on 75% of the previous year's membership and are due by November 30th. The final installment, based on the current year's membership is due by December 31st and must be accompanied by a membership list.

c) Expenses

- i) Regional directors and staff travelling on NOCA business will be reimbursed based upon kilometers traveled or economy airfare.
- ii) Any travel credits for Board members are to be used only for Board business and must be booked by the office.
- iii) Accommodation, when required, will be paid for all directors and staff attending NOCA meetings.
- iv) Club delegates will be paid mileage to regional meetings. Directors are encouraged to use conference calls for regional meetings as much as possible.
- v) Expense claim forms with receipts attached must be submitted within 30 days of the meeting/activity to the NOCA office. Two of Executive Director, Secretary-Treasurer, or President must approve all expense claims.
- vi) Bantam, Junior, Men, Wheelchair, and Senior competitors at a Northern Ontario provincial championship will receive financial support for travel and accommodation from the entry fees. Women competitors at the all Ontario championships will receive financial support from entry fees and the sponsor for travel and accommodation to the Ontario Scotties. Masters competitors at a Canadian championship will receive financial support from entry fees for travel and accommodation to the Canadian Masters.
- vii) The total fee to enter a competition will consist of an entry fee and administration fee, set by the NOCA Board of Directors, a competitor's fee set by CCA, and HST.
- viii) The total amount of entry fee allocated for support in each competition will be distributed as 50% for accommodation and 50% for travel. Each team will receive the same amount for accommodation. Accommodation allowance for Men will be based upon the number of nights needed by the team for the competition. The travel amount will be distributed between the teams based on the relative travel as determined by Google maps. If the travel amount exceeds the approved rate of reimbursement, the travel support will be capped at this rate and the balance allocated to accommodation. The two Masters teams competing at the Canadian championships will each receive 50% of the total amount of the entry fees in the Provincial competition.

d) Hosting grants

- i) A host facility of a Provincial championship will receive financial support to assist with ice technician consultation, travel and accommodation. The maximum amount will be set by the NOCA Board of Directors and must be requested by the host facility.
- ii) Facilities hosting Canadian championships, Men's Northern Ontario championship, Women's Ontario Scotties championship and all other Northern Ontario championships will receive financial support as determined by the NOCA Board of Directors.

e) Signing Authority/Management of Funds

- i) The President, Secretary-Treasurer, and Executive Director will have signing authority for NOCA, with two of three signatures required. The Secretary/Treasurer is authorized to transfer funds between the bank account and fixed income securities to improve return on assets while maintaining sufficient working capital.
- ii) The expenditure of funds will require the approval of two of the Executive Director, Secretary Treasurer, or President.

f) Purchasing Policy

- i) All goods and services shall be procured in such a manner as to ensure timely delivery of goods or services of the quality required by the end user at prices which are competitive.
- ii) The Executive Director shall act as NOCA's purchasing agent. All purchases shall be approved by the Secretary-Treasurer.
- iii) Petty cash in an amount set by the NOCA Board of Directors will be available in the office. Petty cash will be reconciled once per month.
- iv) Any non-budgetary item in excess of \$200.00 needs the approval of the finance committee prior to purchase.
- v) All purchases greater than \$1000.00 require approval from the finance committee and three bids are recommended.
- vi) All businesses in Northern Ontario providing equal quality, delivery, and service factors will be given the opportunity to bid on requests for proposals.

g) Sponsorship

- i) It is the responsibility of the Sponsorship Committee to secure adequate sponsorship to meet requirements as specified by the Board. All contracts will be signed by the President and originals will be kept in the NOCA office.

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3) Hosting Policies

a) Advertising/signage sponsor policy

Banners and NOCA logos will be shared within inter-regions.

b) Provincial site selection, rotation

- i) Basis: One Provincial Championship in each region, each year. (Exception is Masters to be held in same region as Men's since there are seven events.) Championships will be rotated every ensuing year.
- ii) The Executive Director will issue a request for bids every second year to all 5 sheet facilities for the site to host the Ontario Scotties championship. A request for bids to host the men's Provincial Championship will be issued every year to facilities in the Region designated to host this championship. The Board will evaluate the bids and announce the successful site. See the appendix for the site selections template.
- iii) Provincial Champions will be declared at least three weeks in advance of the Canadian Championships.

PROVINCIAL CHAMPIONSHIP ROTATION						MAY 8, 2008
YEAR	REGIONS					
	1	2	3	4	5	6
2007-2008	Bantam	Mixed	Junior	Women	Senior	Masters Men
2008-2009	Masters Men	Women Wheelchair	Senior	Junior	Bantam	Mixed
2009-2010	Mixed	Junior	Bantam	Senior	Masters Men Wheelchair	Women
2010-2011	Senior	Masters Men Wheelchair	Women	Mixed	Junior	Bantam
2011-2012	Junior	Bantam	Mixed	Masters Men	Women Wheelchair	Senior
2012-2013	Women	Senior Wheelchair	Masters Men	Bantam	Mixed	Junior

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c) Entries and Draws

- i) Closing date for all entries is recommended to be Friday three weeks prior to the start of competition. The closing date will be as posted on the NOCA website.
- ii) Executive director will notify teams, host chair, and regional director in the hosting area of the number of teams, names of the teams and the draw.

d) Officiating

- i) Level 2 is required for Provincial championships.
- ii) Time clocks, approved by NOCA, are recommended at inter-regional but must be used at Provincial championships.
- iii) NOCA rules will be used for events hosted in Northern Ontario.
- iv) Officials are usually volunteers. Any cost must be absorbed by the hosting club if travel is required.

e) Team Photographs

- i) The host committee at all provincial events will be responsible for taking high resolution digital photographs of all competing teams, with the teams lined up skip to lead, left to right, with the skip on the left of the picture.
- ii) In Men's and Women's events, fifth players and coach (s) will stand to the right of the lead.
- iii) In Junior and Bantam events, the coach will stand to the right of the lead, and if there is more than one coach, the coaches will stand together.
- iv) No coaches or fifth players will be included in photographs for Mixed; Senior's or Masters provincial events.
- v) Photographs of teams advancing are to be submitted to NOCA immediately following the championship.
- vi) The NOCA Executive Director will ensure that pictures of the winning team in Men's, Women's, Mixed, Juniors, and Seniors events are sent to the Canadian Curling Association, in accordance with directions given in the winners' information package. Masters photos are to be sent to the National host. Photos of the top three Bantam Teams must be sent to the host of the Ontario Winter Games.

f) Guidelines

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

4) Harassment Policy and Procedures

a) Policy

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. It is a serious problem.

NOCA will not tolerate any form of harassment at its events. NOCA is committed to taking all necessary steps to ensure harassment does not occur at any of its events (practices, courses, competitions or seminars).

Harassment is a form of discrimination. Discrimination based on ethnic origin, place of origin, color, disability, gender or sexual orientation will not be tolerated.

Examples of harassment in the curling environment:

- Unwanted, unwelcome physical contact (touching, grabbing, patting)
- Linking skills with gender or sexual orientation
- Rude jokes or suggestive remarks of a sexual nature
- Demeaning nicknames
- Cat calls, rantings or embarrassing whistles
- Insulting remarks about sexual orientation
- Insulting remarks about sexuality, ethnic origin, gender, class, ability or disability

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;

- set and communicate non-discriminatory performance standards, selection criteria, rules and regulations to all participants;
- ensure that training involving touching or other physical contact occurs in an appropriate setting and only after informed consent has been sought and received;
- be consistent in taking any corrective or punitive action without discrimination or harassment based on prohibited grounds; and
- use non-discriminatory terminology; address individuals by name and avoid the use of derogatory slang or offensive terms.

Prevention and Intervention

Prevention and intervention are key to achieving a sport environment free of discrimination and harassment. NOCA must present a positive role model. NOCA participants should:

- communicate NOCA's objective to create and maintain a sport environment free of harassment and discrimination;
- exercise good judgment and initiate appropriate action in consultation with a NOCA resource person, if they become aware that discrimination or harassment may have occurred; and
- follow-up in consultation with a NOCA resource person if discrimination or harassment is suspected or rumored, appreciating that individuals who experience discrimination or harassment are often reluctant to report it.

What can a person do if they are harassed at a curling event?

- An individual may choose to confront the offender personally and directly
- Approach your coach, the Head Official, Competition Director or lead Course Conductor and ask to have the problem corrected informally
- Lay a formal complaint with NOCA Executive Director (888-597-8730), the President of NOCA or with your NOCA club delegate. The complaint procedure will be followed.
- Ask for Counseling/Support from the Kids Help Phone (for adult athletes too) at 1-800-668-6868. This free, professional and anonymous support service is available to assist with all challenges athletes face. No problem is too small.

b) Complaint Procedure

Receiving Reports

All NOCA participants are encouraged to report suspected discrimination or harassment. Such reports may be made to the Executive Director.

Assistance To Complainants

A complainant may request the assistance of a NOCA resource person in understanding these guidelines, in pursuing resolution short of lodging a complaint if appropriate, and in formulating the written complaint. The NOCA resource person shall refer the complainant to counseling 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.

The Complaint

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 NOCA.

A complaint shall be in writing, and signed by the complainant or by the Executive Director if the complaint is brought on behalf of NOCA. The complaint shall be submitted to the Executive Director.

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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.

The parties to a complaint are NOCA, 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 NOCA, if NOCA does not consent to the withdrawal.

Processing the Complaint

The person responsible for processing the complaint (hereinafter the “NOCA Representative”) may vary, as follows:

- a) Where a complaint involves conduct by an employee of, or person under contract to, NOCA, other than the Executive Director, the NOCA Representative shall be the Executive Director.
- b) In all other cases, the NOCA Representative shall be the Chair (or where a complaint involves conduct by the Chair, an alternate appointed by the NOCA Board of Directors 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.

In all other cases, the NOCA Representative shall investigate the complaint or appoint and provide terms of reference to an investigator who shall investigate the complaint and make findings of fact.

Before the investigation begins, the NOCA Representative shall advise each respondent of the complaint and shall provide each complainant and respondent of a copy of the written complaint, of the NOCA Policy and these guidelines, and of the investigator’s terms of reference, if any.

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.

All NOCA participants, including the respondent(s), must co-operate fully in any investigation under these guidelines.

The NOCA Representative 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.

A copy of the investigation report shall be provided to the complainant(s) and the respondent(s).

Assistance To Respondents

A respondent may request the assistance of a NOCA resource person who will be assigned by NOCA without previous involvement in the complaint in understanding these guidelines. The NOCA resource person shall refer the respondent to counseling 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.

Determinations Following Investigation

The NOCA 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 NOCA Official's determinations shall be communicated to the complainant(s) and the respondent(s).

Settlement

A complaint may be settled at any stage. A resolution agreement should be in writing and signed by all parties.

Mediation

NOCA may provide a mediator, if the NOCA Official views mediation as appropriate and if the complainant and respondent are willing to enter a mediation agreement.

Sanctions

The NOCA 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 NOCA Official prior to the imposition of sanctions.

Sanctions may include, but are not limited to:

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

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

Should any sanction that the NOCA Official views as appropriate require a resolution to be passed by the NOCA Board, the NOCA 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.

Interim Measures

The NOCA Official may impose interim measures pending the investigation and disposition of a complaint, if the NOCA Official is of the view that the imposition of such measures is in the best interest of the complainant(s), respondent(s) and/or NOCA. 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 NOCA;
- b) suspension of the respondent(s) from participation in the activities or work of NOCA, with or without pay, or under such other terms as are seen to be appropriate; or
- c) security arrangements.

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 minutes of the Board of Directors.

Confidentiality

To the extent possible, reports, complaints, witness statements and other documents produced under these guidelines shall be held in confidence by NOCA; however, no absolute guarantees of confidentiality may be made by NOCA. 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 NOCA; or
- g) when required by law.

5) Code of Conduct

All competitors, coaches, NOCA staff/ Board, or participants in NOCA events including competitions, camps, courses and meetings will:

- a) Abide by the Curlers' or Coaching Code of Ethics as stated in the CCA Official Rule Book
- b) Conduct themselves with dignity, modesty, honesty, and in a professional manner.
- c) Refrain from using profane, insulting, harassing or otherwise offensive language.**
- d) Address fellow athletes, coaches, officials, staff, course conductors, volunteers, event organizers, spectators and others associated with the event in a courteous and respectful manner.
- e) Act in a manner that will bring credit to the NOCA and themselves, both within and outside the events venue.
- f) Respect an individual's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.

6) Disciplinary Procedure

The NOCA shall have the right to implement and administer reasonable disciplinary measures arising from any verbal, physical or criminal conduct of competitors, coaches, staff, board member, or any other individual during any NOCA sanctioned event, (competition, camp, course, or meeting), whether on or off the ice.

NOCA shall designate the person in charge of each event. This person will have the right to impose appropriate discipline for one event or game. Further action must involve a disciplinary committee.

a) Disciplinary Measures

Such disciplinary measures should fit the unacceptable conduct and in the event of repetition will be progressive. These measures may include but are not limited to:

- i) verbal warning
- ii) formal written reprimand
- iii) temporary or permanent suspension of privileges
- iv) dismissal from a team, meeting, or course which is held by NOCA or is representing NOCA
- v) withholding of certification until the appropriate disciplinary action has been completed.

b) Process

Disciplinary measures imposed on a Competitor/Coach/Participant shall be implemented by a committee consisting of the Executive Director or alternate, and another person named by the Board. The following procedure will be utilized:

- i) The committee shall have the right to impose any of the disciplinary measures referred to above.
- ii) Before imposing any disciplinary measure, the committee shall carry out an investigation including interviewing relevant witnesses and the offending person.
- iii) If the committee feels that the conduct warrants serious disciplinary measures, they will arrange an emergency meeting (hearing) via teleconference of all available non-conflicting board members. The committee will be prepared with a recommendation to present to the board along with relevant information concerning the unacceptable behavior.

- iv) The offending person may attend the hearing and shall also have the right to counsel (legal or otherwise) to attend along with them.
- v) At the conclusion of the hearing, the board will either dismiss the recommendation for further action or carry out the agreed sanction.

7) Appeals Process

a) Definitions

- i) "Member" refers to all categories of members of NOCA, as well as to all individuals engaged in activities with or employed by NOCA;
- ii) "Appellant" refers to the member or individual appealing a decision;
- iii) "Respondent" refers to the body whose decision is being appealed.
- iv) "Days" shall mean total days, irrespective of intervening weekends or holidays.

b) Scope of Appeal

- i) Any member who is affected by a disciplinary decision of the NOCA Board of Directors, of any Committee of the NOCA Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the NOCA Board of Directors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 5 of this Policy. Such decisions may include, but are not limited to, harassment, selection and discipline.
- ii) This Policy shall not apply to matters relating purely to employment issues unless otherwise stated.

c) Timing of Appeal

Any member who wishes to appeal a decision shall have 10 consecutive days from the date on which he or she received notice of the decision to submit written notice to the President of NOCA of his or her intention to appeal. The notice shall be delivered in a such a way that a signature for receipt is required to establish the receipt date.

d) A Notice of Appeal

A Notice of Appeal shall contain the following information:

- i) Appellant's name and address;
- ii) date the appellant was advised of the decision being appealed;
- iii) name of the individual who communicated the decision to the Appellant;
- iv) Appellant's status (athlete, coach, volunteer, etc.);
- v) copy of the decision being appealed.
- vi) grounds for the appeal (pursuant to Section 5 of this Policy), along with detailed reasons for the appeal;
- g) explanation of how the decision directly affects the Appellant;
- h) remedy requested;
- i) date of notice of appeal and signature of Appellant.

e) Grounds for Appeal

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

- i) making a decision over which it did not have authority or outside its jurisdiction, as set out in NOCA's governing documents;
- ii) failing to follow procedures as laid out in the bylaws or approved policies of NOCA;
- iii) making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker appears unable to consider other views;
- iv) exercising its discretion for an improper purpose;
- v) making a decision for which there is no supporting evidence.

f) Appeals Panel

- i) Within 5 days of receiving the Notice of Appeal, the president or the president's delegate shall appoint an Appeals Panel (the "Panel") as follows:
- ii) the Panel shall be comprised of three individuals. The President, in consultation with the Appellant, shall decide who will be appointed;
- iii) the Panel members shall have no significant relationship with the affected parties, shall have had no involvement with the decision being appealed, and shall be without any other actual or perceived bias or conflict;
- iv) at least one of the Panel's members shall be from among the Appellant's peers;
- v) the Appellant shall be given the opportunity to recommend the peer member of the Panel;
- vi) should the Appellant not recommend the Panel member as set out in (d) above within 5 days, the President shall appoint the peer member of the Panel;
- vii) the Panel members shall elect one of them to act as Chairperson.

g) Screening of Appeal

Within 5 days of its appointment, the Panel shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as set out in Section e. The Panel or the Chairperson by him or herself shall not determine if the error has been made, unless and only if the appeal is based on an allegation of error by the Respondent.

If the appeal is denied on the basis of insufficient grounds, the Appellant shall be so notified of this decision in writing, with reasons included. This decision is at the sole discretion of the Panel, and may not be appealed.

h) Procedure for the Appeal

If the Panel determines that the circumstances of the dispute warrant an appeal, the Panel shall govern the appeal by such procedures as it deems appropriate, provided that:

- i) the appeal hearing shall be held within 21 days of the Panel's appointment;
- ii) the Appellant, Respondent and Affected Parties shall be given 14 days written notice of the date, time and place of the appeal hearing;
- iii) all three Panel members shall constitute a quorum;
- iv) decisions shall be by majority vote, and the Chairperson carries one vote;

- v) copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least 5 days in advance of the hearing;
- vi) any of the parties may be accompanied by a representative or advisor, including legal counsel; and shall be responsible for the costs of such representative or advisor;
- vii) the Panel may direct that any other individuals participate in the appeal;
- viii) in the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter shall be concluded by the remaining two Panel members;
- ix) unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

In order to keep costs at a reasonable level, the Panel may conduct the appeal by means of a telephone or videoconference.

i) Appeal Decision

- i) Within 7 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:
 - ii) to confirm the decision and dismiss the appeal;
 - iii) to void the decision and refer the matter back to the initial decision-maker for a new decision;
 - iv) to vary the decision where it is found that an error occurred, and where such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, improper procedure, lack of time, or lack of neutrality; and
 - v) to determine how costs of the appeal shall be allocated, if at all.

A copy of the Panel's decision shall be provided to each of the parties and to the President.

j) Timelines

If the circumstances of the dispute are such that this Policy shall not allow a timely appeal, the Panel may direct that these timelines be abridged, and the President shall advise all parties of the abridged timelines. If the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this Policy, the Panel may direct that these timelines be extended.

k) Documentary Appeal

Any party to the appeal may request that the Panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall decide whether the appeal shall proceed by way of documentary evidence or by an in-person hearing.

l) Arbitration

- i) If any party believes the Appeal Panel has made an error such as those described in Section 5, the matter shall be referred to arbitration, such arbitration to be administered under the Sport Dispute Resolution Centre of Canada Program for Amateur Sport and its Rules of Arbitration, as amended from time to time.

- ii) Should a matter be referred to arbitration, all parties to the original appeal shall be parties to the arbitration.
- iii) The parties to an arbitration shall enter into a formal Arbitration Agreement and the decision resulting from arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

m) Location and Jurisdiction

- i) Any appeal shall take place in the municipality where the NOCA office is located, unless held by way of telephone conference call, documentary review or held elsewhere as may be decided by the Panel as a preliminary matter.
- ii) This Policy shall be governed and construed in accordance with the laws of the Province of (Northern) Ontario.
- iii) No action or legal proceeding shall be commenced against NOCA in respect of a dispute, unless NOCA has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in this Policy.

n) Review and Approval

This Policy shall be reviewed by the Board on an annual basis.

8) Conflict of Interest Policy

- a) Any director or staff member must declare a conflict of interest on issues where:
 - i) They have a direct financial interest in the issue.
 - ii) Their immediate family has a direct financial interest in the issue.
 - iii) The director or staff is a Board member or Officer of an Association that could receive a singular benefit from the issue.
 - iv) A director/staff shall declare the conflict prior to any discussions taking place and cannot participate in the debate or vote. The member may respond to direct questions for information purposes only.
 - v) The Chair, whose rulings shall be final and binding, shall resolve any disputes, clarifications, conflicts or deviations from this policy.

- b) Every director and staff member must:
 - i) Focus his/her efforts on the mission of the organization and not personal goals
 - ii) Not use the organization for his/her own personal advantage or for the individual advantage of his/her friends or supporters.
 - iii) Not exploit any relationship established to further personal, political or business interests at the expense of the best interest of the organization and participants.
 - iv) Avoid situations that might present a conflict of interest or reduce the ability to be objective and unbiased in the determination of what is best for the organization and participants.
 - v) Declare conflicts of interest when they arise and seek to manage them in a manner that respects the best interest of all those involved.

9) **Privacy**

The Northern Ontario Curling Association's (NOCA's) commitment to Privacy:

- a) This policy applies to the NOCA and its affiliates. AT the NOCA, the security and integrity of our participants and members' personal information is important to us. We take every reasonable measure necessary to protect the privacy of our participants and members while providing the high level of service they expect.
- b) The NOCA's privacy practices are in accordance with all federal and provincial laws and regulations. We are compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA).
- c) The NOCA has in place privacy and security practices to safeguard our participants and members' personal information. These practices are reviewed and revised as necessary. Additionally, the NOCA's employees receive privacy training and must comply with the NOCA's privacy practices as a condition of employment.
- d) Personal information collected by the NOCA is information about an identifiable individual that may contain such information as your name, email address, mailing address, phone number, birth date, and any recorded complaints.
- e) At the NOCA, we collect participant and members' information for one or more of the following reasons:
 - i) To provide a positive curling experience;
 - ii) To understand participants and members' requirements and make information available regarding products and services offered by the NOCA and its member clubs;
 - iii) To manage and develop the NOCA's business and operations; and
 - iv) To meet legal and regulatory requirements.
- f) The NOCA does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- g) The NOCA does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- h) The NOCA informs customers of the existence, use and disclosure of their personal information upon request and gives them access to their information.
- i) The NOCA ensures that participants and members' information is accurate, complete and up-to-date. Participants and members can challenge the accuracy and completeness of the information and request amendments as appropriate.
- j) The NOCA shares information with other curling associations as long as they are compliant and adhere with the NOCA's privacy policy.
- k) Additional information on your privacy is located in the NOCA's head office in Atikokan, Ontario.
- l) The NOCA is not responsible for the content or the privacy policies of websites to which you may link to from our website and our privacy policy does not apply to websites to which you may link. The NOCA cannot guarantee the security of any information you provide to any other website.
- m) A senior employee has been appointed as the Privacy Officer at the NOCA. The Privacy Officer is accountable for all personal information at the NOCA. You may contact the Privacy Officer at: Northern Ontario Curling Association: Attention Leslie Kerr (807-597-8730)

10) **Competitions Attendance/Conduct Policy**

As the provincial championship, a show piece of curling in Northern Ontario is viewed by many spectators and the media, players are requested to conduct themselves on and off the ice in an appropriate manner. The Head Official may intervene at any time, in any game, if a team, player or coach is displaying questionable behavior or using abusive language.

Athletes and coaches should visit the Canadian Centre for Ethics in Sports website (www.cces.ca) in order to be fully informed of the athletes' rights and responsibilities regarding drug/doping information. Therapeutic use exemption details are available as well. Information on fair play may also be found on this website.

11) **Meeting Policy**

NOCA Board meetings shall include NOCA Regional Directors, staff and committee members by invitation.

Regional directors are required to schedule regional meetings and prepare minutes that are to be sent to the Executive Director and the region's club delegates.

Any concerns that clubs have should be either presented at a regional meeting or submitted in writing to the Regional Director.

12) **Awards**

a) **NOCA Volunteer Awards**

The NOCA Volunteer Award is an opportunity for NOCA member clubs to recognize their volunteers. Each year three (3) awards will be presented.

The worthy recipient is one who is always willing to help out whether it be a 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; age is not a factor.

b) **NOCA Club of the Year Award**

The NOCA Club Recognition Award will be awarded to a club which has demonstrated outstanding efforts to promote and develop the sport of curling in its community. This 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.

To nominate a club or individual:

Write a letter of nomination to NOCA outlining the reasons why the individual or club is deserving of this recognition. NOCA staff and board members are not eligible to receive the Achievement Awards.

All nominations must be emailed, faxed, or mailed to the NOCA office by the first Friday of April each year.

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c) **Honorary Life Member**

To nominate a member of the association to be an honorary life member refer to the criteria and template in the Appendices. A committee of three, one member from each inter-region will evaluate the nominations.

d) **The Dominion Amethyst Camp Bursary**

Each year the NOCA will award six (6) bursaries to The Dominion Amethyst Curling Camp. A Committee of three including the sponsor will evaluate the applications.

13) **Staff Policies**

a) **Staff Responsibilities**

i) Executive Director:

- I The Executive Director, with direction from the Board of Directors, shall administer the business of the Association and perform such other duties as the Board may require.
- II The Executive Director will report to and take direction from the Board, reporting directly to the President or his/her appointee.
- III The Executive Director shall attend all meetings of the Board of Directors and will report to the Board at each meeting.

ii) Administrative Assistant:

The Administrative Assistant will work with and under the direction of the Executive Director to provide services connected with affiliation, competitions, website, newsletter and accounting.

iii) Technical Coordinator:

The Technical Coordinator will work with and under the direction of the Executive Director to liaise with member facilities, provincial and regional coaches, and assist in the provision of services connected with NCCP and technical programs, high performance, wheelchair and youth programs, awards, meetings, and marketing.

b) **Hiring of Staff**

- i) The hiring committee for each position shall be determined by the Board.
- ii) All staff positions shall be advertised as well as communicated to all of NOCA regional directors and member facilities.
- iii) Notice of positions shall include a brief job description, qualifications required, competition closing date, and location to forward the application.
- iv) Every application must be accompanied by a resume.
- v) The hiring committee shall develop a short list of candidates for interviews.
- vi) The successful candidate shall receive the terms of agreement in writing from the President.
- vii) Unsuccessful short-listed candidates shall be informed by mail or telephone.

c) **Employment policies**

- i) The staff of NOCA will act as facilitators for the volunteer efforts of the Association and its member facilities.
- ii) Each staff position will have its own description as approved by the Board.

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- iii) Performance reviews will take place by May 15th of each year. All evaluations will be in writing.
- iv) The President and Executive Director will review the positions of all staff and volunteers, and make any recommendations of contract adjustments to the Board of Directors.
- v) Each staff person will maintain a logbook of his or her work hours and time off.
- vi) Overtime for office staff members must be approved in advance by the Executive Director whenever possible.
- vii) Vacations for regular employees will be negotiated.
- viii) Statutory holidays for regular employees will include: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. Statutory holidays falling on a Saturday or Sunday will be negotiated in advance by staff and approved by the Executive Director and/or the Board of Directors.
- ix) Sick leave will comply with the Employment Standards Act. Employees will make every attempt to make medical/dental appointments that minimize work disruptions.
- x) Benefits will be negotiated with regular employees.
- xi) Grievances shall be made first to the Executive Director, and then, if unresolved, in writing to the Board of Directors. All grievances must be presented to the Board within 14 days of the initial complaint.

14) Communications

- a) NOCA directors will receive copies of all correspondence which goes to region delegate's e.g. mass emails, mail outs
- b) Directors will receive copies of all media releases and advisories.
- c) All correspondence from NOCA should be on NOCA letterhead.
- d) All communiqués that affect NOCA must be sent from the office or be approved by the office. i.e. Surveys

15) Clothing Policy

- a) Dress Standards for Provincial Championships
 - i) Dress code applies to **ALL** players **AND** coaches. Your team will be required to wear a matching outfit at all times when you are on the ice, including all ceremonies. Your on-ice outfit includes:
 - Matching jacket, sweater or vest
 - Shirts must be matching in color
 - Hats must be worn forward at all times. It is not required that all members of a team wear a hat if the other(s) do.
- b) Board members and Staff
 - i) Regional directors and NOCA officials will wear an official NOCA garment when attending events.

16) Media Policy

- a) All media releases must be approved by the Executive Director.
- b) A media release template will be used by host committees for playdowns. Copy of template is in the appendix of the hosting manual.
- c) Signed consent forms are required before pictures are posted on the NOCA website. Consent form is in the appendix.

17) Course Registration and Payment

- a) Registrations will be submitted online.
- b) Payment may be made by Visa, Mastercard or cheque. Cheques may be postdated no later than 10 days prior to the course and must be mailed to the NOCA office.
- c) Course confirmations from Wufoo will act as a receipt if payment is made by credit card. Receipts for cheques will be sent from the office.
- d) Refunds will be given if registrants cancel out of a course more than 15 business days prior to the start of the course. A \$25.00 administration fee may be applied in this case. Each individual case will be reviewed separately and a decision made accordingly.
- e) Any cheque that is returned NSF will be subject to an automatic \$40.00 charge. Cash or certified cheque for the total amount, including the NSF charge, will be accepted as a replacement.
- f) NOCA may cancel a course due to insufficient registrations up to seven days prior to the course.
- g) Individuals younger than 16 years of age on the first day of any course, are ineligible to register and participate in that course. (This does not apply to Club Coach Youth courses)
- h) In the event that participants younger than 16 years of age on the first day of the course (14 for Club Coach Youth), do register and participate in the course (except Club Coach Youth) they will not be certified as having completed the course. A portion of the registration fee may be refunded at the discretion of the Technical Director.

18) Learning Facilitators

a) Reimbursement of Expenses

All Learning Facilitators utilized by the NOCA will be administered under a Letter of Understanding with Learning Facilitators as follows:

- i) The financial arrangements between **the NOCA** and the Coaches (for this purpose known as **Learning Facilitators**), delivering the **NCCP and CCA** Certification Programs. Both parties agree on the following terms:
- ii) Term: This agreement will be for the period of September 01, 2008 through to April 30, 2009.
- iii) Compensation Schedule will be:
 - \$140 per day for a fully certified Level III
 - \$125 per day for fully certified Level II with a component of Level III
 - \$70 per day for a Prospective Learning Facilitator
 - Per diem or \$40 per day (\$5 breakfast, \$10 lunch, \$25 supper)
 - \$.40 per kilometer
- iv) A **Learning Facilitator** may choose to invoice **the NOCA** with GST added. Otherwise, the traditional expense claim form process will be continued.

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- v) Hotel accommodations shall be shared, double accommodation. If an individual prefers to have his/her own room, he/she shall be invoiced for ½ the cost of that room plus applicable taxes.
- vi) T4As will be distributed for the 2008 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.
- vii) **Learning Facilitators** will continue to be covered by the NOCA's insurance policy.

b) Selection of NCCP Learning Facilitators

Provincial Learning Facilitators shall be the best-qualified persons available and are responsible for conducting all Club Coach, Level 2 and Level 3 courses within Northern Ontario. The number of 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 the NCCP Courses

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

- i) To conduct a Club Coach-Youth Course, the Learning Facilitator must possess Level 1 Certification
- ii) To conduct a Club Coach Course, the Learning Facilitator must possess Level 2 Certification
- iii) 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
- iv) To conduct a Level 3 Technical Course, the Learning Facilitator must be a Master Course Conductor

Prospective Learning Facilitators are required to successfully teach and be evaluated by a Lead Learning Facilitator at two (2) courses before becoming a Provincial Learning Facilitator.

c) Selection of Ice Technician Learning Facilitators

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.

- i) 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 have Level 4.

Prospective Learning Facilitators are required to successfully teach and be evaluated by a Lead Learning Facilitator at 2 courses before becoming an Ice Technician Learning Facilitator

d) Selection of Officiating Learning Facilitators

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.

The Canadian Curling Association, NCCP and the NOCA have identified the level of certification required to conduct Level 1 and Level 2 Officiating Courses as follows:

- i) To conduct Officiating Courses, the Learning Facilitator must be certified at one level higher than the level that he/she is instructing.
- ii) All Officiating Learning Facilitators are required to pass a CCA Supervising Rules Review Test.

Prospective Learning Facilitators are required to successfully teach and be evaluated by a Lead Learning Facilitator at 2 courses before becoming an Officiating Learning Facilitator.

e) Police Reference Checks

All NOCA Learning Facilitators and Prospective Learning Facilitators must agree to a Police Reference Check and provide the results to the NOCA office. Effective for the 2011-12 season, all coaches must apply for a Vulnerable Sector Police Check. Coaches who currently have a Police Reference Check will be granted an exemption until they renew their check at which point they must apply for the Vulnerable Sector check.

This Police Reference Check must be renewed every three (3) years.

NOCA may reimburse Learning Facilitators and Prospective Learning Facilitators for the cost of obtaining a Police Reference Check upon presentation of a proper receipt.

NOCA

Policy and

Procedures

Appendix

Revised September 27, 2011

Appendix I:

Roles and Responsibilities of Regional Directors and Club Delegates

NOCA Club Delegates

Each club must have one person who represents the club as a NOCA Club Delegate. This person should be selected by the club members by April 1 each year.

The role of a Club Delegate is to:

- Attend meetings of the Curling Club Board/Executive
- Attend two NOCA regional meetings (teleconference or in person)
- Attend NOCA special regional meetings as required
- Distribute/post at club any information sent from NOCA office or Regional Directors
- Act as the communication link between NOCA office, NOCA Regional Directors, and the members/staff of the club.
- Submit bids to host NOCA events
- Ensure that all membership documentation is submitted to the NOCA office by deadlines. This includes membership list, per capita payment, and per capita summary form
- Ensure all teams entered in competitions are members in good standing at the club

NOCA Regional Directors

The NOCA Board consists of 12 Regional Directors. Each year 6 of the positions are up for election/re-election.

In 2012 and third year thereafter the positions available are:

- Region 1 Male Director Region 2 Female Director
- Region 3 Male Director Region 4 Female Director
- Region 5 Male Director Region 6 Female Director

In 2013 and every third year thereafter the positions available are:

- Region 1 Female Director Region 2 Male Director
- Region 3 Female Director Region 4 Male Director
- Region 5 Female Director Region 6 Male Director

The role of the Regional Director is to:

- Attend monthly Board meetings (teleconference calls)
- Attend semi-annual and annual meetings (in person)
- Work with Co-Director in region – communicate regularly, divide tasks, ensure that co-Director is aware of all issues/items in region
- Secure sites for playdowns in region
- Hold regional meetings twice per year (teleconference or in person)
- Act as liaison between Board and Club Delegates
- Ensure clubs in their region have submitted all membership dues and applicable information
- Review monthly financial statements
- Review any working documents as needed (NOCA Manual, Communications Plan, Development Plan)
- Chair and/or sit on committees (Executive, Communications, Finance, Development, Sponsorship, any others as needed)

The process for election of Regional Directors will be:

- Nominations, with resume or summary of curling committee experience, will be sent to the NOCA office via email, fax, or regular post. The deadline for these nominations will be April 1 each year.
- Once all nominations have been received, a list will then be compiled and emailed or faxed to all club delegates who will send their votes (for their Regional Director only) back to the NOCA Office via email or fax by April 15. In the event of a tie, the club delegates will be asked to vote again.
- Once the votes have been tallied, the Executive Director will notify the successful candidates, all the club delegates, and the current NOCA Board of the new Directors on the Board. This will be done by **April 18**.

Appendix II

**NOCA
Playdown Site Evaluation Template**

Bid Element	Comments
Sound Business Plan and Marketing Plan for Event	
Quality of Sport Facility & Equipment. Technical requirements	
Athlete Accommodations	
Community's Event Hosting Experience	
Anticipated Community Support (Municipal and/or corporate \$, 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)

Northern Ontario Curling Association

Appendix III

HONOURARY LIFE MEMBERSHIP NOMINATION FORM

Nomination Criteria: (Choose one of the following)

- A. The nominee should have 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 should be a curler winning two (2) Canadian Championships or one Worlds
- C. The nominee may be a curler winning three (3) Provincial Championships.

Application:

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

Please Print

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

Northern Ontario Curling Association

Appendix IV

NOCA ADULT PARTICIPATION AGREEMENT

In consideration of NOCA accepting my application to participate in the 2012 Championship, I hereby agree with the following:

1. I acknowledge that I have reviewed the CCA "Rules of Curling for Officiated Play" (Rules) as well as the 2012 Competitor's Guide for the event I am entering.
2. I hereby agree to comply with all provisions of the Rules and with all provisions of the Guide and, in particular but without limiting my agreement to comply with all Rules and the entire Guide, I agree as follows:
 - (a) The Rules and Guide apply from the time I leave home to attend the event until I return home following the event.
 - (b) I understand that the curling CODE OF ETHICS set out at the beginning of the Rules is an intrinsic part of the sport of curling generally, and of this event in particular, and I agree to abide by that code.
 - (c) That if the NOCA provides a team leader to accompany my team to a National Event, I will comply with the instructions of the appointee.
3. I agree to comply with all rules and regulations respecting advertising, promotion, and dress code established by the NOCA and its sponsors as communicated through the Rules and the Guide.
4. I consent to the NOCA and their agent or appointees:
 - (a) photographing;
 - (b) videotaping;
 - (c) filming; and/or
 - (d) recording my voice; and further
 - (e) exhibiting, publishing and broadcasting my name or photograph, video tapes, films, or any other likeness of me or any sound recordings of my voice in any promotion, reports or advertising about or in connection with the NOCA or the event.
5. I hereby waive the right to any payments or royalties in connection with the actions described in subparagraphs 4 (a), (b), (c) and (d) above.
6. For the purpose of promoting the sport of curling during the event, I consent to:
 - (a) being interviewed at the event, and
 - (b) wearing, upon the request of the NOCA, a portable microphone during competition.
 - (c) Videotaping of games only with consent of both teams or teams' coach.
7. I, for myself, my heirs, executors, administrators, and assigns release NOCA, its employees, agents, and local organizers from any claims, demands, actions or causes of actions arising out of any loss, injury, or damage to my person or property incurred while traveling to or from, or attending at, or participating in the event, even if any such loss, injury, or damage arises by reason of negligence of NOCA, its employees, agents or local organizers. Without limiting the generality of the foregoing, I further release any recourse which I may now or hereafter have resulting from any decision taken by the NOCA.
8. I have been given the opportunity to obtain independent legal advice prior to signing this agreement, and fully understand its provisions. No person has attempted to unduly influence my signing of this agreement. I have signed this agreement on my own after careful consideration of all provisions.

Date at _____, this _____ day of _____, 20__

I have duly executed this agreement as attested by my signature below.

(Participant – SKIP) PRINT NAME

(Participant – THIRD) PRINT NAME

(Participant – SECOND) PRINT NAME

(Participant – LEAD) PRINT NAME

(Participant – FIFTH) PRINT NAME

(Participant – COACH) PRINT NAME

PLEASE RETURN TO NOCA OFFICE ONE WEEK PRIOR TO START OF PLAY

Northern Ontario Curling Association

Appendix V

NOCA YOUTH PARTICIPATION AGREEMENT

In consideration of NOCA accepting my application to participate in the 2012 Championship, I hereby agree with the following:

1. I acknowledge that I have reviewed the CCA "Rules of Curling for Officiated Play" (Rules) as well as the 2012 Competitor's Guide for the event I am entering.
2. I hereby agree to comply with all provisions of the Rules and with all provisions of the Guide and, in particular but without limiting my agreement to comply with all Rules and the entire Guide, I agree as follows:
 - (d) The Rules and Guide apply from the time I leave home to attend the event until I return home following the event.
 - (e) I understand that the curling CODE OF ETHICS set out at the beginning of the Rules is an intrinsic part of the sport of curling generally, and of this event in particular, and I agree to abide by that code.
 - (f) That if the NOCA provides a team leader to accompany my team to a National Event, I will comply with the instructions of the appointee.
3. I agree to comply with all rules and regulations respecting advertising, promotion, and dress code established by the NOCA and its sponsors as communicated through the Rules and the Guide.
4. I consent to the NOCA and their agent or appointees:
 - (f) photographing;
 - (g) videotaping;
 - (h) filming; and/or
 - (i) recording my voice; and further
 - (j) exhibiting, publishing and broadcasting my name or photograph, video tapes, films, or any other likeness of me or any sound recordings of my voice in any promotion, reports or advertising about or in connection with the NOCA or the event.
5. I hereby waive the right to any payments or royalties in connection with the actions described in subparagraphs 4 (a), (b), (c) and (d) above.
6. For the purpose of promoting the sport of curling during the event, I consent to:
 - (d) being interviewed at the event, and
 - (e) wearing, upon the request of the NOCA, a portable microphone during competition.
 - (f) Videotaping of games only with consent of both teams or teams' coach.
7. I, for myself, my heirs, executors, administrators, and assigns release NOCA, its employees, agents, and local organizers from any claims, demands, actions or causes of actions arising out of any loss, injury, or damage to my person or property incurred while traveling to or from, or attending at, or participating in the event, even if any such loss, injury, or damage arises by reason of negligence of NOCA, its employees, agents or local organizers. Without limiting the generality of the foregoing, I further release any recourse which I may now or hereafter have resulting from any decision taken by the NOCA.
8. I have been given the opportunity to obtain independent legal advice prior to signing this agreement, and fully understand its provisions. No person has attempted to unduly influence my signing of this agreement. I have signed this agreement on my own after careful consideration of all provisions.

Date at _____, this _____ day of _____, 20__

I have duly executed this agreement as attested by my signature below. Parents must sign if participant is under 18 years of age.

(Participant – SKIP) PRINT NAME

(Participant – THIRD) PRINT

(Parent of Skip) PRINT NAME

(Parent of Third) PRINT NAME

(Participant – SECOND) PRINT NAME

(Participant – LEAD) PRINT NAME

(Parent of Second) PRINT NAME

(Parent of Lead) PRINT NAME

(Participant – FIFTH) PRINT NAME

(Participant – COACH) PRINT NAME

(Parent of Fifth)

PRINT NAME

PLEASE RETURN TO NOCA OFFICE ONE WEEK PRIOR TO START OF PLAY

Northern Ontario Curling Association

Appendix VI

TEAM REGISTRATION AND MEMBER FACILITY CERTIFICATION

I certify that all members of the team listed below and representing: _____
(club) in the 2012 _____ Championship are members in good standing of the Northern Ontario Curling Association and are a (minimum or maximum) age of (16) (19) (20) (50) or (60) years of age on December 31, 2011. Please circle the appropriate category.

SKIP

THIRD

(Print name in full)

(Print name in full)

SECOND

LEAD

(Print name in full)

(Print name in full)

FIFTH (if necessary)

COACH

(Print name in full)

(Print name in full) CC # _____

I _____, representing this member facility of the Northern Ontario Curling Association, hereby confirm that the above mentioned team is representing our member facility in this year's _____ playdowns.

(Signature)

(Print name in full)

FORWARD BY FAX, EMAIL OR COURIER TO:

Northern Ontario Curling Association
P.O. Box 940, 214 Main Street West, Unit 4
Atikokan, ON P0T 1C0
807-597-4241 Fax lesliekerr@curlno.ca

THIS FORM MUST BE RECEIVED ONE WEEK PRIOR TO THE START OF THE FIRST COMPETITION

Northern Ontario Curling Association

Appendix VII

NORTHERN ONTARIO CURLING ASSOCIATION (NOCA) THE DOMINION AMETHYST CURLING CAMP

Sudbury Ontario

July 1 – 6, 2012

Deadline for the application is **February 10, 2012**

BURSARY APPLICATION

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

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

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

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

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

Please complete this form

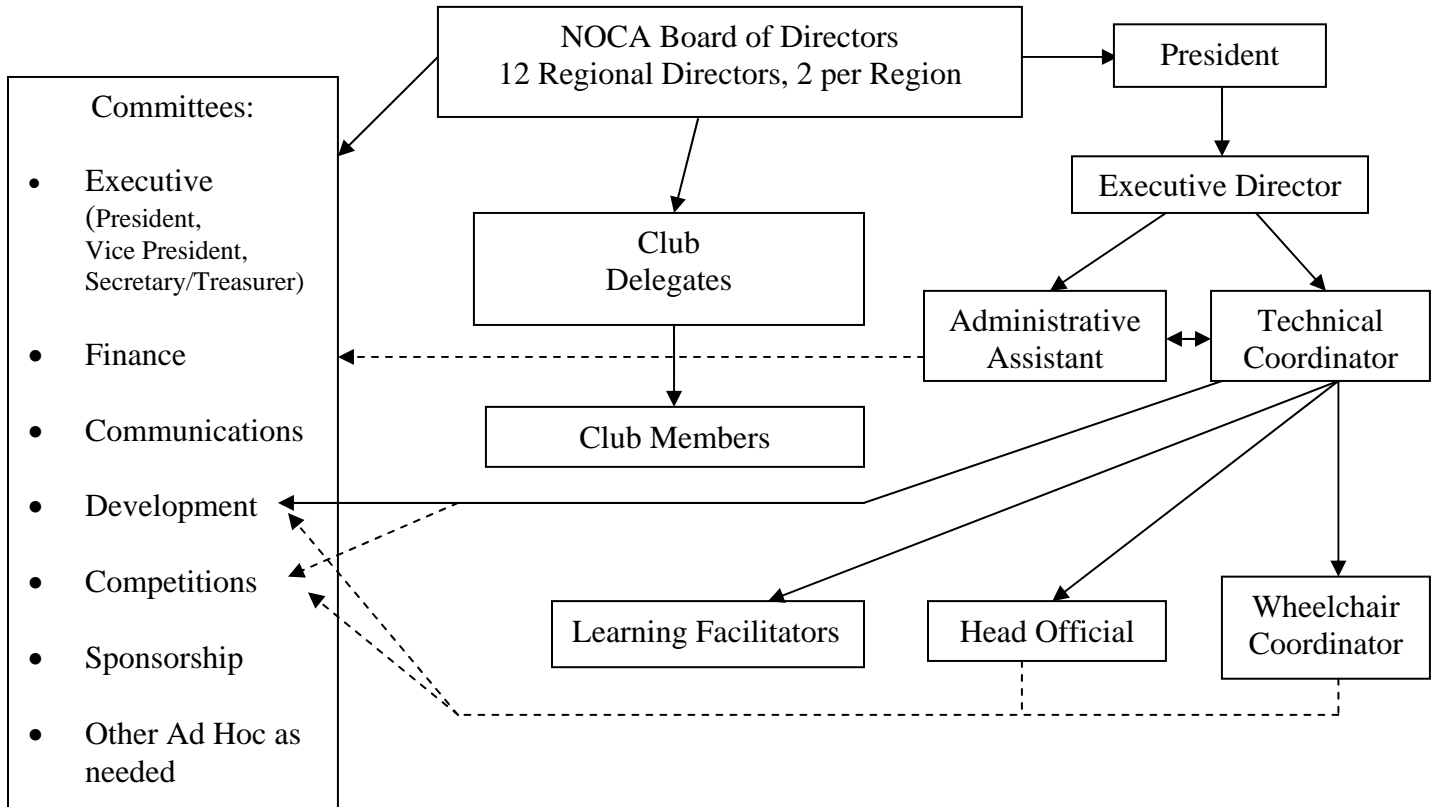
NAME	
ADDRESS	
CITY	
POSTAL CODE	
PHONE #	
EMAIL ADDRESS	
DATE of BIRTH	
YEARS of CURLING	

Please mail, fax, or email this application and applicable documents to the NOCA office, address below, by February 10, 2012.



Appendix VIII

NOCA Organizational Chart



June 1, 2009