

# Navan Curling Club Inc.



## Policy Manual

The structure and mandate of the Navan Curling Club (NCC) are defined by the legislation under which it is incorporated, the NCC By-Laws, and these Governance Policies enacted under the authority of the bylaws.

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<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Code of Conduct Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The purpose of the Code of Conduct is to ensure a safe and positive environment within Navan Curling Club's (NCC) activities and events by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with NCC's core values.

## **2. APPLICATION**

2.1 This policy applies to all individuals entering the NCC including members, volunteers, managers and administrators, members of the Board, contract personnel, parents of minor members, and guests.

2.2 This policy also applies to conduct that may occur outside of the club when such conduct is detrimental to the image and reputation of the NCC.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 The NCC has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS") which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada ("SDRCC") shall come into effect immediately and automatically upon their adoption.

3.2 The NCC Code of Conduct at Annex A will be posted in the NCC and on the NCC website.

3.3 All individuals have a responsibility to abide by the Code through their actions, words, activities and communications, both verbal and written.

3.4 Members will be made aware of the existence of the Code through various means including being visible on the registration form, through NCC correspondence and the NCC website.

3.5 Any violation of the Code will be handled in accordance with the NCC Complaints and Discipline Policy.

## **ANNEX A**

### **CODE OF CONDUCT**

The Navan Curling Club (NCC) is committed to ensuring a safe and positive environment within NCC activities and events by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with NCC's core values.

This policy applies to all individuals entering the NCC including members, volunteers, managers and administrators, members of the Board, contract personnel, parents of minor members, and guests. This policy also applies to conduct that may occur outside of the club when such conduct is detrimental to the image and reputation of the NCC.

All individuals have a responsibility to abide by the general principles and commitment of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport through their actions, words, activities and communications, both verbal and written. These include but are not limited to:

- a. Treat everyone with the highest standards of respect and integrity.
- b. Refrain from any behaviour that constitutes harassment or bullying and confrontational behaviour.
- c. Observe the Rules and Etiquette of Curling, and interpret the Rules of Curling in an impartial manner, always keeping in mind that the purpose of the rules is to ensure the game is played in an orderly and fair manner.
- d. Take reasonable steps to manage the responsible consumption of alcoholic beverages.
- e. Respect the property of others and not willfully cause damage.
- f. Not retaliate or escalate any alleged violation of the Code of Conduct.
- g. Observe this Code of Conduct when representing the Navan Curling Club.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Registration and Refund Policy</b>
Adopted by Resolution of the NCC Board:	<b>26 May 2024</b>
Reviewed and/ or amended by the NCC Board:	<b>8 December 2024</b>

## **1. PURPOSE**

1.1 The purpose of this policy is to define the conditions regarding the registration process, both for teams and individual players, and the conditions for refunds, where applicable.

## **2. APPLICATION**

2.1 This policy applies to all returning members of the Navan Curling Club from the previous curling season and to new members of the Navan Curling Club.

2.2 A returning member is defined as a member in good standing of the Navan Curling Club registered as a Skip, Vice, Second or Lead returning to the club in the year immediately following the previous curling season. All rights pertaining to a returning member expire on the registration deadline of the registration year, as stated in paragraph 3.1 below and on the registration form.

2.3 A returning team is defined as having at least the returning member associated with the team's name in the same league in the year immediately following the previous curling season and one returning member or three returning members in the same league in the year immediately following the previous curling season, irrespective of position played. There is no allowance for missing a year or for changing leagues. All rights pertaining to a returning team expire on the registration deadline of the registration year, as stated in paragraph 3.1 below and on the registration form.

2.4 A new member is defined as any person that was not a member of the Navan Curling Club in the previous curling season.

2.5 A completed registration is defined as the date when the registration form has been completed, either electronically or in hard copy and full payment has been received by the Treasurer. Registrations received without payment will not be considered as complete and will not be added to the league waiting list until full payment (including any late payment fee) is received.

2.6 If required, a waiting list may be created for the current curling season only. The waiting list does not carry over to the following curling season.

2.7 The Board of Directors will determine the membership and any related fees annually.

### **3. PROCEDURES**

3.1 The following are the registration timelines:

3.1.1 Registration for Returning Members and Returning Teams will open on April 1<sup>st</sup> and close on April 30<sup>th</sup>. Registration for Returning Members wishing to join a different league in the year immediately following the previous curling season will be processed after June 1<sup>st</sup>.

3.1.2 Registration for New members wishing to join the club will open on June 1<sup>st</sup> and close on July 15<sup>th</sup>.

3.2 For Fixed Team Leagues:

3.2.1 Returning teams must complete their registration as defined in paragraph 3.1 to hold their spot in the same league in the year immediately following the previous curling season. Teams will forfeit their spot in a league if they do not meet the returning team requirement. If a returning team does not have a fourth member registered by the registration deadline, individual members on the waiting list will be added to the team according to their completed registration.

3.2.2 If a league has space to add one or more new teams, then the order for determining a new team's entry will be based upon the date and time of the completed registration of the third member of the new team.

3.2.3 For any individual members, both returning and new members, wishing to join a fixed-team league, a waiting list will be created based on date-of-receipt of the member's completed registration and payment, for the fixed-team league he / she has registered to join. Any remaining spots in the fixed team league will be filled with names from the waiting list in accordance with their completed registration.

3.3 For Non-Fixed Team Leagues:

3.3.1 Returning members must complete their registration prior to the registration deadline date defined in paragraph 3.1 to hold their individual member spot in the same league in the year immediately following the previous season.

3.3.2 After the registration deadline defined in paragraph 3.1 all registrations for members (both returning and new members) wishing to join a non-fixed team league will be added to a waiting list based on date of receipt of the members full

payment (including any late payment fee) for the non-fixed team league he / she has registered to join. Any remaining spots in the non-fixed team league will be filled with names from the waiting list.

### 3.4 For Mixed Doubles league(s):

3.4.1 One (1) returning member must complete their registration prior to the registration deadline date defined in paragraph 3.1 to hold the team's spot in the same league in the year immediately following the previous season. Teams will forfeit their spot in a league if they do not meet the returning team requirement. If a returning team does not have a second member registered by the registration deadline, individual members on the waiting list will be added to the team according to their completed registration.

3.4.2 If a team splits into two teams of one returning member each, then both members are considered returning members, but not returning teams. In this case the following order of precedence will hold:

3.4.2.1 Each of the two "new teams" will have priority over any new team comprised of new members to the league. These teams will be completed by any returning members and if, after all returning members have been accounted for, then new members will be added in accordance with the earliest completed registration date.

3.4.2.2 If there is not enough space for two new teams in the league, then the original team can invoke their returning rights and return as a full team. If they do not agree to return as a single team, then the returning member who registered first will determine which member will be allowed to register as a new team in the league.

3.5 In all cases, the Match Director, in conjunction with the Membership Director will assign returning members, and/or new members, to teams that do not have four members. In the case of completing teams an attempt will be made to consult with an existing skip, where possible.

## 4. EXCEPTIONS

4.1 New members joining the club for the first time are not subject to the late payment fee.

4.2 Half-year membership discounts are only applicable to Membership Base Fees and League fees as indicated on the registration form. All other fees (Association fees, Capital Expenditure Fund fees and Locker fees) are not subject to discount for half-year memberships.

## **5. REFUNDS**

5.1 Refunds will be processed in accordance with the following conditions:

5.1.1 A full refund will be returned to a member that notifies the NCC in writing of the cancellation of their membership prior to the registration deadline date specified on the registration form;

5.1.2 If a member notifies the NCC in writing of the cancellation of their membership after the registration deadline specified on the registration form, but prior to October 1<sup>st</sup>, the NCC will refund the full annual membership and league fees, excluding the Association fees and Capital Expenditure Fund fee;

5.1.3 If a member notifies the NCC in writing of their cancellation of their membership on or after October 1<sup>st</sup> and on or before December 31<sup>st</sup>, the NCC will refund one-half of the annual league fees, excluding the membership base fee, Association fees and the Capital Expenditure Fund fee;

5.1.4 No refunds will be made after January 1<sup>st</sup>; and

5.1.5 Requests for a refund due to medical reasons or other reasonable matters will be assessed on a case-by-case basis by the Board of Directors.



<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Privacy Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The Navan Curling Club (NCC) is committed to collecting, using, and disclosing personal information responsibly and to maintaining the accuracy, confidentiality, and security of such personal information.

## **2. APPLICATION**

2.1 This policy applies to all individuals that participate in NCC authorized activities and/or conduct business with the NCC where personal information is collected.

## **3. COLLECTION AND USE OF PERSONAL INFORMATION**

3.1 Personal information will only be collected for the strict purpose of fulfilling the operational requirements of the NCC such as:

- 3.1.1 ensuring the provision of membership registration;
- 3.1.2 establishing and maintaining communication with members; and/or
- 3.1.3 complying with legal and regulatory requirements.

3.2 The NCC will not sell, rent, or lease any personal information to third parties.

## **4. MEMBER ACCOUNT AND PASSWORD**

4.1 NCC Members are responsible for all actions taken with their account used to access the member's account on the NCC website. It is recommended that NCC members do not disclose their account identification information, including their password, to any third parties. If the member chooses to share their information with a third party, they assume responsibility for all actions resulting therefrom.

4.2 NCC members may access, review and/or change personal information by submitting a written request to do so to the NCC Webmaster at the NCC email address, or alternatively may access their account by logging into the NCC website and amending their profile.

## **5. PROTECTING PRIVACY**

5.1 The personal information that is retained by the NCC will be managed in accordance with the NCC Records Retention and Destruction Policy.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>League and Playoff Format Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The purpose of this policy is to define the format of the various leagues at the Navan Curling Club (NCC) and their associated playoff structures, where applicable.

## **2. APPLICATION**

2.1 All NCC leagues that hold a playoff at the end of the season must submit the proposed league format to the Match Director prior to the start of the season and circulate it to the league members prior to the start of the third week of the season.

2.2 All leagues that are represented on Championship Day must determine the participants of Championship Day via a league playoff, unless otherwise approved by the Match Director. The two exceptions to this rule are the Wednesday and Friday day leagues where there are no fixed teams and the best team from each league is determined by the respective convenors based upon the results of individual play over the course of the entire curling season.

2.3 All leagues that are represented on Championship Day must ensure that every team in the league has an opportunity to play on Championship Day if they are successful in the league playoff.

2.4 For those leagues whose winner will qualify to represent the NCC at a Provincial bonspiel, the respective convenors must ensure that the team with the best overall record during league play prior to the start of playoffs have the highest seed in the league's respective playoff format.

2.5 All playoff games that end in a tie after 8 ends will have a winner determined via a draw to the button, with sweeping. The draw to the button will be towards the glass and the team that creates the tie will throw first. No sweeping by the opposition is permitted.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Sparing Policy</b>
Adopted by Resolution of the NCC Board:	<b>8 December 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The NCC recognizes the importance of spares to ensure teams have a full complement of players and everyone enjoys the sport on a level playing ground.

1.2 The purpose of this policy is to define the rules for a spare to fill in for a league member that is unavailable to play for a designated game.

## **2. APPLICATION**

2.1 In a situation where a team requires one or more spares to play a game, spares should be of similar or equal skill, always keeping in mind that the purpose of curling etiquette and rules are to ensure the game is played in an orderly and fair manner.

2.2 A team may have no more than 50% of spares playing in one game; otherwise, the game is recorded as a win in favour of the opposition. In such situations, it is strongly encouraged to play the game to maximize the number of games members get to play. There may be situations that require Board approval for exception to the rule.

2.3 Spares should only play in the position of the player they are replacing or a lower position. Registered members of the team should play in their normal position or a higher position; they should never play in a lower position because of a spare.

2.4 When arranging for a spare(s), the order of finding a spare should be as follows:

2.4.1 First, for leagues with teams with a bye week, approach the bye team skip or team member to ask if a team member is available. Teams with a registered 5th player, the 5th player should be first choice for a spare;

2.4.2 Second, from the "Members Only" area of the website, visit "Find a Spare" and contact any member who indicated they are available to spare in the League. This includes members registered as a sparing member; and

2.4.3 Lastly, Non-members may be used when it is not possible to arrange a spare from within the club or special circumstances exist. Prior approval of the Match Director and/or Convenor is required. Before playing in any game, the non-member must sign a waiver that relieves the NCC of all liability, pay the spare fee at the bar and log the sparing activity in the Spare Book. The Skip is responsible to ensure the non-member signs the waiver, pays the fee and logs the activity in the Spare Book.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Youth Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The NCC is committed to ensuring the safety, health and well-being of all youth involved in our programs.

## **2. APPLICATION**

2.1 This policy applies to individuals involved with NCC authorized youth programs.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 All volunteers working with youth are required to obtain a Vulnerability Sector Check from the Ottawa Police Service. This Check is to be provided to the Match Director, prior to the start of the season. The NCC reserves the right to require a Check from returning volunteers as required.

3.2 All policies of the NCC are to be adhered to during all youth program activities. The following additional conditions apply to youth programming:

3.2.1 Children under the age of 13 must have a parent or legal guardian present at all practices and events.

3.2.2 Understanding that an instructor, coach or volunteer should never be alone with a youth, the “Rule of Two” must be adhered to at all times. Two trained instructors or volunteers must always be present with a youth when in a potentially vulnerable situation such as in a change room, a vehicle or meeting room. All interactions between an instructor, coach, volunteer and a youth must take place within earshot and in view of the second instructor, coach or volunteer except for safety or medical emergencies. The parent or legal guardian of a youth member may at any time choose to be within sight and/or earshot of their child. Instructors, coaches or volunteers may not prevent the parent from doing so.

3.2.3 Adherence to the Privacy Policy is always important, but maintaining the privacy of NCC youth members is particularly important. Extra consideration will be given to the confidential nature of information received regarding youth involved in NCC programming. This includes communicating with any youth participants for the purpose of the program and copying another adult such as parent or legal guardian and another adult volunteer on all such correspondence.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Concussion Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The Navan Curling Club takes seriously the health and well-being of all those participating in activities in our facility and is committed to ensuring the safety of those participants.

1.2 The NCC recognizes the increased awareness of concussions and their effects and believes that prevention of concussions is important to protecting the health and safety of our participants.

## **2. APPLICATION**

2.1 This policy applies to all individuals entering the NCC including members, volunteers, managers and administrators, coaching staff, members of the Board, contract personnel, parents of minor members, and guests.

2.2 This policy also applies to help manage concussed and possible concussed participants.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 The NCC has adopted the Curl Ontario Concussion Policy and Concussion Code of Conduct (Ontario) herein referred to as BD-PSO-018 which shall be incorporated into this Policy by reference as if set out in full herein. Any modifications or amendments made to the Curl Ontario Concussion Policy by Curl Ontario shall come into effect immediately and automatically upon their adoption.

3.2 All individuals have a responsibility to abide by the NCC Concussion Policy.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Complaint and Discipline Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **DEFINITIONS**

Complainant: The Party alleging an infraction.

Respondent: The alleged infracting Party.

Parties: The Complainant, Respondent, and any other Members or persons affected by the complaint.

Days: Days irrespective of weekend and holidays,

Member: All categories of membership defined in the Navan Curling Club (NCC) Bylaws as well as all individuals employed by, or engaged in activities with the NCC including, but not limited to volunteers, instructors/coaches, officials, managers, administrators, directors and officers of the NCC, and parents/guardians of members.

Dispute Resolution Officer: The person appointed by the Board to manage the discipline matters and/or complaints.

## **1. PURPOSE**

1.1 The NCC is committed to ensuring a safe and positive environment within Navan Curling Club's (NCC) activities and events by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with NCC's core values and Code of Conduct policy.

1.2 Conduct that violates the Code of Conduct may be subject to disciplinary action(s) pursuant to this Policy. Since discipline may be applied, the NCC provides Members with the mechanism outlined in this Policy for handling complaints fairly and expeditiously.

## **2. APPLICATION**

2.1 This Policy applies to all Members as defined in the 'Definitions' section above.

2.2 This Policy applies to discipline matters within the jurisdiction of the NCC that may arise during business, activities, and events including, but not limited to, leagues, bonspiels, practices, special events, travel associated with NCC activities, and any meetings.

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

### **3. REPORTING A COMPLAINT**

3.1 Any Member may report a complaint to the NCC Chair. In the event the complaint relates to the NCC Chair, the Member will report the complaint to the NCC 1st Vice Chair.

3.2 A complaint must be in writing, signed and filed within 21 days of the alleged infraction. Anonymous complaints may be accepted at the sole discretion of the NCC. Legal counsel may be retained by the Complainant at the Complainant's own expense.

3.3 A Complainant wishing to file a complaint outside of the twenty-one (21) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the twenty-one (21) day period will be at the sole discretion of the NCC Board of Directors. This decision may not be appealed.

### **4. MEDIATION**

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

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

4.3 Should a negotiated decision be reached through mediation, it shall be reported to and approved by the NCC Board and any disciplinary action(s) that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision pending the NCC Board's approval.

4.4 Failing the resolution of the complaint through mediation, or if either Party chooses to forego this option, the complaint shall continue to be addressed under this Policy.

### **5. FORMAL DISPUTE RESOLUTION**

5.1 Upon accepting a complaint and failing the resolution of the complaint through mediation, the NCC Chair may appoint a Dispute Resolution Officer who has sole discretion to determine whether the complaint is frivolous or vexatious, or if the

complaint is potentially legitimate and involves either an incident classified as a minor infraction or an incident classified as a major infraction.

5.2 The Dispute Resolution Officer has an overall responsibility to ensure procedural fairness is respected in this Policy, and to implement this Policy in a timely manner.

5.3 The appointment of the Dispute Resolution Officer, the Dispute Resolution Officer's determination of the legitimacy of the complaint, and the Dispute Resolution Officer's classification of the incident are all not appealable.

5.4 The Dispute Resolution Officer shall review the details of the complaint and decide one of the following:

5.4.1 The complaint is frivolous or vexatious and shall be immediately dismissed;

5.4.2 The complaint is outside of the NCCs jurisdiction; it shall be dismissed, and the Complainant shall be directed to the proper jurisdiction;

5.4.3 The complaint is potentially legitimate, and the incident shall be dealt with as a minor infraction; or

5.4.4 The complaint is potentially legitimate, and the incident shall be dealt with as a major infraction.

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

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

5.7 A complaint may be withdrawn at any time; however, such a complaint may be continued by a NCC representative on behalf of the NCC if the NCC Board does not consent to the withdrawal of the complaint.

## **6. MINOR INFRACTIONS**

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

6.1.1 Disrespectful, offensive, abusive, racist, or sexist comments or behaviour;

6.1.2 Disrespectful conduct such as outbursts of anger or argument;

6.1.3 Conduct contrary to the values of the NCC;



- 6.1.4 Being late for, or absent from, NCC events and activities at which attendance is expected or required; and/or
- 6.1.5 Non-compliance with the NCC policies, procedures, rules, or regulations.

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

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

6.4 Disciplinary action(s) for minor infractions, which may be applied singularly or in combination, include the following:

- 6.4.1 Verbal or written reprimand from the NCC Board to one of the Parties;
- 6.4.2 Verbal or written apology from one Party to the other Party;
- 6.4.3 Service or other voluntary contribution to the NCC;
- 6.4.4 Removal of certain privileges of membership for a designated time;
- 6.4.5 Suspension from the current competition, activity, or event; and/or
- 6.4.6 Any other sanction considered appropriate for the offense.

6.5 Minor infractions that result in discipline will be recorded and records will be maintained by the NCC in accordance with the NCC Records and Retention Policy. Repeat minor infractions may result in further such incidents being considered a major infraction.

## **7. MAJOR INFRACTIONS**

7.1 Major infractions are instances of failing to achieve the expected standards of conduct that result or have the potential to result. in harm to other persons, to the NCC, or to the sport of curling. Examples of major infractions include, but are not limited to:

- 7.1.1 Repeated minor infractions;
- 7.1.2 Incidents of physical abuse;
- 7.1.3 Behaviour that constitutes harassment, sexual harassment, or sexual misconduct;
- 7.1.4 Conduct that intentionally damages NCC property or improper handling of NCC monies;
- 7.1.5 Conduct which results in harm to the image, credibility and reputation of the NCC;
- 7.1.6 Disregard for the NCC's bylaws, policies, rules, and regulations; and/or

7.1.7 Abusive use of alcohol where abuse means a level of consumption that impairs the individuals ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individuals ability to perform effectively and safely. Abuse of alcohol includes the serving of alcohol to any person under the age of 19.

7.2 Major infractions occurring within an event or activity may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary action will be for the duration of the event or activity only. Further disciplinary action may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

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

## **8. PROCEDURE FOR MAJOR INFRACTION HEARING**

8.1 The Dispute Resolution Officer shall notify the Parties that the complaint is being handled as a major infraction. The Dispute Resolution Officer shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Dispute Resolution Officer and may not be appealed.

8.2 The Dispute Resolution Officer will appoint a Discipline Panel of three persons to hear the complaint. The Dispute Resolution Officer will appoint one of the Panel's members to serve as the Chair.

8.3 If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary action(s). The Panel may still hold a hearing for the purpose of determining an appropriate action(s).

8.4 If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

8.5 The Dispute Resolution Officer will determine the format of the hearing, which may involve an in-person hearing, a hearing by virtual format, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Dispute Resolution Officer and the Panel deem appropriate in the circumstances, provided that:

8.5.1 The Parties will be given appropriate notice of the day, time, and place of the hearing;

8.5.2 Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing;

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

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

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

## **9. DECISION**

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

## **10. MAJOR INFRACTION DISCIPLINARY ACTION(S)**

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

- 10.1.1 Verbal or written reprimand from the NCC Board to one of the Parties;
- 10.1.2 Verbal or written apology from one Party to the other Party;
- 10.1.3 Service or other voluntary contribution as determined by NCC Board;
- 10.1.4 Expulsion from or removal of certain membership privileges from the NCC;
- 10.1.5 Suspension from NCC teams, events, and/or activities;
- 10.1.6 Withholding of prize money or awards;
- 10.1.7 Payment of the cost of repairs for property damages; and/or
- 10.1.8 Any other sanction considered appropriate for the offence.

10.2 Unless the Panel decides otherwise, any disciplinary action(s) will begin immediately. Failure to comply with a disciplinary action(s) as determined by the Panel will result in automatic suspension until such time as compliance occurs.

10.3 Major infractions that result in discipline will be recorded and records will be maintained by the NCC.

## **11.INTERIM MEASURES PENDING A HEARING**

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

- 11.1.1 Imposition of conditions upon continued participation in NCC or activities;
- 11.1.2 Suspension from participation in NCC activities; and/or
- 11.1.3 Suspension of membership privileges.

## **12.CONFIDENTIALITY**

12.1 The discipline and complaints processes are confidential, and involves only the Parties, the Dispute Resolution Officer, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## **13.APPEALS PROCEDURE**

13.1 The decision of the Panel may be appealed in accordance with the NCC Appeals Policy.

## **14.RECORD KEEPING**

14.1 The NCC shall keep a secure record of every complaint filed under this Policy in accordance with the NCC Records and Retention Policy.

NAVAN CURLING CLUB	
Policy Name:	<b>Appeals Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## DEFINITIONS

*Appellant:* The Party appealing a decision.

*Claimant:* A person or their representative making a claim.

*Respondent:* The alleged infracting Party.

*Parties:* The Claimant, Respondent, and any other Members or persons affected by the complaint.

*Days:* Days irrespective of weekend and holidays,

*Member:* All categories of membership defined in the Navan Curling Club (NCC) Bylaws as well as all individuals employed by, or engaged in activities with the NCC including, but not limited to volunteers, instructors/coaches, officials, managers, administrators, directors and officers of the NCC, and parents/guardians of members.

*Dispute Resolution Officer:* The person appointed by the Board to manage the disciplinary matters and/or complaints.

## 1. PURPOSE

1.1 The NCC is committed to ensuring a safe and positive environment within Navan Curling Club's (NCC) activities and events by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with NCC's core values and Code of Conduct policy.

1.2 Conduct that violates the Code of Conduct may be subject to disciplinary action(s) pursuant to the NCC Complaint and Discipline Policy. Since discipline may be applied, this policy enables Members to appeal some decisions in accordance with the NCC Complaint and Discipline Policy.

## 2. APPLICATION

2.1 This Policy applies to all Members as defined in the 'Definitions' section above.

2.2 Any Member who is directly affected by a NCC decision shall have the right to

appeal that decision provided there is grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

2.3 This Policy will not apply to decisions relating to:

- 2.3.1 Employment;
- 2.3.2 Infractions for doping offenses;
- 2.3.3 The rules of curling;
- 2.3.4 Selection criteria, quotas, policies, and procedures established by entities other than the NCC;
- 2.3.5 Substance, content, and establishment of selection criteria;
- 2.3.6 Volunteer/coach appointments and the withdrawal or termination of those appointments;
- 2.3.7 Budgeting and budget implementation;
- 2.3.8 The NCC operational structure and committee appointments;
- 2.3.9 Decisions or discipline arising within the business, activities, or events organized by entities other than the NCC (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the NCC at its sole discretion); or
- 2.3.10 Commercial matters for which another appeals process exists under a contract or applicable law.

### **3. TIMING AND NOTICE OF APPEAL**

3.1 Members who wish to appeal a decision have ten (10) days from the date on which they received notice of the decision, to submit, in writing to the NCC, the following:

- 3.1.1 Notice of the intention to appeal;
- 3.1.2 Contact information and status of the appellant;
- 3.1.3 Name of the respondent and any affected parties;
- 3.1.4 Date the appellant was advised of the decision being appealed;
- 3.1.5 A copy of the decision being appealed, or description of decision if a written document is not available;
- 3.1.6 Grounds for the appeal;
- 3.1.7 Detailed reasons for the appeal;
- 3.1.8 All evidence that supports these grounds;
- 3.1.9 Requested remedy or remedies; and
- 3.1.10 A \$250 administrative fee (which is refundable upon a successful appeal)

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

## **4. GROUNDS FOR APPEAL**

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

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

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

## **5. SCREENING OF APPEAL**

5.1 Upon receiving the notice of the appeal, the fee, and all other required information (outlined in the 'Timing of Appeal' section of this Policy), the NCC Board will appoint a Dispute Resolution Officer who has sole discretion to decide whether there are grounds for the appeal.

5.2 If the appeal is denied based on insufficient grounds, the Appellant will be notified in writing of the reasons for this decision. This decision may not be appealed.

5.3 If the Dispute Resolution Officer is satisfied there are grounds for an appeal, the Dispute Resolution Officer will appoint an Appeals Panel which shall consist of a single Adjudicator to hear the appeal. In extraordinary circumstances, and at the discretion of the Dispute Resolution Officer, a Panel of three persons may be appointed to hear the appeal. In this event, the Dispute Resolution Officer will appoint one of the Panel's members to serve as the Chair.

## **6. PROCEDURE FOR APPEAL HEARING**

6.1 The Dispute Resolution Officer shall notify the Parties that the appeal will be heard. The Dispute Resolution Officer shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Dispute Resolution Officer and may not be appealed.

6.2 If a Party chooses not to participate in the hearing, the hearing will proceed regardless.

6.3 The format of the hearing may involve an in-person hearing, a hearing by virtual format, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Dispute Resolution Officer and the Panel deem appropriate in the circumstances, provided that:

- 6.3.1 The hearing will be held within the appropriate timeline determined by the Dispute Resolution Officer;
- 6.3.2 The Parties will be given reasonable notice of the day, time and place of the hearing;
- 6.3.3 Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing;
- 6.3.4 The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense;
- 6.3.5 The Panel may request that any other individual participate and give evidence at the hearing;
- 6.3.6 If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal under this Policy, that party will become a party to the appeal in question and will be bound by its outcome; and
- 6.3.7 The decision to uphold or reject the appeal will be by a majority vote of Panel members.

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

## **7. APPEAL DECISION**

7.1 The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- 7.1.1. Reject the appeal and confirm the decision being appealed;
- 7.1.2 Uphold the appeal and refer the matter back to the initial decision-maker for a new decision;
- 7.1.3 Uphold the appeal and vary the decision; and/or
- 7.1.4 Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, will be assessed against any Party.

7.2 The Panel's written decision, with reasons, will be distributed to all Parties, the Dispute Resolution Officer, and the NCC Board. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

7.3 The decision of the Panel will be binding on the Parties and on all NCC



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

## **8. CONFIDENTIALITY**

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

## **9. RECORD KEEPING**

9.1 The NCC shall keep a secure record of every complaint filed under this Policy in accordance with the NCC Records and Retention Policy.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Board Nomination and Election Policy</b>
Adopted by Resolution of the NCC Board:	<b>19 February 2024</b>
Reviewed and/ or amended by the NCC Board:	<b>14 January 2025</b>

## **GENERAL PROVISION**

The Navan Curling Club (NCC) members elect the 2<sup>nd</sup> Vice-Chair and Directors in accordance with the NCC By-laws and this Policy.

### **1. NOMINATION PROCESS**

1.1 The NCC Board will appoint a Nomination and Election Committee chaired by the Past Chair of the NCC, or if unavailable, a previous Past Chair or a current director who is not seeking re-election. The Nomination and Election Committee will work with NCC Board to ensure that the nomination and election process is conducted according to the by-laws.

1.2 The Nomination and Election Committee shall discuss potential candidates and solicit nominations from preferred candidates. Incumbents are required to inform the Chair of the Nomination and Election Committee of their intent to seek re-election on or before the third Friday of January of the year their position is up for election.

1.3 At least seventy-five (75) days prior to the Annual Meeting, the NCC Board will circulate to members a Call for Nominations. This Call for Nominations will include a Nomination form.

1.4 Each nomination must be submitted in writing on the official nomination form to the Chair of the Nomination and Election Committee no later than forty-five (45) days before the Annual Meeting. The list of nominees will be circulated to all members along with the Annual Meeting package, pursuant to NCC by-laws.

1.5 No additional nominations accepted after the nomination submission deadline.

### **2. POSITIONS UP FOR ELECTION**

2.1 The positions up for elections will be as follows:

2.1.1 every year, one (1) 2<sup>nd</sup> Vice Chair;

2.1.2 in odd numbered years (e.g. 2025), Secretary, Ice Director, Communication Director and Match Director; and

2.1.3 in even numbered years (e.g. 2026), Treasurer, House and Property Director, Social Director, and Membership Director.

### **3. ELECTION PROCESS**

3.1 The Chair of the Nomination and Election Committee or their designate will serve as Chair for the elections portion of the Annual Meeting.

3.2 In order to be elected to any position, a nominee must receive a majority of the votes cast. For the purpose of clarity, a majority of votes cast is equal to 50% of the votes cast plus one.

3.3 Following each election round, the number of votes obtained by each candidate will be disclosed to the membership.

3.4 A nominee with no votes cast in their favour in any voting round will not proceed to subsequent voting rounds.

### **4. ELECTION OF 2<sup>nd</sup> VICE-CHAIR and DIRECTORS**

4.1 Each NCC member is entitled to one (1) vote for each position of 2<sup>nd</sup> Vice-Chair, and Directors positions, pursuant to NCC by-laws.

4.2 If one valid nomination is received, the nominee will be acclaimed.

4.3 If two valid nominations are received, the nominee with the majority of votes cast will be deemed elected.

4.4 If three or more nominations are received, and no one nominee receives a majority of the votes cast in the first round, the individual receiving the least number of votes cast will not proceed to the next round of voting. Subsequent voting rounds will occur with the nominee receiving the least number of votes not here proceeding until one (1) nominee receives a majority of votes cast.

4.5 At any time where there are two nominees remaining and there is a tie, a re-vote will occur, with the individual receiving a majority of votes being deemed elected. If after two tie voting rounds there is no individual with a majority of votes a coin toss will determine the individual deemed elected.

## NOMINATION FORM - BOARD OF DIRECTORS

This form is to be completed by all members who are interested in being nominated for election to the Navan Curling Club (NCC) Board of Directors.

The Nominating and Election Committee is looking for individuals having one or more of the following:

- Industry experience – curling, sport safety
- General competencies – Executive leadership, board governance, stakeholder management, public/media communications skills, policy development
- Technical competencies – Finance and accounting, legal and regulatory, risk management, business development, organizational culture
- Behavioural competencies – Leadership and influence, preparedness and engagement, strategic orientation, communication and listening, courage
- Personal attributes – Geographic diversity, age diversity, gender diversity, ethnic diversity, educational diversity and other types of diversity
- Languages – Proficiency in both official languages, an asset

Please complete the following information; sign and date the declaration below. The form must be returned to the Chair of the Nomination and Election Committee no later than (insert date).

Name	
Address	
Email	
Telephone	
Position(s) seeking Nomination	

Maximum 250-word profile (this will be included with the Annual Meeting package)
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## DECLARATION

I consent to let my name stand for election to the NCC Board for the position(s) identified above.

Signature

Date \_\_\_\_\_

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Board of Directors Terms of Reference</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The NCC is committed to ensuring that it achieves best practice in governance and has adopted this policy which describes the duties and expectations of Directors.

## **2. APPLICATION**

2.1 This policy is applicable to all Directors and is provided to Directors before they are recruited for appointment to the Board.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 Every Director, in exercising their delegated authorities and discharging their duties to the NCC, shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

3.2 Directors shall:

- 3.2.1 act and make decisions that are in the best interest of the NCC;
- 3.2.2 be knowledgeable about the operations of the NCC including the governance structure and policies, the needs of members, and the role of directors and the Board;
- 3.2.3 comply with the NCC's Code of Conduct and Conflict of Interest policies;
- 3.2.4 represent the Board when asked to do so by the Board or the Chair;
- 3.2.5 contribute to the governance role of the Board through reading materials in advance of meetings, being prepared to contribute to the discussion, and offer constructive contributions to both the Board and Committees on which they serve.
- 3.2.6 respect the opinions of all Board members; and
- 3.2.7 respect the authority of the Chair.

## **4. Meeting Frequency**

4.1 The Board meets up to 12 times, but no less than 6 times, per year. A Director is expected to attend meetings and notify the Secretary in advance of a meeting if they will be absent. The Board is responsible to ensure active and full participation of Directors. A Director is expected to serve on a committee acting either as Chair or as a liaison to the Board.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Conflict of Interest Policy</b>
Adopted by Resolution of the NCC Board:	<b>19 February 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 This policy intends to protect the interests of the NCC by clearly communicating the expectations regarding conflict-of-interest situations.

## **2. APPLICATION**

2.1 This policy applies to all Board of Directors and/or persons employed by the Navan Curling Club who are considered to be in a conflict of interest whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board of Directors and/or employment with the NCC.

2.2 A conflict of interest may be “real”, “potential” or “perceived” and are defined as follows:

- Real: a situation in which a director or employee is in direct conflict between the ability to exercise their duties and responsibilities, and their private interests.
- Potential: a situation that, while not necessarily a real conflict of interest, raises the risk of a real conflict if not managed appropriately.
- Perceived: a situation where it could be perceived, or appear to a reasonable person, that a conflict of interest exists.

## **3. DUTIES and RESPONSIBILITY**

3.1 It is the responsibility of the NCC Board of Directors to effectively manage all conflicts of interest and exercise their duties accordingly.

3.2 Directors and employees shall act in the best interests of the NCC. This means setting aside self-interest and executing their duties in such a manner that promotes public confidence and trust in the integrity, objectivity, and impartiality of the Board.

3.3 Directors shall not directly or indirectly receive any profit from their position.

#### **4. PRINCIPLES FOR DEALING WITH CONFLICT OF INTEREST**

4.1 The director must openly disclose a real, potential, or perceived conflict of interest as soon as the issue arises and before the Board or its Committees deal with the matter at issue. Full disclosure does not remove a conflict of interest.

4.2 If the director is not certain he/she is in a conflict of interest position, the matter may be brought before the Chair, Executive Committee or Board for advice and guidance.

4.3 If there is any question or doubt about the existence of a real, potential or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.

4.4 It is the responsibility of other directors who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board director to raise the issue for clarification, first with the director and, if still unresolved, with the Chair.

4.5 The director must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter, and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.

4.6 The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Executive Committee Terms of Reference</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 This policy describes the duties and expectations of the Executive Committee.

## **2. APPLICATION**

2.1 This policy is applicable to the Chair, Vice-Chair, 2<sup>nd</sup> Vice-Chair, Past Chair Secretary and Treasurer.

## **3. ROLE AND RESPONSIBILITIES**

### **3.1 Chair:**

- 3.1.1 Maintains effective relationships with Board members, administration, and the curling club membership at large.
- 3.1.2 Represents the Board within the organization and represents the Board to outside parties.
- 3.1.3 Ensures the governance structures and processes are reviewed annually and are in accordance with best practice.
- 3.1.4 Chairs Board and Members' meetings, including setting the agenda with the Secretary for meetings, and ensuring meetings are conducted according to the by-laws, governance policies and Robert's Rules of Order.
- 3.1.5 Chairs the Finance Committee.
- 3.1.6 Provides assistance and advice to Committee Chairs.
- 3.1.7 The authority of the Chair consists in making decisions that fall within the purview of Board policies on governance process.
- 3.1.8 May delegate his/her authority, but remains accountable for its use.
- 3.1.9 Performs other duties as the Board determines from time to time.
- 3.1.10 Shall ensure that all administrative committees have made arrangements to meet at the beginning of his/her term.

### **3.2 Vice-Chair:**

- 3.2.1 In addition to assuming the duties of the Chair during his/her absence, the Vice-Chair shall chair the Governance Committee.
- 3.2.2 The Vice-Chair shall also be a member of the Finance Committee and shall perform other duties prescribed from time to time by the Board or Chair.
- 3.2.3 The succession of the Vice-Chair to the position of Chair is expected as part of the NCC Board succession planning process.



- 3.3 2<sup>nd</sup> Vice-Chair:
  - 3.3.1 In addition to assuming the duties of the Chair or Vice-Chair during his/her absence, the 2<sup>nd</sup> Vice-Chair chairs the Property Management Committee.
  - 3.3.2 He/she shall perform other duties prescribed by the Board or Chair.
  - 3.3.3 The succession of the 2<sup>nd</sup> Vice-Chair to the position of Vice-Chair is expected as part of the NCC Board succession planning process.
- 3.4 Secretary:
  - 3.4.1 The Secretary is the elected director responsible for maintaining accurate records of all meetings of the Board and the Executive, and any other meetings deemed necessary by the Chair.
  - 3.4.2 Informs officers of deadlines for reports, mailings, and any commitments.
  - 3.4.3 Issues notice of all executive, Board and member meetings, and prepares the order of business.
  - 3.4.4 Ensures the bylaws and current minute books are available for reference at all meetings, and will make the NCC records available to all members upon request.
  - 3.4.5 Management of any passwords to online accounts will be shared with the Treasurer by keeping a register of all sites requiring access along with the passwords to access those sites.
  - 3.4.6 Ensures that Officers and Directors have a copy of the Bylaws as they begin their term on the Board.
- 3.5 Treasurer:
  - 3.5.1 The Treasurer is an elected officer who oversees the management of the financial affairs of the NCC, including reconciling bank statements, managing cash flow, collecting revenues, paying bills on time, submitting tax forms as required and liaising with the accounting firm at year end.
  - 3.5.2 Responsible for investing funds consistent with the direction of the Executive Committee.
  - 3.5.3 Retain knowledge about who has access to the organization's funds and any outstanding bills or debts owed.
  - 3.5.4 Create and maintain systems for ensuring the organization's solvency and oversee the development of the organization's financial policies.
  - 3.5.5 The Treasurer will sit on the Finance Committee and play an integral part on this committee with the intention of assisting the Executive and the Board to move forward with confidence on any strategic plans developed.
  - 3.5.6 Management of any passwords to online accounts will be shared with the Secretary by keeping a register of all sites requiring access along with the passwords to access those sites.

#### **4. MEETING FREQUENCY**

- 4.1 The Executive Committee shall meet as needed.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Finance Committee Terms of Reference</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The Navan Curling Club (NCC) Finance Committee provides financial leadership to the Board of Directors and members of the NCC.

## **2. APPLICATION**

2.1 This policy is applicable to Directors that are appointed to the Finance Committee by the Board of Directors of the NCC.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 The NCC Finance Committee shall:

- 3.1.1. Ensure the NCC has adequate financial systems and controls in place to manage the financial risk of the NCC;
- 3.1.2 Prepare an annual budget for Board review and approval;
- 3.1.3 Ensure adequate internal management and financial information systems are in place for the timely preparation and review of interim and year-end statements and other financial information, as required;
- 3.1.4 Review investment purchased by the NCC and notify the Board of any upcoming investment renewals; and
- 3.1.5 Monitor at least quarterly the NCC's revenues and expenses against the approved budget and provide recommendations to NCC Executive and the Board to take corrective action, if necessary.

## **4. MEMBERSHIP**

4.1 The NCC Finance Committee will consist of the Chair, 1<sup>st</sup> Vice Chair, Treasurer, and one additional director appointed by the Board. The NCC Chair will chair this committee and the Treasurer will provide administrative support to this committee.

## **5. MEETING FREQUENCY**

5.1 The Committee members serve one-year renewable terms and will meet at least quarterly or more often as necessary, at the call of the Chair.

## **6. REPORTING**

6.1 Finance Committee recommendations are subject to approval by the Board of Directors of the NCC or the members, in accordance with the NCC by-laws.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Governance Committee Terms of Reference</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The Navan Curling Club (NCC) Governance Committee provides governance leadership to the Board of Directors of the NCC.

## **2. APPLICATION**

2.1 This policy is applicable to Directors that are appointed to the Governance Committee by the Board of Directors of the NCC.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 The NCC Governance Committee shall:

- 3.1.1. Review policies on an annual basis and recommend changes for discussion and consideration by the Board.
- 3.1.2 Evaluate effectiveness of board governance structures, processes and recommend changes as required, including review of standing committee terms of reference.
- 3.1.3 Monitor compliance with the NCC Conflict of Interest policy.
- 3.1.4 Provide training, orientation and resource materials to Board members.

## **4. MEMBERSHIP**

4.1 The NCC Governance Committee will consist of three directors appointed by the Board. The Committee will be chaired by the Vice-Chair. The Chair of the Board will sit in an ex-officio capacity on the Committee.

## **5. MEETING FREQUENCY**

5.1 The Committee members serve one-year renewable terms and will meet at least annually or more often as necessary, at the call of the Chair.

## **6. REPORTING**

6.1 Recommendations made by the Governance Committee are subject to approval by the Board of Directors of the NCC.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Past Chair Committee Terms of Reference</b>
Adopted by Resolution of the NCC Board:	<b>14 January 2025</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The Navan Curling Club (NCC) Past Chair (President) Committee provides advice and leadership to the Board of Directors of the NCC.

## **2. APPLICATION**

2.1 This policy is applicable to Past Chairs (Presidents) of the NCC.

## **3. DUTIES AND RESPONSIBILITIES**

3.1 The NCC Past Chair Committee shall:

3.1.1. Provide advice and leadership to the Chair and Board of Directors.

3.1.2 Oversee the nomination and election process in accordance with the Nomination and Election Policy.

3.1.3 Perform other tasks the committee deems appropriate or as assigned by the Chair.

## **4. MEMBERSHIP**

4.1 The NCC Past Chair Committee will consist of Past Chairs (Presidents) of the NCC. The Committee will be chaired by the Immediate Past Chair.

## **5. MEETING FREQUENCY**

5.1 The Committee will meet at least annually or more often as necessary, at the call of the Chair.

## **6. REPORTING**

6.1 Recommendations made by the Past Chair Committee are subject to approval by the Board of Directors of the NCC.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Financial Management Policy</b>
Adopted by Resolution of the NCC Board:	<b>19 February 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The purpose of this policy is to clarify the roles, authority, and responsibilities for financial management activities and decisions of the Navan Curling Club (NCC).

## **2. APPLICATION**

2.1 This policy applies to all the financial management activities of the NCC.

2.2 The NCC will conduct financial management in accordance with the NCC By-laws and the Generally Accepted Accounting Principles.

## **3. FINANCIAL MANAGEMENT**

3.1 Bank. The banking business of the Corporation will be conducted at such financial institution as the Board may determine.

3.2 Auditors. At each Annual Meeting, the Members will appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Corporation in accordance with the Ontario Not-for-Profit Corporations Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Corporation and must be permitted to conduct an audit or review engagement of the Corporation under the Public Accounting Act, 2004, as amended.

3.3 Annual Financial Statements. The Directors will approve financial statements (evidenced by signature of one or more Directors) of the Corporation of the last fiscal year of the corporation, and present the approved financial statements before the Members at every Annual Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than fourteen (14) days before the Annual Meeting.

3.4 Signing Authority. Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Corporation will be executed by at least two (2) of the Officers or other individuals, as designated by the Board. In addition, the

Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

3.5 Property. The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

3.6 Borrowing: The Board may from time to time:

- 3.6.1 Borrow money on the credit of the Corporation;
- 3.6.2 Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Corporation;
- 3.6.3 Give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- 3.6.4 Charge, mortgage, hypothecate, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Corporation.

3.7 Borrowing Restriction. The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual Meeting.

<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Records Retention and Destruction Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The purpose of this policy is to establish the guidelines for the proper care, retention and destruction of all Navan Curling Club (NCC) documents.

## **2. APPLICATION**

2.1 This policy applies to all corporate, financial and membership records in electronic and/ or hard copy formats.

2.2 Records will be retained for the following purposes:

- 2.2.1 To facilitate the continuity and provision of service;
- 2.2.2 To minimize risk to the organization;
- 2.2.3 To comply with legal requirements;
- 2.2.4 To provide historical data; and
- 2.2.5 To provide material for statistical analysis or research.

2.3 Records will be retained for as long as they are required by the NCC to meet the above purposes.

2.4 Records containing personal information or confidential organizational information will be destroyed by shredding.

## **3. PROCEDURES**

3.1 All records will be appropriately labelled and stored in dry, safe and secure locations for as long as they are required by the NCC (refer to document retention schedule below).

3.2 The NCC shall conduct an annual review to identify documents to be destroyed in accordance with the record retention schedule.

3.3 Documents containing personal information or confidential organizational information will be shredded.

3.4 The Treasurer shall be responsible for proper storage, retention and destruction of financial documents including but not limited to service contracts, original invoices, financial reports and statements, insurance documents or other financial documents.

3.5 The Secretary shall be responsible for proper storage, retention and destruction of corporate documents including, but not limited to, NCC articles of incorporation, constitution & bylaws, letters patent, board minutes and documentation, annual reports or other corporate documents.

#### **4. DOCUMENT RETENTION SCHEDULE**

4.1 Documents will be retained by NCC as follows:

<b>Document</b>	<b>Length of Retention</b>
<b>Financial</b>	
Annual financial statements	Organization's lifespan plus two years
Other financial records (other than those cited above) including payroll information, if applicable	End of fiscal period to which they relate plus at least six years
Contracts, service agreements and purchase of service agreements	Duration of contract or agreement plus two years
Insurance policies	Insurance policies Indefinitely (to minimize risk)
<b>Corporate</b>	
Organization charter, annual reports, bylaws, letters patent, strategic plans, board minutes, minutes of general meetings	Organization's life span plus two years
Human Resources (if applicable)	Nine years after termination of employment



<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Bonspiel Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and/ or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The NCC Bonspiel Policy provides guidance on the process for organizing and hosting bonspiels held at the NCC.

## **2. APPLICATION**

2.1 This Policy applies to all bonspiels that are hosted at the NCC. Separate conditions may apply for bonspiels that are run by an outside entity; these conditions would be included in the rental agreement with the outside entity.

## **3. PROCEDURES**

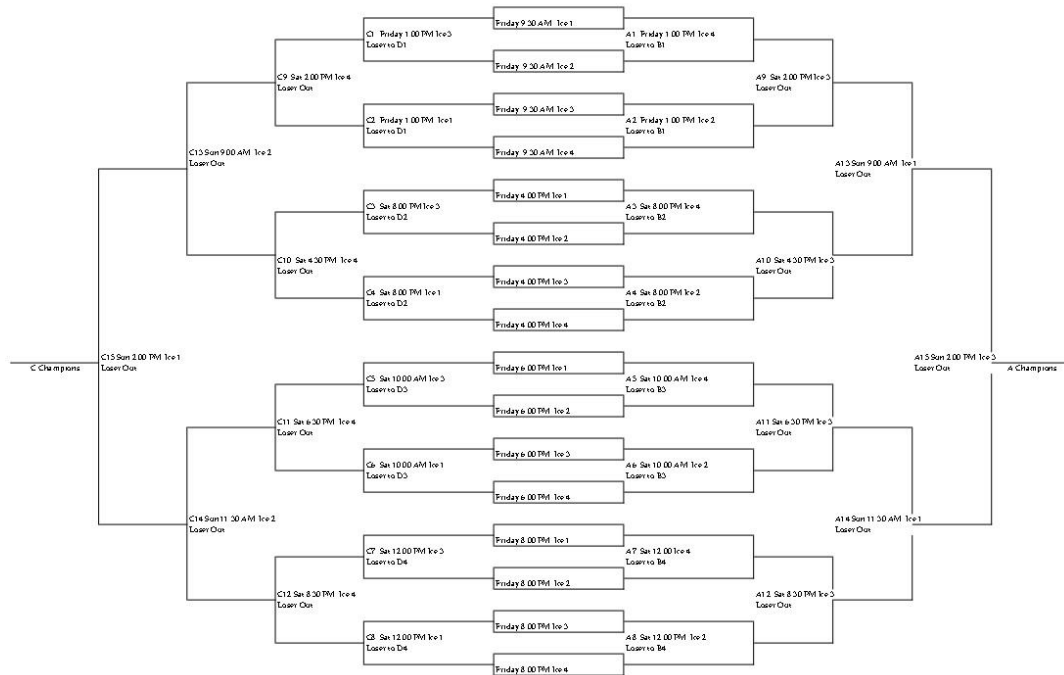
3.1 For bonspiels organized by an outside entity, the date and schedule of the bonspiel must be submitted to NCC Match Director for approval. The Match Director will minimize any disruption to NCC league play. Determination of any additional costs will be identified in advance and applied to the rental agreement, where applicable.

3.2 For single-day bonspiels hosted by the NCC, the date and schedule of the bonspiel must be submitted to the NCC Match Director for approval. These bonspiels would replace regular league play and should be identified in the season calendar approved by the NCC Board of Directors. The draw schedule should be submitted to both the Match Director and Ice Director at least one week in advance of the scheduled event. Determination of any additional costs will be identified in advance and applied to the bonspiel budget, where applicable.

3.3 For multiple-day bonspiels hosted by the NCC, the event must be submitted to the NCC Match Director prior to the Annual General Meeting in order to be included in the season calendar approved by the NCC Board of Directors. The draw schedule must be approved by the NCC Match Director at least one month in advance of the approved dates for the bonspiel; approved draw schedules for 24 and 32 team bonspiels can be found at Annex A – Approved Draw Schedules. Any deviation from the approved draw schedules must be submitted to the NCC Match Director at least five weeks in advance of the scheduled event. The bonspiel budget must be submitted to the NC Treasure for approval at least three weeks prior to the event. Determination of any additional costs will be identified in advance and applied to the bonspiel budget, where applicable. Any revenues generated from the bonspiel must be submitted to the NCC Treasurer within five days of the conclusion of the bonspiel.

# ANNEX A – Approved Draw Schedules

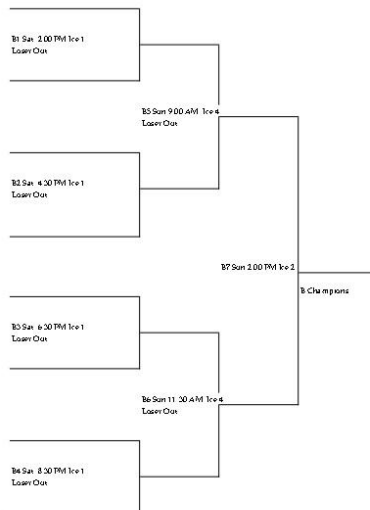
## 32 Team Bonspiel Draw Schedule



### D DRAW



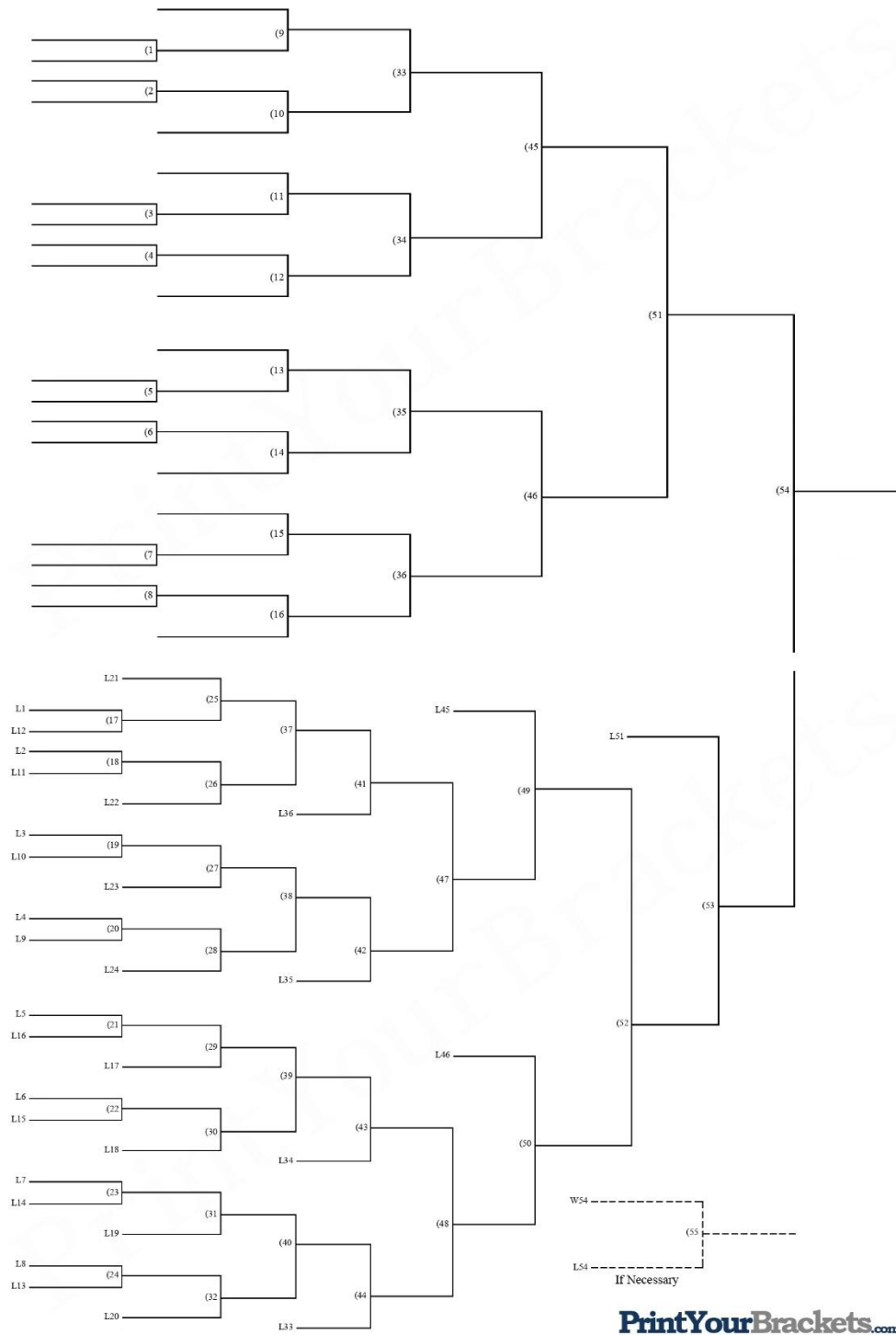
### B DRAW



## 24 Team Bonspiel Draw Schedule

Winner's Bracket

### 24 Teams - 3 Game Guarantee



<b>NAVAN CURLING CLUB</b>	
Policy Name:	<b>Club Closure Policy</b>
Adopted by Resolution of the NCC Board:	<b>25 March 2024</b>
Reviewed and / or amended by the NCC Board:	

## **1. PURPOSE**

1.1 The Navan Curling Club (NCC) is committed to its duty of care for the health and safety of all persons entering the NCC and the long-term viability of the facility.

1.2 This policy defines the procedures regarding closure of the NCC arising from unforeseen events.

## **2. PROCEDURES**

2.1 Partial or total closure of the NCC may be necessary due to circumstances such as, but not limited to, major building or equipment problems, major project work, power outage, accident, severe weather advisories, emergencies or police activity.

2.2 In the event circumstances arise that necessitates consideration for partial or total closure of the NCC, the following procedures will be followed:

2.2.1 The President or their designate, Match Director, Ice Director and House and Property Director, and Club Manager will be alerted to the circumstance, discuss the issue and make a decision on whether or not to close the club.

2.2.2 If the decision is to partially or totally close the NCC, the following steps will be followed immediately upon rendering a decision:

- 2.2.2.1 The President or their designate will notify the Board of Directors of the situation and the decision;
- 2.2.2.2 The Match Director will notify the League Convenor(s) and/or event organizers, where applicable;
- 2.2.2.3 The Ice Director will notify the respective persons responsible for ice maintenance, where applicable;
- 2.2.2.4 The House and Property and/or Club Manager will take all necessary action(s) within the scope of their responsibilities, where applicable; and
- 2.2.2.5 The Communications Director will send a communiqué to all members.