



N.B.C.A. GUIDELINE MANUAL

N.B.C.A. CONSTITUTION

N.B.C.A. BY-LAWS

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INDEX

| DESCRIPTION | PAGE |
|----------------------------------------------------------------------|-----------|
| New Brunswick Curling Association (Curling NB) | 3 |
| Provincial Sponsors | 5 |
| Canadian Curling Association | 6 |
| Provincial Championships-General | |
| --Curling NB Code of Ethics, Fair Play Rules & Cyber Bulling Policy | 7 |
| --Curling NB Zero Tolerance and Appeals Policy | 8 |
| --Curling NB Inclement Weather Policy | 10 |
| --Curling NB Anti-Doping Policy | 10 |
| Curling NB Provincial Championships-General Guidelines | 11 |
| Curling NB Provincial Championships-Event Specific Guidelines | |
| --Men's Provincial Championship (Tankard) | 17 |
| --Women's Provincial Championship (Scotties) | 18 |
| --Senior Provincial Championship | 19 |
| --Mixed Provincial Championship | 19 |
| --Mixed Doubles Provincial Championship | 20 |
| --Master Provincial Championship | 23 |
| --Junior Provincial Championship (U21) | 26 |
| --Additional Junior Provincial Events | 28 |
| --Appendix "A"-Provincial Championships Draw Templates | 31 |
| Curling NB Provincial Championships Site Selection | 36 |
| Curling NB Junior Development Program | |
| --NB Junior Development Committee | 37 |
| --NB Skills Awards Program | 38 |
| --Junior Volunteer Screening Policy | 39 |
| --NB Junior Events Inclement Weather Policy | 40 |
| Curling NB Technical Development | |
| --Curling NB Technical Committee | 41 |
| --Curling Canada Technical Program | 42 |
| --Curling NB/CC Coaching Certification Program | 43 |
| --NB Centre For Coaching Ed/Regional Development Funding | 44 |
| --Curling NB/Curling Canada Officiating Program | 45 |
| --High Performance Athlete Assistance Program | 47 |
| New Brunswick Curling Association (Curling NB) Constitution | 48 |
| Curling NB By-Laws & Administrative Policies INDEX | 53 |
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NEW BRUNSWICK CURLING ASSOCIATION (Curling NB)
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WHO ARE WE?

The New Brunswick Curling Association, known as the Curling NB, is a bilingual association consisting of all members of affiliated curling clubs in New Brunswick that have been registered with the Association. Curling NB is managed by a Board of Directors which consists of the President, two Vice-Presidents, Past President, six Zone Directors, the Junior Development Director, NB Players' Representative and the Executive Director. The Technical Director holds an ex-officio seat on the Board.

MISSION STATEMENT:

Curling NB is a non-profit organization designed to bring together all curling clubs in the Province for one purpose; to provide opportunities for all residents, of any age and ability, to participate in the sport of curling, throughout their lifetime, for fun, fitness and/or competition.

VISION STATEMENT:

Curling NB envisions being a leading sports force within New Brunswick and throughout the Atlantic Provinces by providing growth, promotion and development opportunities to all curlers, regardless of age or ability, from grassroots to the highest level of competitive play.

OBJECTIVES:

The association shall foster and promote the traditions of the game and control all competitions leading to Provincial, Inter-Provincial and Canadian Championships, to establish and govern the rules and regulations for competitions within the province, to encourage the fraternal relationship with other curling associations, and to maintain affiliations with Curling Canada.

LANGUAGE POLICY: The Association will strive to provide equitable services to members in either official language of their choice. Minutes and publications will be produced in both official languages, the web site will include bilingual documents, and meetings will have translation available through a meeting delegate. Bilingual services are available through members of the board of directors, junior committee, technical committee and officiating committee.

PRIVACY POLICY: At Curling NB, we are committed to collecting, using and disclosing your personal information responsibly and to maintaining the accuracy, confidentiality and security of such personal information. The complete Curling NB Privacy Policy can be found in the Administrative Policies section of the New Brunswick Curling Association (Curling NB) Constitution.

What affiliation provides for curling centres and leagues:

- Participation in events leading to Provincial, National and World Championships (*)
- Participation in the Travelers Club Championship (*)
- Access to volunteer and athlete awards nominations (Ex: Curling NB's Les Harrison Volunteer of the Year Award, Sport NB's/Pitney Bowes various Volunteer, Athlete and Team of the Year Awards) (*)
- Access to awards for 8-Enders, outstanding achievements, etc. (*)
- Access to the Sandra Schmirler and CC For the Love of Curling Scholarships (*)
- Opportunity to sit on the Curling NB Board of Directors/Executive Committee (*)
- No Fault Medical Insurance (\$2,500 per registered participant/year)
- Access to rules of the game
- Access to learn-to-curl clinics
- Access to technical courses for coaching, instructing and officiating
- Access to ice technician courses
- Access to funding/support for "Business of Curling Clinics"
- Access to funding assistance for junior clinics
- Access to funding assistance for club member technical training
- Access to CC's Curling Assistance Program (CAP)
- Access to the Curling NB web-site calendar to post curling related activities/bonspiels
- Access to Curling NB Annual and Semi-Annual meetings (each affiliated curling centre may be represented by two voting delegates)
- And much more....

*Participants must be "full curling members" of a Curling NB Affiliated Curling Centre.

*Full Curling Member: An individual who carries a full season membership and receives all the benefits of being a member, including voting rights, of a Curling NB Affiliated Curling Centre.

**Curling NB Officers of the Association
Curling NB Additional Association Contacts
Curling NB Designated Appointees**

The complete list of current Curling NB contacts can be found at www.nbcurling.com
under the "Curling NB Contacts" tab.

| <u>SPONSOR REPRESENTATIVES</u> | |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travelers Canada Leigh Armstrong LPARMSTR@travelers.com | KRUGER PRODUCTS Janet Hingsberg Janet.Hingsberg@krugerproducts.ca |
| Colour Pro Scott Archibald scott@colourpro.ca | PROVINCE OF NEW BRUNSWICK Christine Powers-Tomsons Christine.Powers-Tomsons@gnb.ca |
| Amsterdam Inn Erika de Winter erika.dewinter5@gmail.com | SIMMS HOME HARDWARE Mrs. Judy Burgess judyburgess@simmshomehardware.ca |
| BELL ALIANT COMMUNITY ONE Csaba Domokos Csaba.Domokos@bellaliant.ca | Papa John's Pizza Darren Eaton darren.eaton@yahoo.ca |

CANADIAN CURLING ASSOCIATION

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E-mail: cca@curling.ca Web Site: <http://www.curling.ca>

**The complete list of current Curling Canada Governors and
Curling Canada staff can be found under the "Your Curling Canada" tab at
www.curling.ca**



Curling NB CODE OF ETHICS

“To ensure that all curlers are aware of their responsibilities when playing the game, Curling NB has adopted the following Code of Ethics as an official supplement to the Rules of Curling”

CURLERS’ CODE OF ETHICS

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

COACHING CODE OF ETHICS

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

FAIR PLAY

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

FAIR PLAY CODE FOR OFFICIALS

- The official shall strive to ensure that every athlete has the opportunity to perform to the best of his or her ability.
- The official shall strive to maintain a positive atmosphere and safe environment for competition
- The official shall not tolerate unacceptable conduct toward himself/herself, other officials, athletes or spectators.
- The official shall handle all conflicts firmly and with dignity.
- The official shall accept his/her role as a teacher and role model for Fair Play.

- The official shall be open to discussion and contact with the athletes as required.
- The official shall remain open to constructive criticism and show respect and consideration for different points of view.
- The official shall continue to obtain proper training and upgrade his/her officiating skills

CYBERBULLYING POLICY

It shall be considered unethical for any person affiliated with Curling NB to make direct derogatory or disparaging remarks to the media or through public domain about any other person affiliated with Curling NB. (Including, but not limited to, Curling NB Staff, Board of Directors, Coaches, Umpires and all Affiliated Curling Centre participants, staff and other such members)

Curling NB Zero Tolerance and Appeals Policy

Acknowledgement

1. By entering any Curling NB sanctioned event, teams acknowledge having read this policy and accept being subject to it.

Disciplinary Procedures

2. Inappropriate behavior will not be tolerated at any time during a Curling NB sanctioned competition. Such inappropriate behavior shall be dealt with according to the disciplinary procedures as outlined below, and include, but are not limited to:

(a) On-ice Conduct:

- (i) Use of inappropriate language and/or behavior to the point that is offensive
- (ii) Making an obscene gesture that is deemed inappropriate by an Official
- (iii) Being abusive to anyone involved with the event

(b) Refusing to take a directive given by a Curling NB official.

(c) Off-ice Activity: Any inappropriate conduct considered by Curling NB to have serious repercussions to the sport of curling in New Brunswick (e.g.: willful damage to curling centre, hotel or restaurant facilities).

3. The CC rules found under Special Rules in the CC Official Rulebook shall apply with the exception that appeals must be made within 48 hours. Therefore, Curling NB has authority to implement and administer reasonable disciplinary measures arising from any Competitor/Coach's conduct (whether of a verbal or physical nature) occurring during any Curling NB sanctioned competition, whether in the course of on-ice play or at other times.

4. Such disciplinary measures are:

- (a) verbal warnings
- (b) written reprimand
- (c) temporary or permanent suspension of competition privileges
- (d) dismissal from a team

5. As well, Curling NB reserves the right to impose fines to Competitors/Coaches participating in adult events, as introduced by CC in cooperation and with the support of the World Curling Players Association. These fines are ranged as follows:

- (a) 1st Offence \$25 - \$100
- (b) 2nd Offence \$75 - \$250
- (c) 3rd Offence up to \$500 and suspension

Infractions at junior events will be dealt through existing measures as deemed appropriate by the Head Official:

- (a) Sportsmanship time-out
- (b) Removal from the game
- (c) Removal from the competition

Disciplinary Process

6. Steps:

- a) Before the event, the Head Official will receive from the Curling NB Executive Director, a list of the participants that have received disciplinary action for the current and previous curling seasons. This will be used to determine the penalty level that could be imposed on the offender.
- b) When an infraction occurs, the official/Head Official shall advise the offender of the infraction and possible consequences.
- c) The official, if applicable, shall report the infraction to the Head Official and the Curling NB Event Liaison
- d) The Head Official and the Curling NB Event Liaison will determine the appropriate course of action to take.
- e) The Head Official will then inform the offender of the decision and the penalty imposed as outline in the Disciplinary Action form.
- f) The Head Official will sign the Disciplinary Action Form witnessed by the Curling NB Liaison and/or the offender.
- g) The offender will receive a copy of the signed Notice of Disciplinary Action Form.
- h) The Curling NB Event Liaison will collect the fine (if imposed) from the offender (cash or cheque accepted) prior to the beginning of the offenders next event game. (See #8 below for further instructions)
- i) The offender may appeal the decision pursuant to **Appeals** section of this policy.
- j) The Head Official will send a copy of the signed notice of Disciplinary Action form to the Curling NB Executive Director with in 48 hrs.
- k) The Disciplinary Action form will be appropriately filed by the Curling NB Executive Director for future reference.

7. Infractions are accumulated and carried forward throughout the remainder of the curling season and are not cleared at the termination of a specific curling event. Suspensions may span multiple curling seasons.

8. No Competitor/Coach, who is the subject of an unpaid fine, may participate in any Curling NB sanctioned event. (If the infraction took place during the offender's final game of an event, fine is to be forwarded to the Curling NB Executive Director prior to the beginning of the next Curling NB sanctioned event the offender is registered to participate in)

Protests

9. A skip or coach may lodge a protest as to the outcome of the game on behalf of the team no later than ten (10) minutes after the completion of the game.

10. The protest will be lodged with the on-site official and can be appealed to an Official-on-Call. The subsequent decision is final.

Appeals

11. Decisions made regarding competition behavior may be appealed in writing to the Curling NB Executive Director within forty-eight (48) hours of the original decision rendered.

12. The appeal committee may consist of any two (2) members of the Curling NB Executive and either the appropriate Curling NB Event Liaison or the Curling NB Head Official. The subsequent decision is final.

With regards to appeals relating to Junior Events, the appeals committee will include an impartial member of the Junior Development Committee. Wherever possible, this member will be the Junior Development Director.

13. Should an appeal result in an overturned decision, any paid fine will be reimbursed.

NBCA INCLEMENT WEATHER POLICY

THE FOLLOWING POLICY EFFECTS ALL NBCA PROVINCIAL EVENTS

(NB Junior Events Inclement Weather Policy can be found under the Junior Section of this Guideline Manual)

Responsibilities

The NBCA Event Chairperson, in consultation with the NBCA Event Liaison and Chief Umpire, if appointed, will be responsible to make the decision to cancel, postpone or reschedule games of a NBCA Provincial Event. Such a decision must be made at least 90 minutes prior to the scheduled game time.

Upon making the decision to cancel, postpone or reschedule games of a NBCA event, the Event Chairperson must notify all teams affected by the decision, the NBCA and the NBCA Executive Director.

Team Responsibilities

When registering for a NBCA event, all teams must supply a contact name and contact number to the NBCA office. This is done **online** at the time of registration. This will be the contact information used for notification of any changes to a NBCA event prior to **on-site** registration at the event.

Prior to the start of all NBCA events, teams must register with the Chief Umpire at the Team Meeting or, if no Chief Umpire, with the Host Committee. At this time teams must supply a contact name and contact number for their team as well as where they are staying. This will be the contact information used for notification of any changes to an NBCA event after on-site registration at the event.

Teams are responsible for taking all reasonable measures to attend scheduled games of a NBCA event. This will include monitoring weather and travelling ahead of suspected bad weather.

Teams are required to contact the NBCA event Chairperson of their refusal to play a game due to inclement weather. This notice must be given at least 90 minutes prior to the scheduled game. A team who refuses to play a game due to inclement weather will forfeit the scheduled game. The event Chairperson will notify the other team, Chief Umpire, Event Liaison and either the NBCA Executive Director or NBCA Jr. Development Director, whichever is applicable.

NBCA ANTI-DOPING POLICY

The NBCA has adopted the Canadian Anti-Doping Program.

For informational purposes, please feel free to refer to the attached published materials from the CCES on the Canadian Anti-Doping Program and the Canadian Policy Against Doping in Sport – 2011.

- [Canadian Anti-Doping Program \(CCES\)](#)
- [The Canadian Policy Against Doping in Sport](#)

GENERAL GUIDELINES
NBCA PROVINCIAL CHAMPIONSHIPS

(Note: Exceptions and additions to these guidelines can be found under Event Specific Guidelines)

NOTE: IT IS THE RESPONSIBILITY OF EACH SKIP TO ENSURE ALL TEAM MEMBERS ARE AWARE OF RULES AND GUIDELINES.

The following General Guidelines and Event Specific Guidelines have been adopted by the NBCA to govern play for ALL NB Provincial Championships.

The General Guidelines and Event Specific Guidelines shall supplement the “Rules of Curling for Officiated Play” as specified in the latest edition of the rulebook published by the Canadian Curling Association (CCA). This includes all subsequent rule changes and interpretations adopted by the CCA as of the start of the playdown competition. Interpretations may be made on request to the NBCA event liaison.

In addition to the General and Event Specific Guidelines, the NBCA policies preceding this section of the NBCA Guidelines Manual (NBCA Code of Ethics, NBCA Zero Tolerance and Appeals Policy, NBCA Incontinent Weather Policy and the NBCA Anti-Doping Policy) are also in effect for all NBCA Provincial Championships.

1. ELIGIBILITY/TEAMS & REGISTRATION

- a) All participants in provincial playoffs must carry a full season/full curling membership of a NBCA affiliated curling centre for the current season. The curling centre must be affiliated and in good standing with the NBCA as outlined in the NBCA Constitution. All participants and coaches must also meet the event specific eligibility requirements and be eligible to compete at subsequent National and World Championships.
- b) Teams must register ALL participants, (minimum of 4) including 5th (alternate) player and coach where applicable, on or before midnight of the event registration deadline date and registration fees must be received by the NBCA Executive Director on or before the event payment deadline date.
- c) Registered teams withdrawing from competition prior to the event registration deadline date will be reimbursed paid registration fees minus any processing fees. Teams withdrawing from competition after the event registration deadline date will not be reimbursed paid registration fees and all registered team participants will be subject to the penalty outlined in Item 1d below. **Exception:** The two championship U21 teams may withdraw from the Scotties or Tankard playdowns, without penalty, **IF** any portion these playdowns are in direct conflict with the U21 National Championship. Teams must submit their request to the Executive Director within 24 hours of winning the NB U21 Championships.
- d) Should a team not show up (except for circumstances deemed extenuating by the NBCA liaison) for any game after registering for any level of a provincial championship, the participants involved shall not be eligible to participate in any provincial championship play the following season. (team registrations withdrawn prior to the event registration deadline date do not apply)
- e) Teams changing participants of two or more prior to the event registration deadline date must first withdraw the registration of the original team (see Item 1C above) and then register the new team. Teams requesting alternates, substitutes and spares following the event registration deadline date will be subject to the guidelines under Item 7 or Item 8 below, whichever applies.
- f) **Provincial Championship Teams:** All four original members of a Provincial Championship team must go on to represent New Brunswick at the subsequent National Championship. Up to two of the original team may be replaced but only under circumstances deemed extenuating by the NBCA President and Executive Director. Residency requirements must be met by any replacement and 5th players. If these

conditions are not met, the second place team will replace the Championship team.

Provincial Team Uniforms: Teams representing the NBCA at a National Championship will be provided NBCA Team Jackets. Along with a pre-determined Team Grant for cresting purposes, teams will be provided a pre-determined amount to purchase Team Shirts. The following restrictions apply:

- Must adhere to the colouring of the NBCA Provincial Uniform (black, yellow or a combination of both)
 - Each team shirt must be the same in colour design & style. (It is understood that men's & women's style may differ slightly)
 - Must adhere to the Cresting Policy outlined in the Curling Canada event Championship Guide
- Exceptions to the above are events provided uniforms by alternate means. (Scotties, Brier, Travelers, etc.)

- g) It is the competitors responsibility to ensure they have read and are in compliance with current Residency Policies. Required exemption requests must be received by the applicable Provincial Associations on or before the deadline date outlined in the policy

Detailed Residency Policies and related forms can be found at www.nbcurling.com under the Guidelines and Forms tab.

2. COIN TOSS & LAST STONE DRAW

- a) Teams will flip a coin to determine 1st or 2nd practice times for the first game of round robin events and for each game of a knock out event. The coin toss shall be made following the pre-event practice or forty five minutes before the start of the game. Dark colored rocks (red/blue) will be issued to the team with first practice and light colored rocks (yellow/white) will be issued to teams with second practice. (Should rock colors differ, the Chief Umpire or event Chairperson will determine rock colors) Teams with 1st practice will **always** deliver clockwise rotation while teams with 2nd practice will **always** deliver counter-clockwise rotation for the Last Stone Draw.

Teams will flip a coin prior to each game of a knock out event. Winner will choose 1st or 2nd practice while the loser will have choice of rock color. Teams with 1st practice will **always** deliver clockwise rotation while teams with 2nd practice will **always** deliver counter-clockwise rotation for the Last Stone Draw.

At qualifying events, pre-game practice time shall be allowed when the schedule permits and under the discretion of the Chairperson and/or Chief Umpire.

- b) The Last Stone Draw (LSD) shall be used to determine which team will have the choice of hammer:
- c) At Championship events, teams will have 10 minutes for the pre-game practice and 1 minute for LSD.
- d) Rules regarding measurement are located in The Rules of Curling for Officiated Play.

3.DRAW

- a) It shall be the responsibility of the NBCA Drawmaster to arrange the draw within the scope of the rules. Complete authority to conduct a bonspiel within these rules shall be delegated to the local event committee. During any event the NBCA shall, **only under extreme circumstances**, exercise its right to overrule the local event committee and when this action can be taken without seriously disrupting the previously established draw and program schedule.
- b) All provincial draw formats, as per Appendix "A", shall be adhered to and must not be altered in any detail without authorization from NBCA liaison.

- c) Every attempt will be made to ensure draw schedules are finalized and distributed to teams not later than ten days prior to the start of the event.

4. GAME DURATION

- a) All games shall be 10 ends (unless otherwise stated in the Event Specific Guidelines) unless the game is tied at that point, in which case, play will continue for extra end(s) until a winner is declared. The losing skip may, at any time, declare the game conceded if they so wish, except in a broadcast game which must be at least 6 ends.
- b) In the absence of time clocks, warnings **MAY** be given at the discretion of the event committee, **if required due to tight scheduling**. If warnings are given, they shall be delivered in ten end games at two hours and ten minutes mark. When warnings are delivered, teams will complete the end they are in plus one more end (an end is complete when the score has been determined; a measure is an official time out).

The time warnings should be announced prior to teams going on ice.

- c) When time clocks are being used, Thinking Time allotted to each team shall be based on the most recent edition of Curling Canada's "The Rules of Curling-Officiated Play" and can be found under the heading "Game Time Operation".
- d) Although every effort will be made to ensure teams are scheduled to play no more than two games per day, in the event of tie breakers in round robin play, games must be played as required.
- e) No team shall be required to start a game without first having a rest period of at least two (2) hours. No game shall be scheduled to start after 10:00 p.m.
- f) If competing teams are not on the ice and ready to play when signal is given and opponents are ready to play, the Umpire or acting Umpire shall score against the late team as follows: If the delay of the start of play is 1-15 minutes, then the non-offending team receives one (1) point and will have last stone advantage in the first end of actual play. One end is considered completed. If the delay of the start of play is 15-30 minutes, then the non-offending team receives one (1) additional point and will have last stone advantage in the first end of actual play. Two ends are considered completed. If play has not started after 30 minutes, then the non-offending team is declared winner by forfeit. The game shall be recorded as W-L (win – loss) by forfeit.

5. COACHES

- a) Please note that the National Coaching Certification Program (NCCP) has been revised. For more information on the new model, please see the section in this manual for NBCA/CC Coaching Certification.
- b) Coaches accompanying teams to Provincial (qualifying or finals) events must meet the requirements set by Curling Canada for coaches accompanying teams to National Championships. Details can be found at www.nbcurling.com. (Click the "Technical Program" tab at the top of the home screen and then click the "Curling Canada Coaching Qualifications for National Events" link.
- c) Coaches may coach only one team per discipline or division.

6. UMPIRES

- a) A Chief Umpire shall be appointed for all Championship events. The Chief Umpire is responsible for the enforcement and interpretation in all areas covered by the NBCA Guidelines Manual and the CCA Rules for Officiated Play. Decisions made by an Umpire must be obeyed and accepted, subject only to immediate appeal to the Chief Umpire by the aggrieved skip at the time of the alleged infraction or

prior to the completion of the end.

- b) Hog line rules shall be addressed by the Chief Umpire in conjunction with the NBCA liaison. Where a Chief Umpire is not present, participants are asked to abide by the CCA Rules for General Play regarding delivery. (Rules of Curling for General Play, Section 8)

7. ALTERNATES, SUBSTITUTES & SPARES – PRIOR TO WINNING A QUALIFYING SPOT

- a) A team shall include a minimum of two players from the original team.
- b) When a player is unable to play because of illness, accident or other extenuating circumstances deemed reasonable by the NBCA liaison, the team may:
 - (i) play with the remaining three players, the first two players each delivering three stones in each end.
 - (ii) Choose a player who has played in any round except the one they are playing in. This can be an **Alternate** (a 5th player who must be registered with the team on the team entry form); a **substitute** (replaces a player for remainder of the same level of the event); or a **spare** (replaces a player for one game, on a game by game basis).
- c) Alternates, spares and substitutes must meet the age requirements, carry a full season/ full curling membership of a NBCA affiliated curling centre, meet current Residency Policy requirements and must not have been registered in the same level of the event with another team. A different spare(s) may be selected for each game. Alternates, substitutes & spares are required to be added to the event spare pool with the exception of the Scotties, Tankard and Seniors where 5th players are optional.
- d) Teams are free to reorganize their line up prior to the beginning of any game and must report the changes to the Chief Umpire or event Chairperson, whichever applies.

8. ALTERNATE, SUBSTITUTE, SPARES - AFTER WINNING A QUALIFYING SPOT

- a) If qualifying teams require a substitute for the round robin championship play, it will require the approval of the Chief Umpire or, in lieu of, the NBCA liaison. Spares or substitutes may **ONLY** be used due to illness, injury or other circumstances, deemed **extenuating** by the Chief Umpire or, in lieu of, the NBCA liaison. If a substitute or spare is allowed, rules in item 7 will apply.
- b) Teams are free to reorganize their line up prior to the beginning of any game and must report the changes to the Chief Umpire.

9. ROUND ROBIN PLAYOFFS (Scotties & Tankard)

- a) Following the conclusion of the Round Robin Championship, the top three teams shall participate in the playoffs.
- b) In the first round, the second place team shall play the third place team with the winner advancing to the final against the first place team. Both the first and final rounds are sudden death games.
- c) In playoff games, first end last rock advantage and choice of rock handle colour shall be awarded to the team with a better win-loss record during the round robin competition.

If the teams had an equal win-loss record, the team ranked higher shall have their choice of first end last rock advantage or choice of rock handle colour.

Immediately after the three playoff positions have been determined, each team involved shall be asked by the Chief Umpire to select their choice of last rock advantage and choice of rock handle colour. The teams shall provide their selection within 15 minutes of being asked. Failure to comply shall result in the rock handle colour being assigned.

At the conclusion of each playoff game, the above process shall be implemented again (if necessary).

- d) Selection of stones shall be done 15 minutes before the scheduled pre-game practice. Failure to comply shall result in stones being assigned. Rock handles shall not be changed from one set of rocks to another and a full set of rocks needs to be selected.
- e) In all playoff games the team delivering the last rock in the first end will practice first during the pre-game practice. A team is allowed to throw its own rocks during practice and not those of the opposition.
- f) Access to practice ice following the semi-final game will be at the discretion of the Chief Umpire and head ice technician. All practice sessions shall be supervised by an Umpire and last a maximum of one hour.
- g) The NBCA Liaison and the Chief Umpire shall make all final decisions with regards to the administration of playoffs.

Ties

- h) Teams that complete the round-robin with identical win/loss records are considered to be tied.
- i) Teams tied for a playoff position shall only be eliminated from the playoffs by playing tie-breaker game(s).
- j) The NBCA liaison and Chief Umpire shall make all final decisions with regard to the administration of tie-breakers.

Tie-Breaking Process

- k) When teams are tied for a playoff position, the round-robin win/loss record of those teams against each other shall be used to determine their ranking and therefore how the teams are positioned in the playoff draw or tie-breaker game(s). If a complete ranking of the tied teams cannot be established by a single comparison of the win/loss record of all tied teams, and ties still remain, a second comparison for ranking shall be made utilizing the win/loss records of only the remaining tied teams.
- l) When the ranking of tied teams eligible for playoffs cannot be established by successive comparisons of win/loss records (as defined in Tie-Breaking Process – Rule (a)), only those teams that remain tied after such comparisons shall be ranked by implementing the LSD (Last stone Draw).
- m) When the round-robin win/loss record of the teams involved in a playoff or tie-breaker game(s) is the same, the team that won the game between the two during the round-robin shall have choice of either last rock or rock handle color unless their ranking has been determined by the LSD (Last Stone Draw), then those results shall provide choice of either last rock or rock handle color. The declaration of last rock or rock handle color shall be made within 15 minutes of being asked to do so by the official.
- n) All tie-breakers shall be played with the rocks from the sheet assigned. Rock handles shall not be changed from one set of rocks to another.

Rock Matching

The following procedures will be followed with regard to rock matching:

- o) Only team members and certified coaches who are recognized as part of the team will be allowed in the ice area to be involved in the matching of rocks or any other team-related activity at any time prior to or during a Provincial Championship.
- p) Other than a stopwatch, the process of matching rocks cannot involve any equipment or any device to assist in the matching. The teams can only throw or "run" the rocks for the purpose of matching.
- q) Players cannot be in the ice area at anytime prior to or during a competition as defined below under "Access to Ice Prior to Start of Event".
- r) Special consideration and time allocation will be provided for rock matching prior to tie-breaker and playoff games.
- s) All rock matching sessions shall be supervised by an Umpire.
- t) Individual matching of rocks is the responsibility of each team.
- u) All decisions made with respect to rock matching shall be at the discretion of the Chief Umpire.
- v) Failure to comply with the spirit of these guidelines will result in disciplinary action.

10. OTHER

- a) The pre-event team meeting is mandatory for **ALL** participants. Should a team not be present for this meeting, that team will lose last rock advantage in their first game and will be score 185.4 cm on LSD for first game.
- b) Attendance and participation in the Opening Ceremonies is mandatory for **ALL** participating teams.
- c) Should games be broadcast, team members may be required to wear microphones. Failure to wear a microphone will result in a fine imposed by the NBCA.
- d) All Provincial Championship teams must be declared a minimum of three (3) weeks prior to the date set for the start of the Scotties Tournament of Hearts and the Brier and at least two weeks prior to all other Canadian Championship.
- e) In all provincial championships, each sheet of ice being played on shall be cleaned but not pebbled at the mid-game break.
- f) Where a pre-game practice is available, the ice will not be re-pebbled.
- g) Non competitive advertising only will be permitted on clothing during all championship events.

Access to Ice prior to start of Event

- h) Once the event ice tech has prepared the ice for competition, no one shall practice or play on the provincial ice surface prior to the scheduled provincial event practices and games, without the expressed permission of the event ice tech. If a regular league game is scheduled, and permitted to be played by the event ice tech, participants of the provincial event who are regular members of the league and scheduled to play, are permitted to play that game.
- i) The Host Committee will maintain a schedule of practices upon agreement of access to the ice by the event ice technician. Practice shall only be engaged with the intention of throwing rocks, not to gain

unfair intelligence about each of the provincial draw sheets. If sheets are available that are not being used as part of the competition, then only those sheets shall be used for such practice, where practical.

- j) As per CCA rules, no participant may assist in the preparation of the ice. Throwing rocks to provide feedback to the ice technician would be deemed as assisting in the preparation of the ice.

Access to Ice during the Event

- k) No one shall practice or play on the provincial ice surface during the event without the approval of the Chief Umpire.

****Host committees may reasonably amend these "Special Rules" with prior approval from the NBCA Liaison***

NOTE: Requests to challenge or seek clarification of guidelines, schedule and/or rules will be responded to after a minimum of three business days. At least three NBCA Board Members will make any decisions requiring exemption unless otherwise stated in these guidelines.

ADDITIONAL EVENT SPECIFIC GUIDELINES MEN'S CHAMPIONSHIP (TANKARD)

NOTE: IT IS THE RESPONSIBILITY OF EACH SKIP TO ENSURE ALL TEAM MEMBERS ARE AWARE OF RULES, APPLICABLE RESIDENCY POLICY AND GUIDELINES.

1. ELIGIBILITY

- a) Each team must have four male participants and may have a 5th (alternate) participant and a coach. There is no age restriction for participants.
- b) All participants and coaches who have qualified for the Round Robin Championship must sign and return, to the NBCA Executive Director, a copy of the NBCA Participant Agreement within 48 hours of qualifying. Failure to comply will result in a fine and/or suspension from the Championship event.

2. FORMAT

- (a) The Provincial Men's Championship will consist of one open, and mandatory, qualifying round, referred to as the Preliminary (TKO format with sections and brackets determined by the Provincial Draw Master), qualifying and seeding up to 8 teams for the Round Robin Championship round.
- (b) **For 9 and greater teams registered:**
- Seeding for the preliminary round will be determined by the current year's CTRS points. Teams without CTRS points will be seeded based on prior year's NB Tankard results.
 - Top two current year's CTRS points teams from the Province of NB will advance directly to the championship round and be seeded in the championship round as 1st & 2nd respectively.
 - Remaining teams will participate in the preliminary round which will qualify the remaining six teams for the championship round. Based on the results of the preliminary round, these six teams will be seeded in the championship round 3rd-8th respectively.
- For 8 or less teams registered:**
- Seeding for the preliminary round will be based on the current year's CTRS points. Teams without CTRS points will be seeded based on prior year's NB Tankard results.
 - All teams will be required to participate in the preliminary round.
 - Seeding for the championship round will be based on the results of the preliminary round.

NOTE: --Cutoff date to determine CTRS points will be the NB Tankard Registration Deadline Date.
--Teams offered direct entry to the championship round will have the option to decline and will be seeded in the preliminary round as 1st & 2nd respectively. Teams must declare their intent, to the Curling NB Executive Director, prior to the event registration deadline date.

ALL teams are required to submit normal event registration fees by the event payment deadline date.

3. UMPIRES

- a) A Chief Umpire will be appointed by the NBCA for both Men's Provincial events. (preliminary, and championship rounds)

ADDITIONAL EVENT SPECIFIC GUIDELINES WOMEN'S CHAMPIONSHIP (SCOTTIES)

NOTE: IT IS THE RESPONSIBILITY OF EACH SKIP TO ENSURE ALL TEAM MEMBERS ARE AWARE OF RULES, APPLICABLE RESIDENCY POLICY AND GUIDELINES.

1. ELIGIBILITY

- a) Each team must have four female participants and may have a 5th (alternate) participant and a coach. There is no age restriction for participants.
- b) All participants and coaches who have qualified for the Round Robin Final 8 Championship must sign and return, to the NBCA Executive Director, a copy of the NBCA Participant Agreement within 48 hours of qualifying. Failure to comply will result in a fine and/or suspension from the Championship event.

2. FORMAT

- (a) The Provincial Women's Championship will consist of one open, and mandatory, qualifying round, referred to as the Preliminary (TKO format with sections and brackets determined by the Provincial Draw Master), qualifying and seeding up to 8 teams for the Round Robin Championship round.
- (b) **For 9 and greater teams registered:**
- Seeding for the preliminary round will be determined by the current year's CTRS points. Teams with out CTRS points will be seeded based on prior year's NB Scotties results.
 - Top two current year's CTRS points teams from the Province of NB will advance directly to the championship round and be seeded in the championship round as 1st & 2nd respectively.
 - Remaining teams will participate in the preliminary round which will qualify the remaining six teams for the championship round. Based on the results of the preliminary round, these six teams will be seeded in the championship round 3rd-8th respectively.

For 8 or less teams registered:

- Seeding for the preliminary round will be based on the current year's CTRS points. Teams without CTRS points will be seeded based on prior year's NB Scotties results.
- All teams will be required to participate in the preliminary round.
- Seeding for the championship round will be based on the results of the preliminary round.

NOTE: --Cutoff date to determine CTRS points will be the NB Scotties Registration Deadline Date.

--Teams offered direct entry to the championship round will have the option to decline and will be seeded in the preliminary round as 1st & 2nd respectively. Teams must declare their intent, to the Curling NB Executive Director, prior to the event registration deadline date. ALL teams are required to submit normal event registration fees by the event payment deadline date.

**ADDITIONAL EVENT SPECIFIC GUIDELINES
SENIOR MEN'S AND WOMEN'S CHAMPIONSHIPS**

NOTE: IT IS THE RESPONSIBILITY OF EACH SKIP TO ENSURE ALL TEAM MEMBERS ARE AWARE OF RULES, APPLICABLE RESIDENCY POLICY AND GUIDELINES.

1. ELIGIBILITY

- a) Senior Men's—Each team must have four male participants, all of whom must meet the age requirements set by Curling Canada.

Senior Women's—Each team must have four female participants, all of whom must be meet the age requirements set by Curling Canada.

2. FORMAT

- a) The Senior Men's and Women's Playdowns shall consist of one open championship event with the format for both the men's and women's divisions dependent upon the number of teams entered in each division as shown in Appendix A.
- b) In keeping with National and World Championships, all games shall be 8 ends in duration.

NOTE: Curling Canada does not recognize 5th players at the Canadian Seniors Curling Championship. As such, only the Skip, Mate, Second & Lead will be recognized by the NBCA for awards purposes. (Team 5th player will not have name on NBCA Championship banner or trophy and will not receive any prizes, including Provincial Uniforms, associated with the Provincial Championship) Teams may also register a certified coach (Coach must be Competition Coach Certified). This individual may accompany the championship team to the National Championship but will be responsible to cover their own expenses, including the purchase of a Provincial Uniform. Coaches will not be recognized by the NBCA for awards purposes. (Team coach will not have name appear on NBCA Championship banner or trophy and will not receive any prizes associated with the Provincial Championship. (Re: Approved Motion of 2016 SAGM)

**ADDITIONAL EVENT SPECIFIC GUIDELINES
MIXED CHAMPIONSHIP**

NOTE: IT IS THE RESPONSIBILITY OF EACH SKIP TO ENSURE ALL TEAM MEMBERS ARE AWARE OF RULES, APPLICABLE RESIDENCY POLICY AND GUIDELINES.

1. ELIGIBILITY

- a) Each team must have two male and two female participants (male and female must play in alternate positions). There is no age restriction for participants.

2. FORMAT

- a) The Mixed Provincial Championship shall be an open Modified Triple Knock-Out event.

4. GAME DURATION

- a) In keeping with the National Championship, all games shall be 8 ends in duration.

**EVENT SPECIFIC RULES/GUIDELINES
MIXED DOUBLES CHAMPIONSHIP**

1. Eligibility:

- a) There is no age restriction for this event.

2. Format:

- a) Due to the fact that this is a new event, with an undetermined number of participating teams, no formal format has yet been established. The NBCCA, however, will make every attempt to ensure all participating teams play a minimum of three games.

3. Championship Team:

- a) It is the responsibility of the Championship team to cover all expenses associated with participation in Canadian Mixed Doubles Curling Trials. The NBCCA's contribution to the Championship team is limited to the provision of up to three (2 players and 1 coach) Provincial jackets, shirts and crests.

Mixed Doubles Rules (Rev: Nov. 2015)

- (1) A team is composed of two players, one male, and one female. Alternate players are not allowed. A team must forfeit any game(s) in which it fails to have both athletes playing for the entire game. One coach will be allowed for each team.
- (2) The scoring shall be the same as in a regular game of curling. The "positioned" stones that are placed before the beginning of each end are eligible to be counted in the scoring.
- (3) Each game will be scheduled for eight (8) ends.
- (4) **If clocks are used**, each team shall receive twenty-two (22) minutes of thinking time and one 90 second time out, includes travel coach time. There will be a four (4) minute break after the completion of the 4th end.
- (5) **If clocks are used**, when extra ends are required, the clocks will be reset, and each team shall receive three minutes (3:00) of thinking time for each extra end.
- (6) Each team shall deliver five (5) stones per end. The player delivering the team's first stone of the end must also deliver the team's last stone of that end. The other team member shall deliver the team's second, third and fourth stones for that end. The player delivering the first stone can change from end to end.
- (7) After the pre-game practice, using all eight (8) stones, teams will choose the five stones they want to play with and shall keep those five stones for the entire game.
- (8) Modified Free Guard Zone: no stone in play, including the "positioned" stones and those in the house,

can be moved to an out-of-play position prior to the delivery of the fourth stone of an end (the fourth delivered stone is the first stone that can remove any stone from play). If there is a violation and without exception, the delivered stone shall be removed from play, and any displaced stone(s) shall be replaced to their original position by the non-offending team.

- (9) Before the start of every end, one team shall place their team’s “positioned” stone at the playing end of the sheet in one of two positions, designated A and B. The opponent’s “positioned” stone shall then be placed in whichever position (A or B) remains vacant. Based on the ice conditions, the Chief Umpire shall determine the specific placement for Position A to be used before the start of the pre-game practice and that same placement must be used for the entire game. The location of these positions shall be as follows:

- (a) **Position A:** Placement so that the stone is bisected by the centre line and is either immediately in front of or immediately behind one of three (3) points in the ice. Teams will mutually agree on the location. The points are placed on the centre line:

- (i) At the mid-point between the hog line and the outermost edge of the top of the house 2.286 m. (7 feet 6 inches), or
- (ii) 0.915 m. (3 feet) from the mid-point (i) closer to the house, or
- (iii) 0.915 m. (3 feet) from the mid-point (i) closer to the hog line.

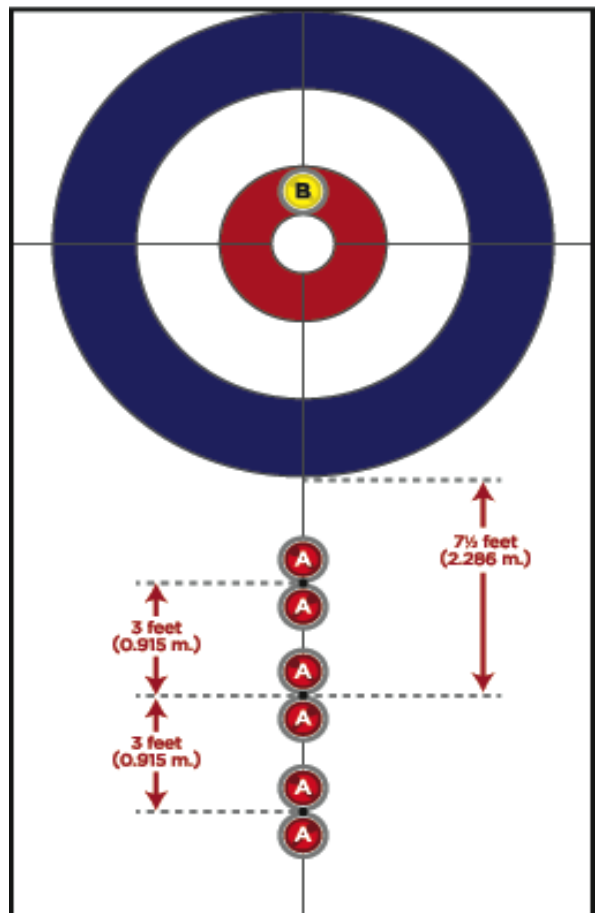
- (b) **Position B:** The Position B stone is placed so that the stone is bisected by the centre line and is in the back of the 4-foot circle. The back edge of the stone is aligned with the back edge of the 4-foot circle.

- (10) **Power Play Option:** Once per game, each team, when they have the decision on the placement of the “positioned” stones, can use the “Power Play” option to position the stones.

- (a) The in-house stone, which belongs to the team with last stone in that end, is placed with the back edge of the stone abutting the front edge the tee line, with half the stone in the 8-foot and half in the 12-foot circle.

- (b) The guard stone is positioned to the side of the sheet, so it would be bisected by a direct line between the middle of the in-house stone to the middle of the hack where the hack intersects with

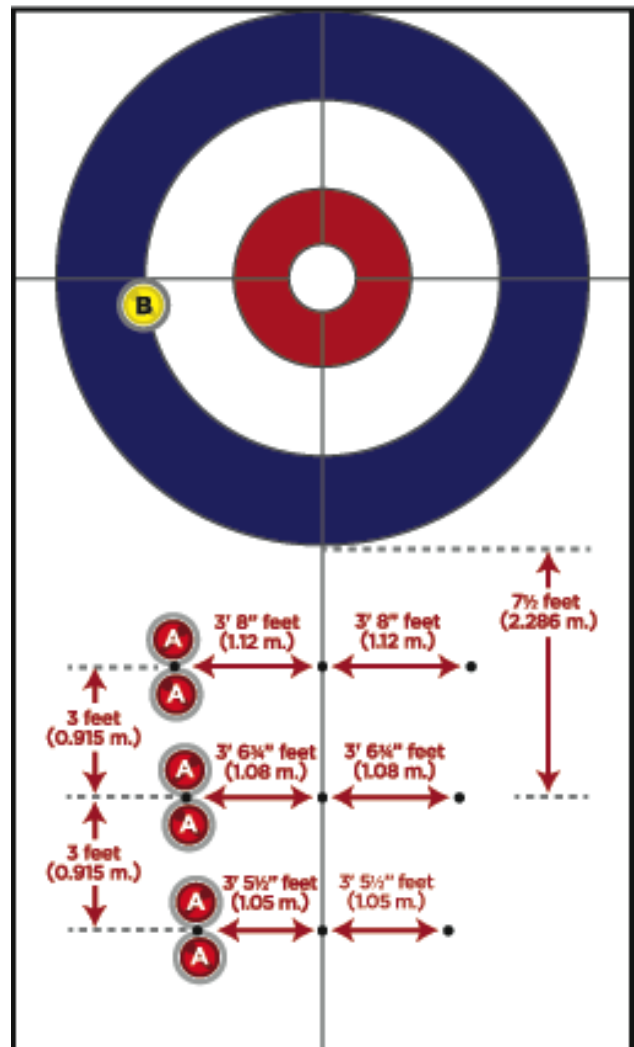
Figure No. 1 - Centre Guard



the centre line. The distance of this corner guard from the house will be the same distance that was determined for the centre guards and is either immediately in front of or immediately behind one of three (3) points in the ice. The team with the stone positioned in the house (stone B), shall position the guard (Stone A).

- (i) At the mid-point between the hog line and the outermost edge of the top of the house 2.286 m. (7 feet 6 inches); then 1.07 m. (3 feet inches) to the left or right of the centre line and the same side as the in-house stone, or
 - (ii) 0.915 m. (3 feet) from the mid-point (i) closer to the house; then 1.09 m. (3 feet 7 inches) to the left or right of the centre line and the same side as the in-house stone, or
 - (iii) 0.915 m. (3 feet) from the mid-point (i) closer to the hog line; then 1.04 m. (3 feet 5 inches) to the left or right of the centre line and the same side as the in-house stone, or
 - (iv) The corner guard can be placed on either side of the 'spot' (closer to the house or closer to the hog line) determined prior to the game.
- (c) The "Power Play" option cannot be used in extra ends.

Figure No. 2 - Power Play Option



- (11) The team having the decision on the placement of the "positioned" stones shall be:
 - (a) Teams opposing each other in the game shall use the Last Stone Draw (LSD) to determine which team has the decision in the first end. The team with the lesser LSD distance shall have the decision on the placement. Following each team's six (6) minute pre-game practice, each player will deliver a stone to the button – one (1) clockwise and one (1) counter-clockwise. Full sweeping is allowed. For the purpose of ranking, the highest combined distance of the seven games will be discarded. The remaining total distance for the round robin will be used to rank teams.
 - (b) Following the first end, the team that did not score shall have the decision on the placement.
 - (c) If neither team scores in an end, the team that delivered the first stone in that end shall have the

decision on placement in the next end.

- (d) The team whose “positioned” stone is placed in Position A in both Figure No. 1 & No. 2 shall deliver the first stone in that end.
- (12) While the team is in the process of delivery, the non-delivering player on the same team must be positioned either inside the hog line, with at least one foot/wheel on the ice surface at the playing end of the sheet, or in a position to sweep at the delivery end of the team’s sheet.
- (a) After delivery, either or both players may sweep their delivered stone and any stones set in motion that belong to their team anywhere in front of the tee line at the playing end.
- (b) If a player delivers a stone out of proper rotation, the delivered stone is removed from play and any displaced stones are returned to their original positions by the non- offending team. Should the infraction not be discovered until after the delivery of a subsequent stone, play continues as if the infraction had not occurred.
- (13) The NBCA will make every effort to ensure the NB Mixed Doubles Trials is an officiated event with a NBCA Chief Umpire.

NB MASTERS CURLING FOR MEN AND WOMEN

Mission Statement:

To hold an annual bonspiel to determine both a Men’s and Women’s Provincial Masters Championship team as well as a runner-up team in each category.

Eligibility Requirements:

- Participants must have reached their 60th birthday before January 1st of the year of participation.
- Teams may register a 5th player for the Provincial Championship if the 5th player is named on the registration form and providing the team includes an additional \$25 to the team entry fee to cover the cost of the banquet and other event supplies.
- All participants must agree to represent NB at the Maritime Masters and the Canadian Masters Championship should their team qualify. Extenuating circumstances may apply and must be approved by the NBCA Executive Director and the current NB Masters Committee. All teams must include at least two players from the original team for all levels of play.
- Participants must carry a “Full Curling Membership” for the current year at a NBCA Affiliated Curling Centre. (“Full Curling Member” is defined under “What affiliation provides for curling centres and leagues” at the front of this manual)

Rules of Operation and Administration:

- N.B. Masters Curling will operate in association with the New Brunswick Curling Association and will conform to the N.B.C.A. and C.C.A. rules of play
- The NB Masters Committee for the next season will be named at the Masters General Meeting and will be comprised of the previous year’s Provincial Championship Chairperson, the current year’s chairperson and the incoming chairperson. (i.e.: the 2014/15 committee consists of the 2013 chairperson, 2014 chairperson and the 2015 chairperson) Each year, the committee will

run from May 1-April 31.

The incoming chairperson will be named/elected at the NB Masters General Meeting. The responsibilities of the NB Masters Committee is to communicate with the incoming chairperson to ensure the Provincial Championship is planned according to the Masters Hosting Guidelines and to deal with any concerns/requests received from any NB Masters participants. The NB Masters Committee will liaise directly with the NBCA Executive Director as necessary/required.

- Dates for the Provincial Championship will be determined by the host committee who are responsible to ensure conflicts are avoided. Late January to mid February is the suggested time frame and will depend on the timing of the Maritime Masters. Event dates and location for the following season MUST be submitted to the NBCA Executive Director on or before April 20th of the current year.
- Annual bonspiel to be held in Saint John, Fredericton or Moncton on a regular rotation. The event/incoming chairperson will decide which curling centre will host the event.
- A NB Masters General Meeting will be held annually directly following the Provincial Championship Banquet. The agenda for this meeting will be determined/prepared by the NB Masters Committee and chaired by the current Provincial Championship Chairperson or delegate. A scribe will be appointed by the chairperson for the purpose of taking/recording the minutes of the meeting. Minutes are to be forwarded to the NBCA Executive Director, by March 31st, for distribution to all NB Masters included in the NB Masters E-mail Distribution List.
- The amount of \$500 per year, from Provincial Championship registrations, will be set aside to assist with the hosting of the Maritime Masters. (event hosted by NB every third year) The NBCA Executive Director will include this amount with the Hosting Grant sent to the Provincial Championship host curling centre. The NB Masters will assign a treasurer to maintain these Maritime Masters funds.

New Brunswick Curling Association Responsibilities:

- Set up on-line registration for the annual Provincial Championship
- Receive all entry fees and work with the Provincial Championship Chairperson to establish the annual budget. (this is in keeping with the NBCA/NB Masters agreement)
- Provide event posters to all NB Affiliated Curling Centres
- Ensure the event appears on the NBCA Web Calendar and on the Provincial Events Schedule
- Provide Provincial jackets and crests to the two championship teams representing NB at the Canadian Masters Championship (maximum of 8 each).
- Provide rules of play as requested
- Provide Championship Banners
- The NBCA Executive Director will act as liaison between the NB Masters and the Canadian Masters Committee: communicating intent to participate at the national event, forwarding entry fees for both NB teams (men and women) and forward all information received from the national committee to all NB Masters included in the NB Masters E-Mail Distribution List.

HOST COMMITTEE MUST FOLLOW THE HOSTING GUIDELINES SET OUT BELOW

- All aspects for hosting the games.
- The Provincial Championship Chairperson is responsible to assign/recruit a committee of individuals to assist with the planning and execution of the Provincial Championship.
- Ensure the host curling centre is prepared or provide the best possible ice conditions by ensuring their certified ice technician is on hand to maintain the ice throughout the event
- Assign an individual to act as event/draw umpire. This individual is to be equipped with a copy of the "Rules for General Play" and a copy of these (NB Masters Curling for Men and Women) guidelines.
- Work with the NBCA Executive Director in preparing the event budget
- Liaise with the NBCA Executive Director to arrange for championship jackets and crests

- Arrange with the host curling centre for a canteen/kitchen that can provide coffee, tea and light lunches (for a cost) if possible.
- Make banquet arrangements
- Provide table favours following each draw. (ex: party mix)
- Chair the Masters General Meeting, to take place in conjunction with the banquet
- Advertising the event through media; radio, TV, press. (media contacts can be acquired from the NBCA Executive Director)
- Encouraging all past champions to wear their championship jackets during current games.
- Keeping a final (financial and championship) report that might be of assistance to the next committee.
- Liaise with the NBCA Draw Master for draw schedule (Draw is **NOT** to be prepared by the host committee)
- Welcome teams to the event.
- Assign an individual to direct teams to the ice for each draw.
- Obtain from the host curling centre the \$500 Maritime Masters funds and forward to the NB Maritime Masters Treasurer.
- Notifying the N.B. Maritime Masters Treasurer of the time and place of the General meeting.
- List of spares for Spares Pool and spares must play front end positions.
- Acquire Championship Plaques from previous year champions and have on hand for championship games.

Requests for change(s) in Rules or Guidelines must be given in writing to chairman of host committee to be put on agenda for the next General Meeting.

Guidelines and Rules for Masters Curling Championships:

- 1) Games will be 8 ends.
- 2) No more than 2 games per day for any team.
- 3) No games in the evening.
- 4) Tied games go extra end.
- 5) Pre Event Draw to the Button (closest to the button with sweepers) for each member of the team. Actual measurement will be the distance from the pin to the edge of the rock. Rocks covering the pin will be awarded a 0 cm measurement and those outside the house will be awarded a 183 cm measurement. Skills competition takes place immediately after completion of the first game.
- 6) Tie-Breaking Process: When teams are tied for a playoff position, the win/loss record of those teams against each other shall be used to determine their ranking and therefore how teams are positioned in the playoff draw. If a complete ranking of the tied teams cannot be established by a single comparison of the win/loss record of tied teams, this same comparison format is to be used to determine the ranking of the remaining tied teams. If after a second comparison there remain tied teams, the results of the Pre Event Draw to the Button shall be used to determine the ranking of the remaining tied teams.
NOTE: If it is impossible to determine ranking of tied teams due to the fact that all tied teams have not played against one another, the Pre Event Draw to the Button will be used to break the tie.
- 7) Minimum number of games per team will be three. However, a minimum of four or five is preferred.
- 8) Sectional play is preferred where numbers permit. For instance, a total of 24 teams divided into 4 sections would be ideal. This would guarantee each team at least 5 games and permit semi-finals, finals and/or consolations.
- 9) Draw will be Round Robin Sections with playoffs.
- 10) Rules of Play as set out by the NBCA. (curling with stick is allowed).
- 11) Winner of Provincial Championship and Runner-up teams qualify to represent N.B. at the Maritime Masters. Provincial Championship teams will represent NB at the Canadian Masters Championship. (see Eligibility Requirements above)

SPECIAL RULES
JUNIOR (U21) MEN'S AND WOMEN'S CHAMPIONSHIPS

Rules and regulations of C.C.A. supervised play and N.B.C.A. General Guidelines shall be followed subject to the following:

1. (a) Each player must be 20 years of age or under as of June 30th leading into the current season. (See age eligibility requirements set by Curling Canada for details)
Fifth (5th) players are not permitted in Junior Playdowns, as per CCA rules.

(b) Each player must be a full member in good standing of the N.B. Junior Development Program at the time of the competition. (Must carry a full season Junior membership at a NBCA Affiliated Curling Centre.)
2. The provincial finals will be an eight (8) team TKO event consisting of teams qualifying from one or two preliminary events. The Preliminaries will be TKO events. See Appendix "A" for an example of the Final 8 TKO draw schedule. Results from the preliminary event(s) will be used to determine seeding for the final/championship round.
3. (a) No player or coach competing at any level of all NB Junior Development sanctioned events, will be permitted to consume alcoholic beverages or drugs not medically prescribed. This rule is in force from the time you leave home for a sanctioned junior event until you arrive back home after the event.

(b) Violation will result in immediate suspension from the championship and possible suspension from all provincial competitions in the following year.
4. (a) Individual player and team conduct is governed by the NBCA Zero Tolerance policy. In the event a player or a team whose conduct either on or off the ice is considered detrimental to the game of curling or where actions are in violation of the rules or regulations governing the N.B. Junior Men's and Women's Championships, a committee comprised of the provincial Junior coordinator and 2 others will review the suspected infraction and decide if a penalty should be imposed.

(b) The penalty can lead to a suspension of a player or players for a length of time to be determined by the appointed committee. In the event of a suspension a substitute may be selected by choice from the available pool or the team may continue with three players. In the event more than one player is suspended the team will play one member short for the duration of the suspension. The substitute must play in the lead position.

Coaching Requirements:

5. Please note that the National Coaching Certification Program (NCCP) has been revised. For more information on the new model, please see the section for NBCA Coaching Certification.

Each team must have a designated and certified coach. Coaches can coach only one team and must be present at each game.

- (a) Coaches accompanying teams to Provincial (qualifying or finals) events must meet the requirements set by Curling Canada for coaches accompanying teams to National Championships. Details can be found at www.nbcurling.com. (Click the "Technical Program" tab at the top of the home screen and then click the "Curling Canada Coaching Qualifications for National Events" link.
- (b) The Executive Director will verify a winning coach's credentials for Nationals. In the case the

coach of the provincial winner does not meet the requirements for Nationals; the NBCA Board shall be notified and shall appoint a certified replacement. In the case of Junior Nationals, the Junior Committee shall make a recommendation to the NBCA board.

6. Slow play will not be tolerated. Teams may be timed and the skip of the offending team warned. After two warnings a penalty (removal of the next rock to be thrown from play) will be imposed.
7. Time clocks will be used in the Junior TKO Final 8. Thinking Time, timeouts and length of extra ends will be governed by the CCA Rules for Officiated Play.
8. An individual's name may only appear on one application for any one category (Junior Men's or Women's) of an event. This does not preclude an individual from providing coaching services to more than one team in the event. The person listed on the registration form will be the contact person for the host committee and will be ultimately responsible for the care and custody of the team in all regards, throughout the event.
9. Rules regarding timeouts and mid-game breaks shall be clarified by the event chair prior to the start of competition and shall be communicated to all coaches.

ALTERNATE, SUBSTITUTE and SPARES

a) A team shall include a minimum of two players from the original team. When a player is unable to play because of illness, accident or other extenuating circumstances deemed reasonable by the N.B.C.A Liaison, the team may:

(i) play with the remaining three players, the first two players each delivering three stones in each end.

(ii) choose a player who has played in any round except the one they are playing in. This can be a **substitute** (replaces a player for remainder of the same level of the event); or a **spare** (replaces a player for one game, on a game by game basis).

b) Spares and substitutes must meet the age and residency requirements, be members of a club affiliated with NBCA and must not have been registered in the same level of the event with another team. A different spare(s) may be selected for each game. Alternates, substitutes & spares are required to be added to the event spare pool.

Access to Ice prior to start of Event

a) Once the event ice tech has prepared the ice for competition, no one shall practice or play on the provincial ice surface prior to the scheduled provincial event practices and games, without the expressed permission of the event ice tech. If a regular league game is scheduled, and permitted to be played by the event ice tech, participants of the provincial event who are regular members of the league and scheduled to play, are permitted to play that game. Participants who are primarily members of the host club may be allowed to practice upon approval of host committee.

b) The Host Committee will maintain a schedule of practices upon agreement of access to the ice by the event ice technician. Practice shall only be engaged with the intention of throwing rocks, not to gain unfair intelligence about each of the provincial draw sheets. If sheets are available that are not being used as part of the competition, then only those sheets shall be used for such practice, where practical.

c) As per CCA rules, no participant may assist in the preparation of the ice. Throwing rocks to provide feedback to the ice technician would be deemed as assisting in the preparation of the ice.

- d) Failure to comply with the spirit of these guidelines will result in disciplinary action.

U18 CHAMPIONSHIP

The U-18 Championship will be a 32 team open event. The first 16 boys and first 16 girls teams to register will be accepted to participate.

All the rules of the Junior Championship apply except the following:

1. Each player must be a maximum of 17 years of age as of June 30 of the year preceding the championship. (See age eligibility set by Curling Canada for details)
2. Draw format is presently a Modified DKO with a Consolation and will be put together by the NBCA Draw Master in consultation with the Host Committee.
3. All games shall be 8 ends.
4. Tie breaking scenario is to be determined by the host committee in accordance with standard practice of Head to Head or draw to the button.
5. Coaches accompanying teams to Provincial (qualifying or finals) events must meet the requirements set by Curling Canada for coaches accompanying teams to National Championships. Details can be found at www.nbcurling.com. (Click the "Technical Program" tab at the top of the home screen and then click the "Curling Canada Coaching Qualifications for National Events" link

Note: The winner in each division, girl and boy, must represent New Brunswick at the Canadian U-18 Championships.

KENNY COATES MEMORIAL NOVICE PROVINCIAL UNDER 15

All the rules for the Junior Championship apply except the following:

1. Each player must be a maximum of 14 years of age as of June 30 leading into the current season.
2. The format will be at the discretion of the host committee, based on number of teams entered. This is an open bonspiel.
3. All teams must be accompanied by a coach who is at least 21 years of age by December 31 of the current season. Certification is not required

NBCA MIXED JUNIOR CHAMPIONSHIP

All the rules of Junior Championship apply except the following:

1. Each player must be a maximum of 20 (Category A) or a maximum of 14 (Category B) years of age as of June 30 leading into the current season.
2. The Provincial finals will be an open D.K.O. in each category.
3. All teams must be accompanied by a coach who is at least 21 years of age by December 31 of the current season. Certification is not required

LITTLE ROCK ICE HALO & PROVINCIAL JAMBOREE UNDER 12

All the rules of Junior Championship apply except the following:

1. Each player must be a maximum 11 years of age as of June 30 leading into the current season.
2. The Provincial finals format will be at the discretion of the host committee. This is an Open Bonspiel.
5. Little rock coaches must be a minimum of 15 years of age on December 31 of the current season. Coaches under the age of 18 must be accompanied by an adult over the age of 20. The adult is responsible for the team off-ice. Only one (coach or adult) may access the ice surface to consult

- team. Both must have police check completed. Any exceptions to this age requirement must be requested in writing to the junior coordinator.
6. Participants of both Provincial Little Rocks events must wear protective head gear.

U 18 Nationals

Team Selection

U-18 teams representing New Brunswick will be the champions from the Simms Home Hardware U18 Provincial Championship.

Coaching Certification

As dictated by Curling Canada, see page 27 of this manual under "U18 Championships.

Age Requirements

Athletes must be 17 years or under as of June 30th of the year prior to the U18 Canadian Championships.

Funding

Teams representing New Brunswick at the U18 Canadian Championship will attend on a "user pay" basis. Curling Canada will subsidize a portion of team travel expenses.

Canada Winter Games

NBCA Canada Winter Games Selection Process

The NBCA is responsible for delivering a program to manage the selection and development of the curling team that is to represent New Brunswick at the Canada Winter Games. New Brunswick will determine one boys' team and one girls' team. Each team will be comprised of four players and a certified coach. The age eligibility requirements are specified by Curling Canada for each Canada Winter Games cycle.

The NBCA appoints a Canada Winter Games Selection Committee to oversee the selection process and to organize/deliver a series of development camps and spiels leading up to the qualifying events.

The goal of the NBCA Canada Winter Games Selection Committee is to develop a broad base of competitive curling athletes and coaches and to assist the two "selected" Canada Winter Games teams with preparations for medal competition.

Teams will be selected through an open qualifying process as follows:

- Two open Triple Knock-Out (TKO) events each qualifying three boys and three girls to the final round. (six boys teams and six girls teams will move on the final selection event)
- A final six team TKO event (six boys teams and six girls teams) from the two qualifying events will determine the two teams to represent New Brunswick at the Canada Winter Games.

The Selection Process is run as a four year program of information sessions, development camps and development bonspiels. The teams are determined in Year 3 with Year 4 being the year of the actual Canada Winter Games. For NBCA Canada Winter Games Team Selection news and information, visit nbcurling.com and click on the Junior Development link.

Coaching Requirements:

Coaches accompanying teams to Provincial (qualifying or finals) events must meet the requirements set by Curling Canada for coaches accompanying teams to National Championships. Details can be found at www.nbcurling.com. (Click the "Technical Program" tab at the top of the home screen and then click the

"Curling Canada Coaching Qualification for National Events" link

NBCA SENIOR MEN'S and WOMEN'S

- An open Championship event with the format for both the Women's and Men's divisions dependent upon the number of teams entered in each division, as shown below:
 - **Under 6 Teams:**--Single Round Robin
 - Top three teams advance to playoff round
 - Tiebreaker for 3rd place, if necessary
 - 1st place team advances directly to final game
 - **6-8 Teams:** --Single Round Robin
 - Top three teams advance to playoff round
 - Tiebreaker for 3rd place, if necessary
 - 1st place team advances directly to final game
 - **9 +Teams:** --Triple Knock Out
 - Team winning A, B & C sections is declared the winner
 - If three different section winners, team who played in most qualifying games advances to the final game with the other two advancing to the semi-final.
 - If a tie, the team who qualified earliest gets a bye to the final while the other two play the semi-final.
 - **NOTE:** It is possible that teams MAY be required to play more than two games in one day.

Rev. November, 2017

MEN'S AND WOMEN'S 8 TEAM ROUND ROBIN SCHEDULE

SCHEDULE

| | | | |
|-----|---------|--|--------------------|
| Wed | 1:00 PM | | Round Robin Draw 1 |
| Wed | 7:00 PM | | Round Robin Draw 2 |
| Thu | 1:00 PM | | Round Robin Draw 3 |
| Thu | 7:00 PM | | Round Robin Draw 4 |
| Fri | 1:00 PM | | Round Robin Draw 5 |
| Fri | 7:00PM | | Round Robin Draw 6 |
| Sat | 9:00 AM | | Round Robin Draw 7 |

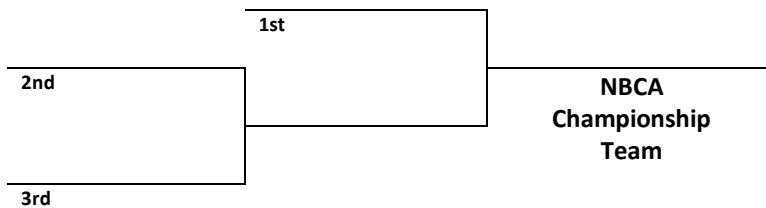
Note 1: If there is 1 or no tie breakers, semi final will be Saturday at 8:00 PM.

Note 2: If more than 1 tie breaker, semi final will be Sunday at 9:00 AM.

| | | |
|-----|---------|-------------------|
| Sat | 2:30 PM | Tie Breakers |
| Sat | 8:00 PM | Semi (See Note 1) |
| Sun | 9:00 AM | Semi (See Note 2) |
| Sun | 2:00 PM | Final |

In playoff games, last rock advantage and choice of colour shall be awarded to the team with a better win-loss record during round robin. If the teams had an equal win-loss record, the team ranked higher shall have choice of last rock advantage OR choice of colour.

PLAYOFFS



Pre-event practice schedule & team meeting may be altered by the Chief Umpire.

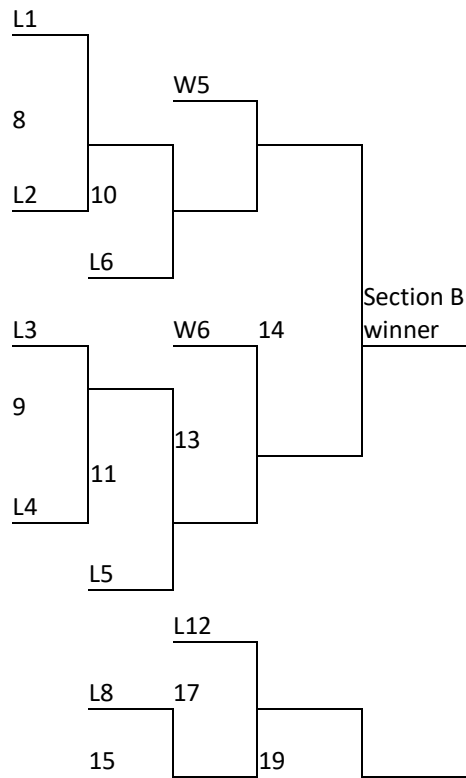
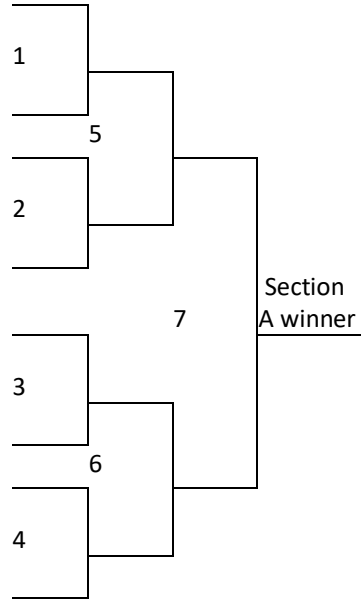
Wednesday, 9:00am: Teams seeded 1, 3, 5 & 7

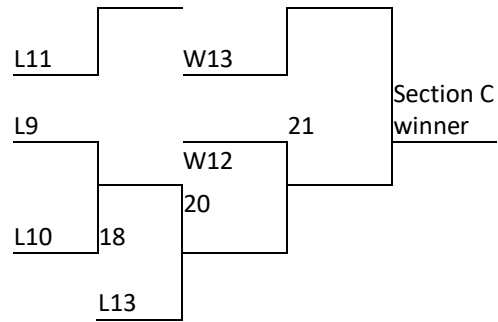
Wednesday, 9:50am: Team Meeting

Wednesday, 10:15am: Teams seeded 2, 4, 6 & 8

APPENDIX "A"

**JUNIOR MEN'S AND WOMEN'S FINAL 8
TRIPLE KNOCK OUT DRAW SCHEDULE**





**JUNIOR MEN'S AND WOMEN'S FINAL 8
TRIPLE KNOCK OUT DRAW SCHEDULE (continued)**

| DAY | TIME | ICE 1 | ICE 2 | ICE 3 | ICE 4 | JM/JW |
|-----|----------|-------|-------|-------|-------|-------|
| 1 | 8:30 am | | | | | |
| | 9:15 am | | | | | |
| | 10:00 am | | | | | |
| | 10:15 am | | | | | |
| | 11:00 am | | | | | |
| | 11:45 am | | | | | |
| | 12:30 pm | | | | | |
| | 1:30 pm | B2 | B4 | B3 | B1 | JM |
| | 5:00 pm | G1 | G3 | G4 | G2 | JW |
| | 8:30 pm | B6 | B8 | B5 | B9 | JM |
| 2 | 8:15 am | G9 | G5 | G8 | G6 | JW |
| | 11:45 am | B11 | B7 | B10 | | JM |
| | 4:00 pm | | G10 | G7 | G11 | JW |
| | 7:30 pm | B12 | B16 | B13 | B15 | JM |
| 3 | 8:00 am | G15 | G13 | G16 | G12 | JW |
| | 11:30 am | B18 | B17 | | B14 | JM |
| | 3:30 pm | G14 | | G17 | G18 | JW |
| | 8:30 pm | B19 | B20 | G20 | G19 | JM |
| 4 | 9:00 am | | G21 | B21 | | JW |

| | | | | | | |
|--|---------|--|-----|-----|--|----|
| | 2:00 pm | | B22 | G22 | | JM |
| | 7:00 pm | | G23 | B23 | | JW |

JM = Junior Men
 JW = Junior Women

Alternating Starting Teams

Schedule will alternate each year to decide who plays first draw.

Pre-event Practice and Team Meeting

Pre-event Team Practice number (1, 2, 3, or 4) will be decided by drawing names/random number generator.
 Pre-event Practice and Team Meeting Schedule may be modified by the Chief Umpire

- (1) 8:30am Practice - 2 boys teams & 2 girls teams
- (2) 9:15am Practice - 2 boys teams and 2 girls teams

10:00am Ice Maintenance

- (3) 10:15am Practice - 2 boys teams and 2 girls teams
- (4) 11:00am Practice - 2 boys teams and 2 girls teams

11:45am Team Meeting

**NBCA SITE SELECTION
PROVINCIAL CHAMPIONSHIPS**

The site selection process will be done in a two year cycle. This means that curling centres are open to request events for next season and the following season.

Below, you will find the criteria list and events included in our site selection process. When submitting your request, please indicate which season and state how your curling centre intends to meet these qualifications. Applications can be made via regular mail, fax or email.

The deadline for applications is **February 8**. The successful curling centres will be announced at the Annual General Meeting.

If you require further information on this matter, please contact the NBCA office.

SITE SELECTION CRITERIA FOR PROVINCIAL PLAYDOWNS

- Requests received by curling communities offering to host the event on arena ice will take precedence.
- Availability of the curling centre on dates determined by the NBCA.
- Availability of extra ice at neighboring curling centres if required.
- *Condition of rocks and ice (with input from both the Players’ Committee and the Provincial Ice Tech);
- Past performance in hosting by the curling centre
- Sponsor requirements
- Upcoming hosting of national events that require training of volunteers for officiating, etc. if applicable
- NBCA expenses (ice tech requirements, officials and NBCA liaison expenses, hosting grant);
- **Bell Aliant Community One compatibility (see NBCA Hosting Directives, at www.nbcurling.com, for details)

***Rocks must be in a suitable playing condition for all Provincial Final Events as determined by the Provincial Ice Technician**

****Bell Aliant Community One compatibility is only necessary for the Junior U21, Scotties and Tankard Championship events.**

EVENTS INCLUDED IN SITE SELECTION PROCESS

| | |
|---------------------------------------|-------------------------------------|
| Scotties Tournament of Hearts: | Provincial Mixed: |
| Prelim | Provincials (open) |
| Championship | |
| | |
| Tankard-Provincial Men: | Mixed Doubles: |
| Prelim | Provincial (open) |
| Championship | |
| | |
| | Travelers Club Championship: |
| Senior Men’s and Women’s: | Provincials |
| Provincials (open) | |
| | |

JUNIOR DEVELOPMENT COMMITTEE

The complete list of the current Junior Development Committee can be found at www.nbcurling.com under the "Junior Program" tab.

JUNIOR EVENTS PARTICIPANTS REQUEST

The New Brunswick Curling Association Junior Development Committee is very excited about the growth in junior curling in our province over the past several years.

We strive to have all of our programs and curling events inclusive so all junior curlers, regardless of the number of years curled, experience or ability have the opportunity to participate in our events. This leads to curlers of all different levels often competing in the same event. The down side of this growth and enthusiasm is that we sometimes have teams playing each other who are much unmatched in their curling ability. Games can end up being very one-sided.

When this happens, we want to ask coaches and developing teams who may be playing a much more experienced team, to consider conceding the game at an appropriate time.

1. First and most importantly, it does more harm than good for our young curlers to be put in this situation for an extended period of time. **If you are playing a team who is obviously far more advanced than your team, please consider shaking hands after 5 or 6 ends if the game and score are very one sided.**
2. Our more advanced teams are, in most cases, competing in an event that is very important to them and it can be detrimental to performance in their next game to have a lop-sided game extend longer than it should.
3. Our host committees usually have a weekend draw schedule that sees many, many games squeezed into a short time frame. Every bit of time that can be made up through the day helps keep the bonspiel on schedule.

We would like to thank you for abiding by this request.

**Catch the fun ~
When you're young!**

The New Brunswick Skill Award Program is a program designed to interest young people in curling skills. This is a five level program starting with the Red Level, which shows the basic and introductory curling skills. Curlers then work their way through Blue, Bronze and Silver, to reach the Gold Level where advanced curling skills are demonstrated. Techniques of delivery, sweeping and the concepts of strategy are exercised in skill awards.

Curlers within Little Rock, Junior, or a School curling program are eligible to be involved with the New Brunswick Skill Award Program. The program provides an excellent opportunity for young curlers of all ages to be involved with a province wide testing program that challenges and rewards participants merits. The program encourages curlers to develop skills at their own pace, under guidance of local organizers. To qualify for this program a curler must have a junior "participant card" indicating they are a member of the Junior Development Program.

THE FIVE SKILL LEVELS ARE AS FOLLOWS:

Red Level involves the demonstration of the proper hack position, a balanced curling delivery, and the execution of draw shots. The exhibiting of take-out weight, as well as a written quiz about reading the score board and identifying the markings on a sheet of curling ice are also a part of this level.

Blue Level still involves the demonstration of a balanced curling delivery, while hitting the broom during the execution of draw and take-out shots. Curlers will be required to demonstrate proper grip and setting the rock handle for in-turn and out-turn shots. Reasonable sweeping ability is also required, as well as a written test on curling etiquette and common rules.

Bronze Level calls for the curler to execute specific game situation shots and to exhibit effective sweeping techniques. A written test on rules of curling is included.

Silver Level candidates will be required to call ice and execute specific shots. Sweeping skills will be demonstrated, with emphasis and judgment of weight and use of power while sweeping in pairs.

Gold Level skills ask for advanced strategy situations to be played, along with exhibiting the calling of sweeping "for line" from a Skip's viewpoint from the House.

The New Brunswick Skill Award Program can be conducted at any Curling Club, at any time of the year and operated by any Coach-Instructor or Curling Organization. Skill Awards are self-contained with promotional material, test paper, and easy to follow testing procedures and reporting forms. Crests and wallet size membership cards will be forwarded upon completion of levels.

The costs for young curlers being tested at each level are as follows:

| Level | Curlers Cost |
|---------------|---------------------|
| Red | \$3.00 |
| Blue | \$4.00 |
| Bronze | \$5.00 |
| Silver | \$6.00 |
| Gold | \$8.00 |

At the Red and Blue Levels, a pass or incomplete grade is assessed. Curlers cannot be failed but are encouraged to complete the level at a later date.

Further details regarding this program can be found under the "Junior Program" at www.nbcurling.ca.

JUNIOR VOLUNTEER SCREENING POLICY

NBCA IMPLEMENTS SCREENING OF ALL JUNIOR COACHES

The New Brunswick Curling Association has overwhelmingly approved the implementation of a new policy for junior coaches under our jurisdiction. Effective immediately, anyone listed as "coach" on a team entry form in all NBCA sanctioned junior events must have a Police/Criminal check completed. This includes events such as:

- U21 Provincial Playdowns
- U18 Provincial Championship
- Kenny Coates U15 Provincial Bonspiel
- Ice Halo & Little Rock Provincial Jamborees
- U21 Provincial Mixed Bonspiel

NBCA Past President Bernard Savoie states that "this type of protection has been in place for many, many years in other associations dealing with youth and vulnerable persons, and it is long overdue in curling. Junior curling has grown at a rapid pace across Canada over the last 10 years, and everyone agrees, this type of screening is necessary both for the protection of our juniors as well as to protect those working with the juniors."

The "Police Check" requirement is completed by your local police or RCMP detachment. You go directly to the detachment, taking with you a completed Police Records Check Form (located at www.nbcurling.com under the "Junior Program" tab). Also take with you a stamped envelope addressed to:

Curling NB
65 Newcastle Centre Rd.
Newcastle Centre, NB, E4B2L2
nbca@nb.sympatico.ca

The form indicates you are a volunteer which should eliminate any cost. All police authorities handle these police checks differently and the cost is different depending on where you live. You will receive a form from the police which must also be completed.

When the police check is complete, they will mail the results to the NBCA Compliance Officer. We will keep track of the screening results. When entry forms start to come in for events, coaches who have not been screened will be contacted immediately.

November 01, 2011

Responsibilities

The NBCA Jr. Event Chairperson will be responsible for the decision to cancel, postpone or reschedule games of an NBCA Jr. event.

The NBCA Jr. event Chairperson will consult with the NBCA Event Liaison and Head Umpire, if appointed, in reaching a decision.

Upon making the decision to cancel, postpone or reschedule games of a NBCA Jr. event the Chairperson must notify all teams affected by the decision, the NBCA Jr. Development Coordinator and the NBCA Executive Director.

Team Responsibilities

When registering for a NBCA Jr. event all teams must supply a contact name and contact number to the NBCA office. This is done **online** at the time of registration. This will be the contact information used for notification of any changes to a NBCA Jr. event prior to **on-site** registration at the event.

Prior to the start of all NBCA events teams must register at the event site with the Host Committee. At this time teams must supply a contact name and contact number for their team as well as where they are staying. This will be the contact information used for notification of any changes to an NBCA event after on-site registration at the event.

Teams are responsible for taking all reasonable measures to attend scheduled games of a NBCA event. This will include monitoring weather and travelling ahead of suspected bad weather.

Teams are required to contact the NBCA Jr. event Chairperson of their refusal to play a game due to inclement weather. This notice must be given at least one hour prior to the scheduled game. A team who refuses to play a game due to inclement weather will forfeit the scheduled game. The event Chairperson will notify the other team, Head Umpire, Event Liaison and NBCA Jr. Development Coordinator.

NBCA Junior Development Committee.

“Curling is a technical sport combining coordination, dexterity and strategy. While physical in nature, it is also a thinking person’s game as it also involves reasoning and a general understanding of physics.”

The complete list of the current Technical Committee can be found at www.nbcurling.com under the "Technical Program" tab.

“RETAINING MEMBERS DEPENDS ON TRAINING MEMBERS”

If you want your members to enthusiastically enjoy the sport, then you must offer them training. They cannot be left on their own for one season and then, not enjoy it because they cannot “master it”, and drift off to seek success in another sport.

The NBCA Technical Committee is available to give clinics to new and returning members. We strongly suggest you give this opportunity to your members, as it will greatly improve their curling ability, resulting in increased enjoyment of the sport and the desire to continue to play it.

BOOK A BEGINNER OR INTERMEDIATE CLINIC TODAY

**CC / NBCA TECHNICAL PROGRAM
TEN POINT OBJECTIVES**

- Train instructors to teach curling methods to those who, in turn, wish to instruct at the club level.
- Train Novice curlers via clinics in clubs.
- Conduct Level I, II, III Technical Courses throughout the province.
- Conduct Intermediate Clinics with emphasis on junior curlers.
- Conduct Rules-Officiating courses.
- Conduct Ice technician courses (Level I and II).
- Facilitate Club Management Seminars.
- Take the initiative in delivering CCA Technical programs throughout the province.
- To liaise with the four Atlantic Provinces on their conduct in delivering the Technical program.
- To promote all CCA Technical Programs from Association level to club level.

HOW can this program help CURLING CLUBS?

Recruiting and retaining members: The Technical Programs offer, to all clubs in New Brunswick, novice clinics which teach the curler how to play the game. The initial introduction of the game is critical to each club if their recruiting of prospective curlers is to lead to retaining these persons. Clubs want these curlers to enthusiastically enjoy the sport. When this happens, the good word is passed on to their friends who tend also to become recruits. This is the single most effective way of retaining curlers and of expanding memberships in all curling clubs.

Compete with other sports: To counter the competition of other winter sports, the NBCA Technical Program must offer similar or better levels of instruction than these other sports, to ensure that our new curlers enjoy the sport of curling. They cannot be left on their own simply to try the game for one season and then, not enjoy it because they cannot “master it”, and drift off to seek success in another sport.

Support competitive players: To give valuable service to those curlers who wish to excel and compete in provincial playdowns and ultimately in national championships. This service ranges from junior through senior (fifty years plus) teams.

Advanced instruction: To provide advanced levels of instruction to those persons dedicated to reach for a high level of skill in the sport.

Coaches: To produce a good number of well qualified Coaches throughout all six zones who will obtain Level I, II and III certification. It is important to note that it is mandatory for all Jeux Canada Games coaches to have Level III certification. The two Junior teams going to the Canadian Championships must now have a Certified Level II coach.

Curling Club Management: To offer assistance to all clubs on the subject of Curling Club Management. A wide range of topics is covered in this service which is best delivered in a one day seminar format. The N.B. Technical Committee is willing and able to deliver this service also.

Qualified Officials: To train Officials in our province on procedures and rules which are applied at both provincial and national/international championships that may be hosted in our province.

The above itemized points are some of the reasons why the NBCA support the technical program. We share our involvement with all the provinces/territories in delivering first calls service to all curlers in New Brunswick. Our fees paid annually to the national association support the Professional Technical Staff and Programs.

HISTORY OF CCA TECHNICAL PROGRAM

Since the inception of CURL CANADA in 1974, the New Brunswick Curling Association have endorsed and

promoted their training programs. These programs are beneficial for curlers who: (a) wish to improve his/her curling ability and knowledge; (b) want to obtain the knowledge required to teach other less experienced curlers; and (c) want to coach a team through a progression from club right up to possibly a national championship.

An Ice Technician Development Program was launched in 1977 followed by a Club Management Seminar in 1982 and a Rules-Officiating Seminar in 1983. Each of these programs is offered to all associations and clubs throughout Canada. These programs were developed by the Curl Canada arm of the Canadian Curling Association.

A booklet entitled "Programs and Services" is available. From reading this publication you can appreciate the extent of the various programs offered. Each of the programs is supported by a technical manual which forms the basis around which the course Conductors prepare their lectures and their on-ice instruction. Every summer a national committee of Course conductors meet to review teaching methods, needed revisions to the manuals and to set plans for the delivery of these various CCA Technical Programs to each of the provincial/territorial curling associations in the following season. These programs and manuals are recognized by all curling countries world wide, to be the very best ever produced for the sport. Inter-sport disciplines also recognize CCA as being among the leaders of all sports in this program field.

CCA and Labatt Breweries have produced six (6) excellent instructional films which are available to all 1500 curling clubs throughout Canada. CCA has also introduced a Teachers' Curling Resource book called "Getting Started in Curling", which is a program that can be taught in a gymnasium.

NBCA/CC COACHING CERTIFICATION

Below is an overview of the Coaching Certification Program utilized by Curling Canada and all coaches falling under its jurisdiction. (Provincial Curling Associations and Curling Clubs) It is also in keeping with the National Coaching Certification Program developed by the Coaching Association of Canada.

Complete details regarding coach development and coach resources can be found under the "about curling" tab at www.curling.ca.

NOTE: Coaches accompanying teams to Provincial (qualifying or finals) events must meet the requirements set by Curling Canada for coaches accompanying teams to National Championships. Details can be found at www.nbcurling.com. (Click the "Technical Program" tab at the top of the home screen and then click the "Curling Canada Coaching Qualification for National Events" link

Community Stream:

| Course Name | Description |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Club Coach Youth (Provided by the NBCA) | 1 Day workshop. For coaches that will coach beginning and youth curlers. This is not recognized towards any certification level. Completing the 1 day workshop results in a status of Club Coach "Trained". |
| Club Coach (Provided by the NBCA) | 2 day workshop. Completing the 2 day workshop results in a status of Club Coach "Trained". |

Competition Stream:

| Course Name | Description |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Competition Coach (Provided by the NBCA) | Trained: 2.5 day workshop plus MED training. (MED training may be included in the workshop or can be done on line) Certified: Successful completion of the MED on line evaluation and the Competition Coach Practice Evaluation. |
| Competition Coach Development (Provided by Curling Canada) | Trained: 4 day workshop plus six multi sport modules. Certified: Successful completion of the following: --Competition Development MED on line evaluation --Annual Plan Portfolio --Competition Development Practice Evaluation --Competition Development Competition Evaluation |
| Competition Development- Advanced Gradation | For information, contact Jen Ferris at jferris@curling.ca |

MED=Making Ethical Decisions



Centre of Coaching Education of New Brunswick

Manon Ouellette, Executive Director

Phone: 506 444 3888

Fax: 506 459 0481

E-mail: manon.ouellette@gnb.ca

Course dates and outline of the new NCCP program are all available at:

www.coachnb.com

REGIONAL DEVELOPMENT FUNDING

Regional Development Funding is available for Junior Development and Coaching through the provincial Department of Wellness, Culture and Sport. Each Zone must apply for their own regional funding – Individual or Team Applications will NOT be accepted.

Link to criteria: <http://www.gnb.ca/0131/pdf/s/pol/p300-e.pdf>

Link to application: <http://www.gnb.ca/0131/regional-e.asp>

Link to Regional Contacts: <http://www.gnb.ca/0131/maps-e.asp>

The Canadian Curling association recognizes the need to develop and implement a National Curling Officials Certification Program. The objective is to establish standard guidelines for the training and development of curling officials who will be capable of officiating at a provincial/territorial or national championship.

In order to classify officials, the following five level system has been developed.

LEVEL 1 GAME OBSERVER, TIME KEEPER AND HOG LINE OFFICIAL

(provincial/territorial playoff/championships)

Level 1 Requirements:

- attend a game observer, time keeper and hogline official course
- pass an officiating exam (passing mark 70%)
- complete the practical requirement

LEVEL 2 PROVINCIAL/TERRITORIAL SUPERVISING OFFICIAL

(provincial/territorial playoff/championships)

Level 1 and 2 officials may act as support staff officials at a national championship with CCA approval

Level 2 Requirements:

- Have level 1 certification
- attend a supervising officials training course
- pass an officiating exam (passing mark 70%)

LEVEL 3 PROVINCIAL/TERRITORIAL HEAD OFFICIAL

(provincial/territorial playoff/championships)

Level 3 officials may act as a level 4 official at a national championship with CCA approval

Level 3 Requirements:

- Have level 2 certification
- Successfully complete the "Head Officials Training Course"
- Serve as a head official at a provincial/territorial championship
- receive a positive evaluation from the provincial/territorial championship committee chairman or association or from a provincially recognized head official
- appointment on as need basis by the provincial/territorial association

LEVEL 4 NATIONAL SUPERVISING OFFICIAL

(national championships)

Level 4 Requirements:

- Have level 3 certification
- Successfully complete the "National Championship Officials Training Course"
- Serve as a supervising official at a CCA national championship and receive a positive evaluation from the head official
- Appointment on as need basis by the CCA

LEVEL 5 NATIONAL HEAD OFFICIAL

(national championships)

Level 5 Requirements:

- Have level 4 certification
- Serve as a head official at a CCA national championship and receive a positive evaluation from the competition director and host committee representative
- Have demonstrated qualities of leadership, ability to negotiate and arbitrate and ability to effectively liaise with players, media, supervising officials, association officials and host committees
- Appointment on a need basis by the CCA

TEACHERS' CURLING GUIDE

"GETTING STARTED IN CURLING"-TEACHING MANUAL is a school curling resource book designed to provide educators with an easy to use instructional format for introducing elementary and middle years students to the sport. This program utilizes facilities and equipment readily available in school gyms. Also included is a 25 minute video that demonstrates how a school gym curling module can work and how teachers can transfer the curling instruction from the gym to the curling ice. This would be a 4 to 6 week curling module that would hopefully conclude with a field trip or two to the local curling club.

HIGH PERFORMANCE ATHLETE ASSISTANCE PROGRAM

The Province of New Brunswick established a High Performance Athlete Assistance Program in 1989. This funding is guaranteed from the Lotteries Act and placed in the Sport Development Trust Fund.

The primary objective of the New Brunswick **High Performance Athlete Assistance Program** is to provide financial assistance to athletes, who are near or have the potential to become members of their national senior team and/or reach carded status, in order to assist them in their training and competition needs.

This support is intended to help New Brunswick athletes reach carded status and/or make the national team. Athletes who have the potential to become carded within the next two to three years will be given priority. **Application deadline** for the High Performance Athlete Assistance Program is **April 1st**.

Applications for the High Performance Athlete Assistance Program are available annually through the New Brunswick Curling Association.

ARTICLE I — NAME

The name of this association is New Brunswick Curling Association Inc. (hereby referred to as “the Association
Or “NBCA”)

ARTICLE II — OBJECTIVE

Section 1: NBCA Mission: The NBCA is a non-profit organization designed to bring together all curling centres in the province for one purpose; to provide opportunities for all residents, of any age, to participate in the sport of curling throughout their lifetime for fun, fitness and/or competition.

Section 2: NBCA Vision: The NBCA envisions to be a leading sports force within New Brunswick and throughout the Atlantic Provinces by providing growth, promotion and development opportunities to all curlers, regardless of age or physical ability, from the grassroots to the highest levels of competitive play.

Section 3: The Association strives to foster and promote the camaraderie of the sport and provides governance and control over all competitions leading to Provincial, Inter-Provincial and Canadian Championships. The Association attempts to provide equitable services to members in their official language of choice.

ARTICLE III — AFFILIATION

This Association is affiliated with the Canadian Curling Association (hereby referred to as the “CCA”) and will affiliate with other such bodies as approved by the general membership.

ARTICLE IV — MEMBERSHIP

Section 1: Any curling centre within the province of NB may affiliate with the Association providing they comply with the Constitution and By-Laws of the Association. It is the responsibility of the Association Board of Directors to accept/reject applications for affiliation.

Upon application or renewal of affiliation, curling centres are required to provide the Executive Director of the Association with names and contact information of curling centre Executive, Junior Co-ordinator and complete Membership ID Report.

Section 2: Each affiliated curling centre is entitled to send two (2) voting delegates to all General Meetings of the Association, one male and one female, where possible. No proxies are permitted. The presiding officer of the General Meeting shall not be a curling centre delegate.

In addition to the two voting delegates, an affiliated curling centre may send two (2) official observers to any General Meeting of the Association, one male and one female, where possible, but such observers do not, under any circumstances, have a vote. Any member of an affiliated curling centre may attend a General Meeting in an unofficial capacity.

ARTICLE V — DUES

Section 1: Changes in dues shall be determined at a General Meeting each year and shall be payable annually on or before the 15th of December.

Section 2: Should a curling centre fail to pay its annual affiliation dues (fees) and/or submit its Membership ID Report on or before the 15th of December, the association will deny both the curling centre and its participants access to any benefits affiliation provides, including access to competitions offered by the Association, for that season. (It will be the responsibility of the curling centre to promptly notify the Executive Director of the Association of any individuals who become participants following the December 15th deadline) Should dues remain unpaid at the next Annual General Meeting, the curling centre will be considered to have forfeited its membership in the Association. Any curling centre ceasing to be a member of the Association may, upon successful application for readmission and payment of at least one (1) year delinquent dues and current participant list, be reinstated.

ARTICLE VI — MEETINGS

Section 1. The **Annual General Meeting** of the Association for the reception of Reports, appointment of Auditors, Election of Officers, determining of Dues for the ensuing year, and the transacting of other business, shall be held the first weekend in May, unless extenuating circumstances prevent it, at a time and place designated by the President.

Section 2. Special Meetings shall be held at such times as the President may deem necessary, or at the call of the President on the written request of five member curling centres, to deal with business arising during the curling season. Debate at Special Meetings shall be limited to the subject of the Special Meeting.

Section 3. The General Meeting notices and stated agendas will be given to affiliated curling centres at least ten (10) days prior to the meeting date. Such General Meetings will include the AGM, SAGM and Special General Meetings. Delegates for at least six (6) NBCA affiliated curling centres will represent a quorum for the transaction of business of all General Meetings of the Association.

Section 4. All annual reports of the NBCA Board of Directors and its associated committees must be submitted to the Executive Director of the Association by April 15th. These reports will then be distributed to the President and affiliated curling centres prior to the AGM.

Section 5a: An Executive Committee budget meeting and a Board of Directors Planning Meeting will be held during the month of July at a specific date, time and location to be determined by the presiding President. The **Semi-Annual General Meeting** of the Association for the presentation of an audited financial report, a budget for the ensuing year, and the transacting of other business shall be held the first weekend in November, unless extenuating circumstances prevent it, at a time and place designated by the President.

Section 5b: In addition to the Budget and Planning meetings mentioned in MEETINGS, Section 5 above, the NBCA Board of Directors will conduct Board Meetings as follows: Board Conference Calls will be held during the months of September, October, February, March and April, with specific dates and times to be determined by the Board of Directors at the Board Planning Meeting. Board Meetings will also be held on the mornings of the AGM and SAGM, at the same location as these two meetings. A Board Meeting will also be held during the month of January. Where possible, this meeting will be held on the same day and at the same location as the Provincial Scotties Tournament of Hearts Championship Game.

Section 5c: Aside from the Board Meetings mentioned in Sections 5a and 5b above, if required, the Board shall meet at the call of the President to carry out instructions of the Association on the by-laws and have the power to adjudicate upon any matter arising in an emergency.

Section 6. The Nominating Committee shall consist of three persons; the outgoing President as Chairman, and two (2) Directors appointed by the Chairman. The Nominating Committee is to be appointed at the

Semi-Annual Meeting. The report of the Nominating Committee shall be made at the Annual General Meeting. Nominations for all offices may also be made from the floor.

Section 7. Robert's Rules of Order shall govern all Association meetings.

ARTICLE VII — OFFICERS

Section 1a: The Officers of the Association will be elected at the Annual General Meeting and will consist of: a) President, b) two (2) Vice Presidents. The term of office for the elected Officers of the Association shall be a one (1) year term with a maximum tenure of two (2) consecutive years per officer's position. The Officers of the Association will hold office until their successors have been duly elected with this Constitution, unless they resign, are removed from or vacate their office.

No nominations for office will be placed on the ballots without the consent of the candidate. Letters of Nomination are to be forwarded to the Nomination Committee and should list the names of three (3) nominators, all of whom must be members in good standing of a NBCA affiliated curling centre. For the office of President, nominees must have served on the NBCA Board in an elected position for a minimum of one (1) year within the prior two (2) years.

The Officers of the Association must be members in good standing of a NBCA affiliated curling centre. Should any of the above be unable to complete his/her term of office, a replacement will be appointed by the Board of Directors until the next Annual General Meeting.

Section 1b: The immediate out-going President may be appointed by the Board as an Officer of the Association for one (1) additional year and will assume an advisory role. His/her title will be Past President. Should the outgoing President be unable or unwilling to fulfill this role, the position will remain vacant until the existing President completes his/her term of office. The Past President must be a member in good standing of a NBCA affiliated curling centre.

Once the Past President's term is completed, the Past President must take a sabbatical from the Board for a period of at least one (1) year. If the outgoing President is not appointed to or is unable/unwilling to assume the role of Past President, he/she is still required to take a sabbatical from the Board for a period of at least one (1) year.

Section 2a: The Executive Committee will consist of the Officers of the Association (President, Past President, Executive Vice President, Associate Vice President) and the Executive Director.

Section 2b: The Board of Directors will consist of the Executive Committee, six (6) Zone Directors (one Director for each of the six Zones), the Junior Development Director and the NB Players' Committee Chairperson. The six Zone Directors must be residents of the Zone they represent and be members in good standing of a NBCA affiliated curling centre within the Zone they represent.

Zone Directors will serve a three (3) year term with two (2) Directors being elected annually at the Annual General Meeting by the represented curling centres within their Zone. Letters of Nomination are to be forwarded to the Nomination Committee and should list the names of three (3) nominators, all of whom must be members in good standing of a NBCA affiliated curling centre. Should any Zone Director be unable to complete their term of office, a replacement will be appointed by the Board of Directors until the next Annual General Meeting.

The NB Players' Committee Chairperson will be selected annually by the NB Players' Association per their policies. The tenure is a minimum of one (1) year to a maximum of four (4) years. The NB Players' Committee Chairperson must be a member in good standing of a NBCA Affiliated Curling Centre. Should the NB Players' Committee terminate operation, this position will remain vacant until such time as proof of re-establishment can be presented to the NBCA Board of Directors.

Section 2c: The Ex-Officio members of the Association will consist of : Technical Director, Marketing and Sponsorship Director and the Events Management Committee Chairperson. Ex-Officio members will serve a two (2) year term and may re-offer if desired. Ex-Officio members are non-voting members.

Section 3. The President shall preside at all meetings of the Association, call special meetings through the Executive Director when he/she may deem it necessary, or on the written request of five (5) representative curling centres. He/she shall, when necessary, give a casting vote at any meeting.

In the absence of the President, the first Vice-President, OR in the absence of both, the second Vice-President, OR in the absence of all three, any other person appointed by the meeting shall temporarily have the powers of the President.

Section 4: Members of the Board of Directors are responsible for the promotion of curling throughout the province. A detailed list of the Roles and Responsibilities of the NBCA Board of Directors and Ex-Officio members are located under the attached By-Laws and are managed and governed by the Board of Directors.

Section 5: The auditors will examine and certify to the NBCA Financial Accounts and provide a written report to the Association which is to be presented to the General Membership by the Treasurer at the SAGM.

Section 6: The Signing Officers of the Association will consist of the Treasurer, the Executive Director and at least one other member of the Executive Committee, to be named annually by the Executive Committee. They will have the power to draw, accept or endorse cheques and orders for payment of monies on behalf of the Association. All cheques require dual signatures.

Section 7: The expenses of the Board, and such other person named by them, which are incurred while on NBCA business, will be paid by the Association.

ARTICLE VIII — AMENDMENTS

Amendments to the Constitution can only be made at the AGM or SAGM. A Notice for Consideration to Change the Constitution must be provided, in writing, to the Executive Director of the Association, at least two months prior to the up-coming General Meeting. The Executive Director will circulate any Notices for Consideration to all NBCA affiliated curling centres one month prior to the next General Meeting.

In order to be carried, a Motion to Amend the Constitution must receive two-thirds of the votes cast at the General Meeting.

ARTICLE IX — HONORARY LIFE MEMBERS

Honorary Life Members of the Association may be appointed by the Executive Committee. Induction as an Honorary Life Member is acknowledgement of a member who has given meritorious service to the Association and to the sport of curling in general. Honorary Life Members may be called upon by the Association to provide guidance and advice.

ARTICLE X — ORDER OF BUSINESS

General Meetings of the Association will consist of, but not limited to, the following items, as applicable:

- Report of Credentials
- Ratification of Agenda and Appointment of Scrutineers
- Minute of Silence for Departed Members
- Adoption of Minutes
- Appointment of Auditors
- Unfinished Business

- Treasurer's Interim or Annual Report
- Report of Correspondence
- Admission of New Curling Centres
- Report of Committees
- President's and Executive Directors Reports
- Report of Nominating Committee
- Election of Board Members
- Notices for Consideration/ Motions to Amend the Constitution and/or By-Laws
- New Business

ARTICLE XI — COMPETITIONS

Section 1. Locations and dates for all NBCA sanctioned/ provincial events will be approved by the Board of Directors and announced at the AGM. Invitations to host a NBCA sanctioned provincial event will be sent to all affiliated curling centres on or about January 15th.

Locations for the NBCA Junior Events are allocated by Zone on a rotation basis. This process is overseen by the Junior Development Committee.

Section 2. All competitions shall be subject to the rules and regulations approved by the Association for that particular competition.

Section 3. Omitted

Section 4. Any member belonging to two or more curling centres, having played for one of the curling centres in any NBCA sanctioned Provincial Championship, shall not play for any other curling centre in that championship.

Section 5. An NBCA sanctioned provincial event is any of the following but not exclusive to:

- Men's Provincials
- Women's Provincials
- Mixed Provincials
- Senior Men's & Senior Women's Provincials
- Stick Provincial
- Masters Men's & Masters Women's Provincials
- Travelers Club Championship
- Wheelchair Provincials
- Junior Men's & Junior Women's Provincials
- U-18 Provincials
- U15 Provincials
- Little Rock Provincial Jamborees
- Mixed Doubles Curling Trials

Additional championships can be added as deemed appropriate by the Association.

. ARTICLE XII — NATIONAL DELEGATES

Delegates attending the CCA National Curling Congress and Annual General Meeting will be based on Board approved Administrative Policies which appear in the NBCA By-Laws.

Amended May, 2015

NBCA By-Laws & Administrative Policies
INDEX

NBCA By-Laws

NBCA Zones -----53
Board Code of Conduct -----53
Board Conflict of Interest Policy -----56
Roles & Responsibilities of Board Members and Committees -----56

NBCA Administrative Policies

Privacy Policy -----61
E-mail Protocol & Board Voting Policy -----62
Nominations to Curling Canada Board Policy -----63
Proposed Format Changes to Existing Championships & Proposed Adoption of
New Championships Policy -----64
Provincial Jackets and Crests Policy -----65
Attendance of E.D. to NCC & Curling Canada General Meetings Policy -----66
Selection of Voting Delegates to NCC and Curling Canada General Meetings Policy -----66
Referral Fee to Host Canadian or World Curling Events -----67

Please Note: To follow are the By-Laws of the Association, which consists of the NBCA Zones, Board Policies, Roles and Responsibilities of the Board of Directors and NBCA Administrative Policies. The NBCA By Laws are the responsibility of the NBCA Board of Directors.

NBCA BY-LAWS

Please Note: the By-Laws of the NBCA are currently under review and sections will be added as they are completed and approved by the Board.

NBCA Zones

The province shall be divided into six curling Zones as follows:

- **North East Zone** - The North Shore and Miramichi Area, including: Bathurst, Campbellton, Miramichi, Beresford (Sportek), Tracadie.
- **North West Zone** - The Saint John River Valley from Nackawic to Edmundston including: Florenceville, Grand Falls, Nackawic, Plaster Rock, Woodstock.
- **South East Zone** - The Moncton area, Sackville, Albert County including: Moncton, Rexton, Sackville.
- **South Zone** - The Saint John area, Hampton, Sussex including: Saint John, Rothesay, Hampton, Sussex.
- **Central Zone** - The Fredericton Area, including: Fredericton, Oromocto, Doaktown, Fredericton Junction, Nashwaak.
- **South West Zone** - The Southern part of the Province, including: St. Andrews, St. Stephen, Harvey, Grand Manan.

NBCA Board Code of Conduct

The Board is responsible for acting in accordance with the Constitution, By-Laws and Guidelines it sets. This policy is a guide for the Board of Directors and it sets expectations regarding their conduct as individuals.

1. Directors agree to abide by this NBCA Board Code of Conduct
2. Directors shall act in the interests of the Affiliated Curling Centres as the owners. This accountability supersedes any conflicting loyalty to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Director acting as a Coach, a user of NBCA's services or as a paid supplier of services to the NBCA.
3. Directors shall disclose their involvement with other organizations, vendors, or any other associations that might produce a conflict at each Board meeting and at any time during the year when their involvement changes. A conflict is defined as a competing interest, influence or relationship which might impair or appear to impair a Director's ability to perform his other duties and responsibilities objectively for the best interests of the NBCA. (See NBCA Board Conflict of Interest for more information)

4. Directors shall, at all times, act with decorum and shall be respectful of other Directors, staff, volunteers, stakeholders and the Boards and staff of Affiliated Curling Centres. At any event where a Director is the Board's appointed representative or while attending any NBCA championship or event, or national event, he/she shall avoid the consumption of alcohol or any other debilitating substance to a level which would reasonably be expected to impair the Director's ability to perform his/her duties competently, cause impairment in the Director's ability to speak, walk or drive or cause him/her to perform in a disruptive manner.

5. Directors shall respect the confidentiality of Board discussion and Board materials. They shall not disclose at any time confidential information obtained through their position with the NBCA to any persons not entitled or required to know.

6. Directors shall ensure that activities that are unethical, or that have the potential to negatively impact NBCA's public image, which are not covered or specifically prohibited by the foregoing, are neither engaged in nor condoned.

7. Ownership Linkage activities (Director interaction and consultation with Affiliated Curling Centres) are an important part of the Board's work. It is another opportunity where Directors may individually participate in the work of the Board. This opportunity supports the collective work of the Board on behalf of the Affiliated Curling Centres.

8. Directors shall not attempt to exercise individual authority over the NBCA except as explicitly set forth in the Constitution, By-Laws and Guidelines.

a) Director interaction with the ED and staff (any individual receiving payment for NBCA services rendered) is encouraged; however Directors shall recognize authority over the ED is only through the Board as a whole and the Board has no authority over staff except through the ED.

b) Directors shall give no consequence or voice to individual judgements of the ED or staff performance, except as that performance is assessed against the Constitution, By-Laws and Guidelines by the official process. (Performance is assessed by the President)

9. Directors acknowledge and appreciate that all Directors are volunteers, and as such, time is at a premium.

a) Directors strive to manage time effectively and agree to come prepared in advance for meetings.

b) Directors shall respect each other's contribution to the discussion and encourage each other to present their views.

i. Directors shall have an opportunity to speak in turn in the discussion of any topic.

ii. Directors who wish to speak during discussion will wait to do so until recognized by the Chair.

iii. Directors shall listen respectfully and refrain from side conversations.

iv. Sharing of observations or concerns should occur at the Board table.

c) Directors accept their mutual responsibility to ensure that all agenda items result in a decision or are placed on a schedule for follow-up action.

10. Directors recognize the importance of being able to participate in Board meetings.

a) Directors shall make every effort to attend Board meetings. If a Director has an unavoidable conflict not known at the time the Board meeting was scheduled, they shall communicate the reason for their absence to the Chair, verbally or in writing prior to the meeting.

b) The Board shall ensure they schedule social activities and team building exercises that enable them to bond and function effectively as a team.

c) Directors accept the responsibility to create an environment where concerns can be expressed without fear of criticism.

d) Directors shall take part in Board organized educational activities which will assist them in carrying out their responsibilities.

11. Directors accept that the decision-making process may involve conflict, believing that it is only when all points of view are revealed that the best decision can be made. The Board shall assume that after a fair opportunity for expression of views, Directors agree to support the majority decision of the group.

12. Directors shall submit to the NBCA office within 30 days, claims for expenses incurred in the execution of their assigned duties. Should there be any question as to the validity of the Director's expense claim; the claim shall be verified by the ED and/or Chair of the Finance Committee.

13. Directors' interaction with the public, media, or other outside groups and organizations must recognize the same limitation and inability of any Director to speak for the Board, and then only to repeat explicitly stated Board decisions or positions.

14. Directors are encouraged to continue to be operational volunteers, as well as governance volunteers. As operational volunteers, they are then individually accountable through the normal management channels to the ED. They are not representing the Board at the operational level.

15. Directors shall refer inquiries regarding operations from operational volunteers or staff, athletes, coaches, event organizers, or the general public to the ED. The Director shall also advise the ED that they have referred an individual and inquiry to help ensure the loop is closed between the inquirer and the ED.

16. In the event that a Director is alleged to have violated the Code of Conduct the following process shall be followed. The Chair shall:

- a) Receive complaints of a Director's breach of the Code of Conduct
- b) Notify the respondent Director in writing and ask him/her to present their views of the alleged breach at the next Board meeting.
- c) Introduce the agenda item at the next Board meeting.
- d) Prepare any follow-up documents.
- e) Ensure actions taken by the Board in response to complaints are deposited with the NBCA office for future reference.

17. At the Board meeting where the alleged violation of the Code of Conduct is discussed, the complaining party must be identified. If the complaining party is also a Director, he/she and the respondent Director shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Board of. Directors who are found to have violated the Code of Conduct may be subject to:

- a) Verbal reprimand
- b) Written reprimand
- c) Removal from Board-appointed representative roles or Committees
- d) Reference by name in the minutes of the meeting discussing the non-compliance.
- e) Requirement to take action to redress the non-compliance, e.g., issue of a letter of apology or public statement.
- f) Issue of notice to Affiliated Curling Centres of the non-compliance by the Director and the subsequent Board decision.
- g) Motion by the Board of directors to a Special General Meeting for removal of the Director. The Board commits itself and its Directors to ethical, business-like, and lawful conduct and the proper use of authority.

As a Board of Directors, we expect the following:

1. Directors shall not use their positions to obtain benefit or employment for themselves, family members, or close associates. Should a Director desire to seek employment with the NBCA, he or she must first resign.
2. Directors shall not use information obtained through his/her position for personal gain.
3. Directors shall disclose their involvement with other organizations, vendors, or any other associations that produce a conflict at each Board meeting and at any time during the year should their involvement change. A conflict is defined as a competing interest, influence or relationship which might impair or appear to impair a Director's ability to perform his or her other duties and responsibilities objectively in the best interests of the NBCA.
4. There must be no self-dealing or any conduct of private business or personal services between any Director and the NBCA, except as procedurally controlled, to assure openness, competitive opportunity and equal access to inside information.
5. Directors, who find themselves in an unavoidable conflict of interest when the Board is to decide an issue, must declare that conflict immediately and absent themselves without comment from the discussion and the vote on the issue. Directors who declare their conflict of interest are included in determining a quorum. Directors who declare a conflict of interest will be included in the Minutes by name and shall be entitled to receive related Board decisions.

Roles and Responsibilities of NBCA Board of Directors and Committees

****In Addition to Those Stated in the NBCA Constitution****

ROLES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:

Finance and Accounting:

- Attends to the day to day administration and financial affairs of the Association (maintain financial records: receipts, payments, invoicing, bank deposits, preparation for annual audit of all three Association accounts, General, Technical and Junior Development)
- Has the responsibility for the submission of correspondence and reports related to the administration and financial matters of the Association
- Maintains control of the financial affairs of the Association with cheque signing authority and reports, when directed, to the Chairperson of the Executive/Finance Committee (the President)
- Assists the Executive/Finance Committee with preparation of the annual budget
- Responsible for the preparation and submission of all financial documents to the accountant for complete annual review.
- Responsible for the completion and submission of the annual GNB Funding Application

Promotion and Leadership:

- Provides leadership and guidance to volunteer members of the Association in formulating financial management, administration and the formulating of programs, policies and objectives for the Association
- Attends functions, promotions and instructional courses and clinics as required

Board Relations:

- Attends meeting of the Board of Directors and Executive/Finance Committee of the Association
- Prepares, with the assistance of the NBCA President, agendas for all Board and Executive/Finance Committee Meetings and all General Meetings
- Prepares and distributes the minutes of all Board, Executive/Finance and General Meetings

- Maintains frequent contact with the NBCA President in order to keep all concerned up to date on information pertaining to the affairs of the Association
- Prepares verbal and written reports as and when required/requested for submission to the NBCA President and Executive/Finance Committee
- Remains current with Association policies and procedures
- maintains contact with all board members through email and/or phone
- informs the board members of all pertinent meetings, (date, time, location) and the planned agenda

Memberships and Customer Service:

- Maintains liaison, with the assistance of the Zone Directors, with all Affiliated Curling Centres and the general membership of the curling centres. In particular, maintains contact with the Presidents and/or Managers and/or Secretaries keeping them up to date on happenings within the Association
- Provide a consistent friendly point of contact for members
- Handles all duties with regards to in-person and telephone communications dealing with requests for information and assistance
- Provide Affiliated Curling Centres with information on pertinent NBCA services and General Meetings
- Obtain annual membership information as per government and CCA requirements
- Forward annual membership invoices to Affiliated Curling Centres
- Attends National Curling Congress/AGM, National Operations Council Meetings and other related Canadian Curling Association functions as required
- Maintains liaison with Sport NB as required
- Maintains liaison with Curl Atlantic as required
- Maintains liaison with the CEO and staff of the Canadian Curling Association regarding operational and related administrative affairs (including the preparation and forwarding of Membership ID and Competitor Reports)

Sponsorship/Partnerships:

- Seek out, with the assistance of the NBCA President and/or Marketing Chairperson, and negotiate contracts with new sponsors/partners
- Maintain relationship with existing and new sponsors/partners
- Responsible for the promotion of existing and new sponsors/partners
- Responsible to ensure the obligations of the Association and of the sponsors/partners are met as per the individual sponsor/partnership agreements

Technical Programs:

- Maintains liaison with the NBCA Technical Director, providing support and administration where required
- Maintains liaison with the Centre for Curling Excellence
- Maintain liaison with Umpire Course Facilitator (arrange for courses and training)
- Maintain liaison with Provincial Ice Technician (arrange for courses)
- Creates on line registration forms for all NBCA and/or CCE Technical Courses and Clinics
- Receives registration fees and disburses expense checks for NBCA and/or CCE Technical Courses and Clinics

Competitions:

- Review and revise Hosting Guidelines as required
- Review and revise NBCA Guideline Manual as required
- Arrange for the production and delivery of Provincial Events Posters to all Affiliated Curling Centres
- Ensure an adequate inventory of provincial team requirements are on hand (provincial jackets, shirts, crests, lapel pins and pin cards)
- Ensure in-ice logo's are delivered to host curling centres (where applicable)

- Ensure time clocks are delivered to host curling centres (where applicable)
- Maintains close liaison with the Board Liaison of each Provincial Event and, where necessary, with the Chairperson of each Provincial Event
- Arrange for Provincial Ice Technician, where applicable (obtain quote, etc.)
- Create on line registration forms for all NBCA Provincial Events
- Confirm appropriate membership of all athletes registered to compete in NBCA Provincial Events
- Receive and process entries and registration fees and disburse expense checks for all NBCA Provincial Events
- Prepare and maintain lists of all teams who enter NBCA Provincial Events
- Provide required information to Live Score provider
- Arrange for Chief Umpires for Provincial Events (in the absence of an Official's Coordinator)
- Ensure all administrative aspects of sending teams to CCA and/or other national sanctioned events are completed and submitted by deadline date.
- Provide support/assistance to Provincial Teams as required
- arrange for the distribution of selected curling games of chosen provincial events with the content distribution partner (televised, broadcasted or streamed)

ADDITIONAL RESPONSIBILITIES OF THE PRESIDENT:

- Liaise with and attend all meetings/conference calls of the Canadian Curling Association CEO and Member Associations Presidents
- Responsible to ensure the NBCA 1st V.P. is kept apprised on all issues of the Association and those of the CCA Member Associations Presidents
- Assumes responsibility as liaison and direct supervisor of the Executive Director
- Provide prompt approval of expense checks, which are in excess of regular payments, written to the Executive Director (Regular payments would include Pay Cheques, Monthly Rent, Cell Phone, Internet and NCC/ ED Meeting expenses)
- Assumes general supervision of the affairs of the Association
- Ensure Liaisons are assigned to each Provincial Championship event
- Responsible to ensure enforcement of the NBCA Guidelines and the NBCA Constitution and By-Laws
- Responsible to assist with obtaining and retaining provincial sponsors
- Attend meetings of any ad-hoc or task force committees when possible or as requested
- Responsible for the promotion of curling throughout the province
- Attend, wherever possible, all Provincial Championship events. If unable to attend, assign another member of the Executive Committee to attend on behalf of the President
- Directly assist the Executive Director in preparing agendas for all Executive/Finance, Board and General Meetings.
- Chairperson of the Executive/Finance Committee
- Chairperson of the Nominations Committee
- Work with the 1st Vice President to prepare a performance appraisal of the Executive Director. This should be completed annually by the AGM
- Prepare Presidents Report and submit to Executive Director by April 20th.

ADDITIONAL RESPONSIBILITIES OF THE EXECUTIVE VICE PRESIDENT:

- Attend, with or on behalf of the President, all meetings/conference calls of the Canadian Curling Association CEO and Member Associations Presidents
- Liaise directly with the NBCA President to keep up to date on issues of the Association and those of the CCA Member Associations Presidents
- Chairperson of the Guidelines Committee
- Direct contact for Provincial Championship liaisons requiring clarification/interpretation of guidelines, rules and hosting directives
- Provincial Championship event liaison, when required
- Attend meetings of the Executive/Finance Committee

- Chairperson of the Site Selection Committee
- Responsible for the promotion of curling throughout the province
- Responsible, when requested, to assist with obtaining and retaining provincial sponsors
- Chair special ad hoc or task force committees when requested
- Perform other such duties as delegated/requested by the President

ADDITIONAL RESPONSIBILITIES OF THE ASSOCIATE VICE PRESIDENT:

- Chairperson of the Marketing and Sponsorship Committee
- Member of the Guidelines Committee
- Member of the Site Selection Committee
- Liaise with Curl Atlantic
- Provincial Championship event liaison, when required
- Responsible for the promotion of curling throughout the province
- Chair special ad hoc or task force committees when requested
- Perform other such duties as delegated/requested by the President

ADDITIONAL RESPONSIBILITIES OF ZONE DIRECTORS:

- Make himself/herself available to meet with/make contact with the President of each curling centre within their zone to explain the functions of the Association and how we may be able to assist them throughout the year
- Communicate pertinent Board decisions to curling centres within his/her zone
- Be prepared to act as liaison to host committees of any Provincial Championships being hosted within his/her zone
- Be familiar with Guidelines and Hosting Directives of any Provincial Championship events being hosted within his/her zone
- Where necessary, assist Executive Director in obtaining Annual Affiliation Fees, Membership ID Reports and Membership Lists from curling centres within his/her zone
- Obtain the following information from each club in his/her zone and submit to the Executive Director by September 1st: List of Curling Centre Executive Committee (including e-mail addresses) and Curling Centre Contact e-Mail Address (e-mail address all curling centre correspondence should go to)
- Be expected to sit on one Standing Committee (Guidelines, Site Selection, Marketing and Sponsorship, Elections)
- Be expected to volunteer or be requested to sit on a special ad hoc or task force committee as deemed necessary
- Be expected, on a rotation basis, to prepare a Zone Directors Report to be circulated to all NB Affiliated Curling Centres. (no more than once per year)
- Attend all NBCA Board and General Meetings
- Perform other duties as delegated/requested by the President

ROLES AND RESPONSIBILITIES OF THE FINANCE COMMITTEE:

- Provide direction, where required, to the Executive Director regarding daily operations of the Association
- Prepare, with the assistance of the Executive Director, the Annual Budget of the Association
- Present the Annual Budget and Audited Financial Reports to the Board and General Membership for approval
- Rule on any financial matters which may arise after the completion and approval of the Annual Budget
(need to consider other matters which would be dealt with by this committee)

ROLES AND RESPONSIBILITIES OF THE TECHNICAL DIRECTOR AND COMMITTEE:

- Liaise directly with the Executive Director
- Liaise directly with the Master Learning Facilitator
- Liaise directly with the CCA Coordinator-National Athlete Services & Coaching
- Create, with the assistance of the Centre for Curling Excellence and/or Master Learning Facilitator, an annual Technical Courses/Clinics schedule and provide to the Executive Director
- Responsible to keep records of all course/clinic participants and record all applicable trainings received by individuals through The Locker. (Coach Canada database)
- Ensure that the Master Learning Facilitator and all other course/clinic instructors are kept abreast of pertinent correspondence and are kept abreast of new developments regarding coach and athlete training
- Ensure that all instructor training, coach training and athlete training within the province follow the guidelines determined by the CCA
- Assist the Executive Director with the financial matters of the NBCA Technical Program. (determine course/clinic fees based on expected course/clinic expenses, provide financial reporting to the Executive Director upon completion of each course/clinic, etc.)
- Perform other such duties as requested by and or discussed with the Executive Director.

Roles and Responsibilities of the Guidelines & Rules Committee

- (need to determine)

Roles and Responsibilities of the Site Selection Committee

- (need to determine)

Roles and Responsibilities of the Junior Development Director & Committee

- (need to determine)

Roles and Responsibilities of the Sponsorship Committee

- (need to determine)



NBCA Privacy Policy

Approved: May, 2013

At the New Brunswick Curling Association (NBCA), we are committed to collecting, using and disclosing your personal information responsibly and to maintaining the accuracy, confidentiality and security of such personal information.

Personal information includes information that tells us specifically who you are, such as your address, telephone number and e-mail address.

We have adopted the following privacy policy that guides how we collect, use and disclose personal information about our members/participants.

1. Definitions in this policy

- a) "Business" means the business of operating the NBCA, which includes our Web Site.
- b) "Information" includes a member's name, address and contact information
- c) "Member" includes a member or participant of any NBCA Affiliated Curling Centre, a Curling Coach, a NBCA Official, and, as applicable, in the case of a junior member or a special member, a parent of any such member.
- d) "Web Site" refers only to the NBCA's official web site.

2. Collection of Member Information

The NBCA's primary purpose in collecting information from you is to ensure the provision of high quality products/services. That includes compliance with legal and regulatory requirements as well as government policies. The NBCA intends to only collect information that is necessary to achieve this purpose and to allow for diligent conduct of Business.

Information to be collected by the NBCA may be supplied by members via personal correspondence, e-mails, letters, registration in a secure portion of the Web Site and registration as a member or participant of a NBCA Affiliated Curling Centre.

3. Use of Your Personal Information

The NBCA's use of collected Member Information includes, but is not limited to:

- a) Ensuring the provision of high quality products/services
- b) Informing Members about offers, products, updates, and events
- c) Establishing and maintaining communications with Members
- d) Complying with legal and regulatory requirements
- e) Invoicing Members for goods and services
- f) Collecting unpaid accounts
- g) Comparing and reviewing your Member information for accuracy
- h) Such other grounds as will be explained at the time of collection

4. Disclosure of Personal Information

The NBCA will not sell or rent any Member's information to third parties without written consent from the Member.

The NBCA may disclose a Member's information to comply with legal or regulatory requirements as well as government policy.

The NBCA may disclose a Member's information as required by law or by an individual believed by the NBCA to be acting as a Member's agent.

The NBCA is required to maintain a current list of Members and is required to make it available to the Government of Canada or the Province of New Brunswick-Department of Sports and Recreation if requested.

The NBCA may compile and disclose statistical information in a non-personally identifiable manner to third parties for marketing, promotional and funding purposes.

5. Access, Review, Change, Destruction of Your Personal Information

Members may access, review and change their information by submitting a written request. The NBCA asks that Members promptly update your information if it changes or is inaccurate.

6. Protecting Your Privacy

The Members' information that is collected, used and disclosed by the NBCA is kept in a secure environment. The NBCA uses reasonable procedural and technical safeguards to protect Members' information against loss, theft and unauthorized access or disclosure, but it cannot ensure perfect security.

7. Registration and Acceptance

Members expressly consent to the NBCA's collection, use and disclosure of their information in accordance with this Policy.

8. Privacy Information Officer, Questions and Concerns

The NBCA's Privacy Information Officer is the Executive Director.

Any questions or concerns about the NBCA's privacy practices may be addressed by contacting the NBCA's Executive Director via the contact information provided on the NBCA's official web site.



NBCA E-mail Protocol and Board Voting via E-mail Policy

Approved: January, 2015

I - PURPOSE

There exists a need to treat electronic mail ("Email") much like hard copy mail to assure the recipient required to take action is clearly defined as well as whether copies are for input or information only to avoid duplication of effort. Also that protocol is used to assure security of information transmitted and to minimize the release of recipient Email addresses to potential spammers and viruses.

II – POLICY

It is the policy of the New Brunswick Curling Association (NBCA) that Email correspondence follow a protocol that assures distribution in a controlled manner, which maximizes the security and confidential aspects of the transmitted information to the intended parties. A broad based mail-out use of Email should also respect the requirements of the NBCA Privacy Policy and assist in minimizing disclosure of recipients' addresses to potential abusers.

III – PROCEDURE

Board Email correspondence must be directed to a specific executive member, director, or the executive director of whom an action is being solicited. Copies are to be kept to a minimum by identified CC to only those with a "Need to Know".

If there is confidential information in the Email that should not be inadvertently forwarded to others, it should be clearly identified "CONFIDENTIAL" in the subject title.

If copying correspondence to parties outside the Board, a "BCC" (Blind carbon copy) may be used to avoid releasing Email addresses. In this instance, as a courtesy, the names of those copied should be listed in the body of the Email. Unlike addresses in the "To:" or "CC:" field, addresses in the "BCC:" field cannot be seen by other users such as spammers. Also many Email-borne viruses harvest Email addresses contained in those long lists in forwarded messages and pose a risk to all the accounts to which they point.

Agenda, pre-meeting packages, and minutes of Board meetings may only be distributed by the Executive Director to the complete identified recipient group. This may be accomplished by using displayed TO, CC or List Server protocols.

When an Email is to be sent to a committee, the circulated list of recipients should be disclosed. If there is any concern that the circulation may be beyond the disclosed group, it is advisable to "BCC" the distribution to minimize the mis-use of the Email addresses.

Newsletters or mass mail outs can be distributed efficiently using List Servers. These lists should be restricted to a certain degree in terms of what information goes to whom and how it is delivered. These lists are to be under the control of the executive director.

Email servers may be set up to reject an incoming message that is being sent to a large number of recipients (typically 35 to 50) as potential SPAM thereby deleting it automatically. To avoid this, send to smaller subgroups.

IV - BOARD VOTING via E-MAIL

Email may be used for Board voting purposes when the following conditions are met:

- In all cases, the email must clearly identify the sender beyond all reasonable doubt and be distributed to all Board members
- the topic is explicitly explained.
- the board is given opportunity to ask questions with a limit of 2 emails maximum per Board Member. If more discussion is necessary then the topic shall be deferred to the next board meeting or a special board meeting may be called.
- A Board member may make a motion to the topic and shall have it dually seconded.
- If there is more discussion on the motion, then it is recommended to defer to the next Board meeting or a special meeting.
- The Board shall then vote on the motion. The Board members will cast their vote by "REPLYING TO ALL" recipients in the email and indicate if they Approve or Reject the motion.
- If there are conditional approvals, then it is recommended to defer to the next Board meeting or a special meeting.
- The Executive Director shall send a confirmation email identifying the final vote as well as indicating if the motion was carried or dismissed.



NBCA Nominations to CC Board of Governors Policy

Approved: January, 2015

It is the policy of the New Brunswick Curling Association (NBCA) that any New Brunswick Resident aspiring to be nominated for election to the Canadian Curling Association (CCA) Board of Governors must:

- Meet the NBCA Residency Policy

- Be a member in good standing of an NBCA affiliated curling centre at the time of the nomination submission to the CCA.
- Commit to remain as a member in good standing of an NBCA affiliate curling centre if the nominee is successfully elected to the CCA Board of Governors.
- Should have served for a full two -year term on the NBCA Board of Directors as an Officer or Director within the past eight (8) years OR have equivalent curling contributions as deemed relevant by the NBCA Board of Directors.
- Submit a personal nomination profile to the President of the NBCA.
- Solicit the NBCA Board of Director's endorsement of their nomination by being prepared to make a presentation at a board meeting.
- If the NBCA Board of Directors endorses the nomination by a successful motion and vote, the President shall prepare a letter of recommendation on behalf of the NBCA.
- If elected to the CCA Board of Governors, immediately tender their resignation if also serving as a member of the NBCA Board of Directors. A person serving on the NBCA Board of Directors shall not serve on the CCA Board of Governors concurrently as per CCA guidelines.
- Deadline for submission requesting nomination endorsement of the NBCA Board of Directors is March 31.



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

Approved: September, 2015

I - PURPOSE

The intent is to outline the process that will be followed when changes/amendments to formats are proposed for a Provincial Championship and when a proposal is made to adopt a new Provincial Championship event. This will include identifying who has the authority to approve the proposed changes/amendments or adoption of a new event.

II - NBCA Board of Directors

- It is the policy of the New Brunswick Curling Association (NBCA) that the Board of Directors has full responsibility to review all proposed changes/amendments to existing NBCA sanctioned championships that are the property of the NBCA. For greater clarity, this included, but is not limited to the following:
 - NB Men's Provincial Championship (Tankard)
 - NB Women's Provincial Championship (Scotties)
 - NB Mixed Provincial Championship
 - NB Senior Men's and Senior Women's Provincial Championships
 - NB Wheelchair Provincial Championship
 - NB Mixed Doubles Curling Trials
- The Board of Directors, through the Site Selection Committee, has full responsibility to award/select sites for all NB Provincial Championships.
- All proposals to change/amend a Provincial Championship format or to adopt a new Provincial Championship shall be presented to the Board of Directors for consideration.

- The Board of Directors has the responsibility to determine if and when a proposed change/amendment or proposed new event is to be presented at a General Meeting of the Association for approval or rejection by the General Membership.
- The Board of Directors shall have the opportunity to present to the General Membership a recommendation regarding any proposed changes/amendments or proposed new events.
- The Board of Directors has full authority to approve any changes/amendments to existing Provincial Championship formats should the changes/amendments be required due to circumstances.
EXAMPLE: format change/amendment required due to modification of the number of participating teams.
- The Board of Directors has full authority to approve the adoption of a new Provincial Championship discipline/event should the new event be required.
EXAMPLE: adoption of the Mixed Doubles Curling Trials in keeping with the adoption of the Canadian Mixed Doubles Curling Trials.

III - General Membership

It is the policy of the New Brunswick Curling Association (NBCA) that proposed discretionary changes/amendments to existing Provincial Championship formats or proposed discretionary new Provincial Championships must be presented to the Board of Directors for determination of if and when such proposals be presented at a General Meeting of the Association for approval or rejection by the General Membership.

EXAMPLE:

- Discretionary/unnecessary format changes/amendments to existing play down process
- Discretionary/unnecessary awarding of Provincial Championship seeds
- Discretionary/unnecessary adoption of a new Provincial Championship



NBCA Provincial Jackets & Crests Policy

Approved: September, 2015

I - Purpose

To ensure consistency in the awarding and distribution of the New Brunswick Curling Association (NBCA) Provincial crests and jackets to Provincial Championship teams. The intent is to ensure that teams who have won the right to represent New Brunswick at a National curling championship are provided with the appropriate crest and jacket.

II - Fully Sponsored Events

It is the policy of the New Brunswick Curling Association (NBCA) that Provincial championship teams who are representing New Brunswick at the following National championships will be awarded Provincial crests and jackets as part of the Provincial Championship award:

- Tim Horton's Brier (issued by Curling Canada)
- Scott Tournament of Hearts (issued by Curling Canada)
- Junior (U21) Women
- Junior (U21) Men
- Mixed
- Senior Men
- Senior Women

- Wheelchair
- Mixed Doubles

In all instances, NBCA Provincial crests and jackets will be awarded to the 4 team members and to coach and alternates where applicable.

III - Affiliated Sanctioned Events

It is the policy of the New Brunswick Curling Association (NBCA) that Provincial Championship teams that are representing New Brunswick at the following affiliated sanctioned National championships may purchase NBCA Provincial crests and jackets from the NBCA:

- NB Masters (through their event registration fee)
- NB Police
- NB Firefighters
- Special Olympics
- Travelers Club Championship (issued by Curling Canada)

In all instances, NBCA Provincial crests and jackets may be purchased for the 4 team members and to coach and alternate where applicable.

IV - Regional Event

It is the policy of the New Brunswick Curling Association (NBCA) that Provincial Championship teams representing New Brunswick at a regional event (Atlantic, non-National) will not be provided with NBCA Provincial crests nor will they be provided the opportunity to purchase them. In some instances, NBCA Provincial jackets may be awarded or available for purchase.

EXAMPLE:

- Stick Curling representatives to the Atlantic Regional event are provided NBCA Provincial jackets
- U18 representatives to the U18 Atlantics are provided NBCA Provincial jackets



Attendance of Executive Director to National Curling Congress & Curling Canada

General Meetings

Approved: July, 2015

The Executive Director (ED) of the New Brunswick Curling Association (NBCA) is expected to attend the National Curling Congress (NCC) and CCA Annual General Meeting (CCA AGM). The ED's attendance at the meetings will be approved by motion and vote of the Board. If the ED is unable to attend these meetings, no alternate will be permitted.

The ED of the NBCA is expected to attend the Operations Council Meetings. The ED's attendance at the Operations Council meetings will be approved by motion and vote of the Board. Normally there would be no alternate unless allowed by the Operations Council. If topics of particular importance are to be discussed at the Operations Council meetings and if an invitation has been extended by the Operations Council, an additional person may attend by motion and vote of the Board.



NBCA Selection of Voting Delegates at CC Meetings and National Curling

Congress

Approved: June 2016

Two official voting delegates of the New Brunswick Curling Association (NBCA) shall attend the National Curling Congress (NCC), Curling Canada - Annual General Meeting (CC-AGM) and any Special Meetings of Curling Canada where Member Association voting is required. (The latter usually being held by way of conference call.) The voting delegates shall normally be the President and Executive Vice-President and be approved by motion and vote of the Board.

In the event of a Special Meeting of CC, separate from the NCC, the official voting delegates of the NBCA shall normally be the President and Executive Vice-President and be approved by motion and vote of the Board.

Should either the President or the Executive Vice-President be unable or unwilling to attend the NCC and/or the CC - AGM and/or any Special Meeting of CC, the option will be given to the Associate Vice-President to attend by special motion of the Board. If the Associate Vice-President is unable or unwilling to attend, then an alternate may be chosen from the remaining Officers or Directors of the NBCA by special motion and vote of the Board.

Notwithstanding the foregoing, if the subject of the Curling Canada Meeting is such that the NBCA might benefit from specialized knowledge, and if that knowledge is available on the Board, then one of the voting delegates may stand aside in favour of that Board member through a special motion and vote of the Board.



NBCA Referral Fee to Host a Canadian or World Curling Event

Approved: September, 2016

All NBCA Affiliated Curling Centres are required to include a letter of support from the NBCA when submitting an expression of interest to host a Canadian or World curling event.

Contingent to a successful bid to host a National or International curling event, NBCA Affiliated Curling Centres will be required to pay a \$1000 referral fee to the NBCA. Exceptions to this policy are National and World curling events that carry a clause in the event specific contract providing the NBCA with a guaranteed financial legacy from the event.

Organizations, associations, venues, communities, etc. that are not directly affiliated with the NBCA are also required to submit a letter of support from the NBCA in their bid to host a National or International curling event. Also, contingent to a successful bid to host a National or International curling event, they will be required to pay a \$2000 referral fee to the NBCA. Exceptions to this policy are National and World curling events that carry a clause in the event specific contract providing the NBCA with a guaranteed financial legacy from the event.

Referral fees must be paid to the NBCA within 30 days of the event host location announcement.

Revised October 2016