

**NWT Curling Association
Policies, Procedures and Information Manual**

Section: 1.1

Title: Administration - NWTCA Constitution and Bylaws

The Constitution and Bylaws of the NWT Curling Association is attached as Appendix “1.1.1” to this Section. This version of the Constitution and Bylaws was adopted on April 28, 2000, and registered April 9, 2001 with Registrar of Societies.

President (Signature)

Executive Member (Signature and Position Title)

Please note: The NWTCA was incorporated on November 14, 1977. Societies Registration Number is SOC398

**NWT Curling Association
Policies, Procedures and Information Manual**

Section: 1.2 Title: Administration - Mission Statement

The Mission Statement of the NWT Curling Association as set out in the NWTCA Bylaws is:

To promote and enhance curling in all regions of the Northwest Territories

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association

Policies, Procedures and Manual

Section: 1.3 Title: Administration - Meetings

A. Annual General Meeting

1. Held as outlined in Article 6 in the NWTCA Constitution
2. Agenda to consist of at least all of the following:
 - Call to Order
 - Roll Call
 - Adoption of Agenda
 - Approval of Minutes from the previous Annual General Meeting
 - Business Arising from the Minutes
 - Board and Committee Reports including but not limited to President, Technical, Marketing, Juniors, Championships, Master Course Conductor, Ad Hoc Positions created for that year, Clubs
 - Approval of Financial Statements
 - Appointment of Auditor
 - Set affiliation fees for upcoming season
 - Election of President
 - Selection of Appointed Positions, Appointment of Ad Hoc Positions (if required)
 - Other Business as specified in the meeting notice
 - Set date of Next AGM
 - Adjournment

Agenda including other business to be set by no later than the Executive Meeting in February.
3. Notice of Meeting to be sent out at least 60 days prior to meeting. The Agenda and Nomination/Expression of Interest Forms (Appendix 1.3.1) to be sent out to all clubs at least 30 days in advance of meeting
4. Nomination Committee to be struck to encourage candidates for President and Appointed and Ad Hoc Positions for presentation at the AGM. Nomination Committee to be named by no later than the Executive meeting in February.

B. Special Meetings

Held as outlined in Article 6.6 in the Constitution
Agenda to be provided in the notice of meeting

C. Spring Planning Meeting

Shall be held at a date to be determined following the Annual General Meeting and the selection of Executive.

Suggested agenda for this meeting:

- to orient Executive members and review job description requirements
- to work to complete funding accountability for Sport North and any other organization as required
- to broadly outline plans for the upcoming season by completing long range and short term plans
- to assign tasks to be completed over the summer
- to assign tasks to be completed throughout the year
- to contact Yukon Curling Association to deal with outstanding Championship topics
- to set dates for selection of coaches for upcoming multisport games as set out in this manual in Sections 5.4, 5.5 and 5.6.
- to determine positions on agenda items for the National Curling Conference of the Canadian Curling Association
- budget for upcoming season
- other business as determined by the Executive

D. Fall Planning Meeting

Shall be held at a date to be determined at the Spring Planning Meeting. This meeting should occur at least two weeks prior to October 1st (Sport North Funding Deadline)

Suggested agenda for this meeting:

- to ensure all requirements for Sport North Funding are complete and ready to be handed in
- to review activities completed over the summer and any remedial action that must be taken
- to outline specific plans for the upcoming season as determined by the long range and short term plans
- to ensure information packages are complete and ready to be sent to clubs
- to assign tasks to be completed prior to the next Executive meeting
- to assign tasks to be completed throughout the year
- arrange to contact Yukon Curling Association about dates for playdowns for next year
- other business as determined by the Executive

A recognized member of the NWTCA Executive who travels to an in-person meeting of the NWTCA must attend at least 80% of the meeting to have costs of transportation and accommodation paid by the NWTCA.

Failure to attend the meeting(s) as prescribed above shall result in:

- a) Club Representative: Any cost incurred by the NWTCA will be billed to the Member Club who the Club Representative is a member
- b) Other Executive Member: Any cost incurred by the NWTCA will be billed to that individual

A recognized member of the NWTCA Executive who attends an in-person meeting of the NWTCA may apply for a child care subsidy in the amount set annually.

E. Executive Meetings

1. To be held approximately once per month during the curling season
2. Suggestion Agenda items for each meeting
 - Call to Order
 - Approval of Agenda
 - Minutes of Last Executive Meeting/Business Arising from Minutes
 - Reports including but not limited to: President, Treasurer, Technical, Marketing, Juniors, Championships, Master Course Conductor, Ad Hoc positions (as required), Clubs, Activity Reports Reconciliation
 - Other business
 - Set Date for Next Meeting
 - Adjournment
3. Additional Agenda items for the following monthly meetings

Month	Agenda Items/Reminders
April or May	Spring Planning Meeting (see above)
June, July or August	Only called if required with agenda items to be determined by the reason for calling the meeting
September	Fall Planning Meeting (see above) Update from NCC/CCA AGM Ensure Sport North Funding is complete for handing in by September 30
October	Marketing Initiatives including Sponsorship and NWT Curling Week Advertising for Championship Calendar Championships/Selection Camps occurring in November and December
November	Championships/Selection Camps occurring in December and January
December	Championships/Selection Camps occurring in January and February Deadline for payment of Affiliation Fees by clubs to NWTCA (December 31)
January	Championships occurring in February and March Payment of fees to CCA (affiliation & competitor) Create draft calendar for next season's championship and forward same to YCA
February	Confirm Date for AGM Creation of Agenda for AGM no later than 60 days prior to AGM Send out Notice of Meeting, Agenda, Nomination/Expression of Interest Forms for AGM no later than 30 days prior to AGM Strike Nomination Committee for Executive Positions Nominations for NWTCA Awards Suggestions for nominations for Sport North Awards (deadline April 15)
March	Complete business of the this year's Executive

 President (Signature)

 Executive Member (Signature and Position Title)

**NWT Curling Association
Nomination/Expression of Interest for Executive Positions**

Name: _____

Address: _____

Phone: _____ Email: _____

Elected Position:

President

Appointed Positions:

Championships

Juniors

Marketing

Secretary

Technical

Treasurer

Ad Hoc Positions:

High Performance

Master Course Conductor

Pertinent Information and Experience

Use separate sheet if necessary

Please give this form to your Club Representative prior to the start of the NWTCA AGM

For office use: Is the member in good standing with the NWTCA <input type="checkbox"/> Yes <input type="checkbox"/> No

NWT Curling Association

Policies, Procedures and Information Manual

Section: 1.4 Title: Administration - Executive

A. Composition

Composition of the Executive is outlined in Article 3.1 of the NWTCA Constitution. Any member of the NWTCA may express interest in a position on the Executive. With the exception of the position of Treasurer who must reside in Yellowknife, members of the Executive may reside anywhere within the Northwest Territories. Length of term of positions is two years unless otherwise stipulated in the Constitution or requirements of the position.

- Elected Position: President (1 year)
- Past President: Upon the election of a new President, the serving President shall become the Past President.
- Club Representatives: Each affiliated club shall appoint/select a representative
- Appointed Positions: Treasurer, Secretary, Technical, Marketing, Championships, and Juniors. These appointments shall be made by the President, Past President and Club Representatives from Expressions of Interests received.
- Ad Hoc Positions: These positions are appointed for a two year term unless requirements of position states otherwise. These appointments shall be made by the President, Past President and Club Representatives.

B. Job Descriptions

1. Job Descriptions are outlined in Appendix "1.4.1".
2. It is recommended that these job descriptions be reviewed annually at the Spring Planning Meeting during the orientation of Executive.

C. Voting

1. The President, Past President, and Club Representatives have voting privileges as outlined in Article 3 of the Constitution.
2. Appointed and Ad Hoc Positions may be granted voting privileges by motion of the President, Past President and Club Representatives.

D. Meeting Attendance

Should an Executive Member be absent from four (4) or more meetings during the year of their election/appointment, the remaining members of the Executive may impose sanctions including but not limited to verbal warning, written warning or expulsion from the Executive. In the case of Club Representatives, the affiliated club in question shall be advised of these absences for their action.

E. Revocation of Appointments

Should an Appointed Member of the Executive not be carrying out requirements of the position, President, Past President and Club Representatives shall meet to review situation and impose remedial actions and sanctions including but not limited to verbal warning, written warning or expulsion from the Executive.

F. Executive Code of Conduct

Executive members need to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in group and individual behaviour when acting as Executive members.

1. Executive members must be loyal to the interests of the membership over and above any:
 - a) Loyalty to advocacy or interest groups, and membership on other boards or staffs.
 - b) Personal interest of any Executive members acting as an individual member of the NWT Curling Association's services.
2. Executive members are trustees of public confidence and securities. They must avoid any conflict of interest.
 - a) There must be no self-dealing or any conduct of private business or personal services between any Executive member and the NWT Curling Association. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
 - b) Executive members must not use their positions to obtain employment with the NWT Curling Association for themselves or their family members.
 - c) If an Executive member is considered for employment, he/she must temporarily withdraw from deliberation, voting and access to applicable NWT Curling Association information.
3. Executive members must not exert any individual authority over the NWT Curling Association except as stated in the NWT Curling Association's policies.
 - a) Individual Executive members do not have any authority to speak for the NWT Curling Association when they interact with staff, the public, the press and other entities unless granted this authority by the whole board.
 - b) Executive members must not make any judgments of staff performance except if the performance is officially assessed against NWT Curling Association policies.
4. Executive members must deal with outside entities and individuals, with staff, and with each other using fair play, ethics and straightforward communication.

President (Signature)

Executive Member (Signature & Position Title)

NWTCA Executive 2004-05

President	Janie Hobart
Past President	Ron Kapicki
Treasurer	Lois Grabke
Secretary	Diane McPhee
Technical	Gary Hoffman
Marketing	
Championships	
Juniors	Cheryl Hval
Master Course Conductor	
Draw Master	Fred Koe
Club Representatives:	
Fort MacPherson	Liz Wright
Fort Simpson	Val Gendron
Fort Smith	Natalie Campbell
Hay River	Ron Cook
Inuvik	Don Craik
Norman Wells	Ron Powder
Yellowknife	Maureen Miller

**NWT Curling Association
Policies, Procedures and Information Manual**

Section: 1.5

Title: Administration - Harassment Policy

This policy was adopted April 30, 2000

Harassment Policy attached as Appendix 1.5.1

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 1.6

Title: Funding Accountability

A. NWTCA

As the NWTCA receives funding from Sport North, the NWTCA must ensure that the Funding Allocation Handbook is completed to account for the expenditure of that funding. This shall be done at the Spring Planning Meeting and shortly thereafter if there is missing information.

B. Activity Reports

To ensure the Funding Allocation Handbook is thoroughly filled out, activity reports (attached as Appendix 1.6.1) will be accounted for at each Executive Meeting. Below, the position responsible for the completion of the following activity reports

1. Club Activities - Each club responsible for activities happening at their club
2. Clinics - Master Course Conductor responsible for all coaching clinics. The Technical Director responsible for all other clinics.
3. Championships - Championship Director responsible for all NWT Championships, and NWT/Yukon Championships with the exception of Junior championships. Junior Rep responsible for Junior and School Championships. The Host Club responsible for Other Championships.
4. Marketing Initiatives - Marketing Director responsible for all marketing initiatives
5. Board Development - President responsible for any board development activities

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association

Policies, Procedures and Information Manual

Section: 2.1

Title: Membership - Affiliated Clubs

Affiliation Fees as set out in Section 3.1 of this manual are payable by December 31 of the current season or prior to an NWT Championship in which a curler is participating, whichever is earlier.

Benefits of Membership for:

1. Clubs with 20 or More Affiliated Curlers
 - a) Access to programs and services of the NWTCA
 - b) Receive all NWTCA forms and information packages at no charge
 - c) Order all program support materials of the NWTCA at fees as determined annually by the NWTCA
 - d) Receive support from the NWTCA for training as funding allows
 - e) Access to programs and services of the Canadian Curling Association
 - f) Ability to send teams to the NWTCA Territorial Championships as outlined in Section 4 of this manual
 - g) Representation at all executive meetings and the AGM of the NWTCA which are held via conference call (one location per club)
 - h) Representation at all in-person meetings of the NWTCA

2. Clubs with Less than 20 Affiliated Curlers
 - a) Access to programs and services of the NWTCA
 - b) Receive all NWTCA forms and information packages at no charge
 - c) Order all program support materials of the NWTCA at fees as determined annually by the NWTCA
 - d) Receive support from the NWTCA for training as funding allows
 - e) Access to programs and services of the Canadian Curling Association
 - f) Ability to send teams to the NWTCA Territorial Championships as outlined in Section 4 of this manual
 - g) Representation at all executive meetings and the AGM of the NWTCA which are held via conference call (one location per club)

Please note, all affiliated curlers must meet residency requirements as outlined in Section 2.4 of this manual

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 2.2

Title: Membership - Individual Memberships

Should a community not have a curling club, an individual may become an affiliated curler

- Procedure for membership:
 - a) Contact the President of the NWTCA
 - b) Pay the Affiliation Fees as outlined in Section 3.1

- Benefits of memberships
 - 1. Limited access to programs and services of the NWTCA
 - Receive all NWTCA forms and information packages at no charge
 - Order all program support materials of the NWTCA at fees as determined annually by the NWTCA
 - Receive support from the NWTCA for training as funding allows
 - Support from the NWTCA to become an affiliated club
 - Ability to participate in the NWTCA Territorial Championships as outlined in Section 4 of this manual

Please note, all affiliated curlers must meet residency requirements as outlined in Section 2.4 of this manual.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 2.3

Title: Membership - Honorary Members

As outlined in Article 2.1 of the NWTCA Constitution, Honorary Members of the NWTCA can be created for long service and dedication to the aims and goals of the NWT Curling Association.

Process to Create Honorary Members of the NWTCA

1. Any affiliated member of the NWTCA may nominate another affiliated member of the NWTCA to become an Honorary Member using Nomination Form Appendix “2.3.1” of this Section
2. Nomination Form is forwarded to the President.
3. Nomination will be reviewed at the next meeting of the NWTCA Executive to determine suitability. Nominator will be advised of the decision.

Honorary Members are exempt from payment of the annual NWTCA affiliation and competitor fees.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association

Policies, Procedures and Information Manual

Section: 2.4

Title: Membership - Residency Requirements

This policy was adopted April 17, 1999

Definitions

Bonafide Resident:

for the purposes of this clause means a genuine resident of the Northwest Territories for a minimum of three consecutive months prior to the NWTCA sanctioned event to which they wish to enter.

Domiciled:

for the purposes of this clause means a person who, in the eyes of the Government of the Northwest Territories, is legally bound to the NWT i.e. maintains NWT health care, driver's license, and/or submits tax returns from the NWT.

Student:

for the purposes of this clause means a person who is in full time attendance at an educational institution and can be considered to be a bonafide and domiciled resident of the NWT.

Curling Season:

for the purpose of this clause means the period from September 1 to August 31 the following year.

Eligibility/Residency Clause

A person will be considered eligible to participate in any Northwest Territories Curling Association (NWTCA) sanctioned event provided that they are affiliated with the NWTCA prior to the event and/or December 31 of that curling season;

Further, a person must maintain their primary residence and be considered a bonafide and domiciled resident in the Northwest Territories for a period of no less than 90 days prior to the event, exception will be given to students as defined above;

(Exception to this clause may be granted upon written request and unanimous approval of the Executive Committee of the Northwest Territories Curling Association.)

Please Note: A person must not have curled in any event leading to a same National championship sanctioned by another curling association in that given curling season (The Rules of Curling (official rule book of CCA) Section 2 in Special Rules for each National Championship)

President (Signature)

Executive Member (Signature and Position Title)

Revised: May 15, 2004

NWT Curling Association Policies, Procedures and Information Manual

Section: 3.1

Title: Fees - Affiliation Fees

1. Current Annual Affiliation fees of the NWT Curling Association are:

Adult or Junior "A" Curler	\$20.00
Junior "B" and "C" Curler	\$ 5.00
Little Rock Curler	\$ 0.00
Honorary Members	\$ 0.00

2. Affiliation fees for curlers must be paid prior to December 31 of the current year or the NWT Championship in which the curler is entered, whichever is earlier

3. For club to be able to attend in-person meetings of the NWTCA, there must be 20 or more affiliated curlers

4. The Treasurer of the NWT Curling Association must ensure that Affiliation fees owing to the Canadian Curling Association are paid prior to January 10 of each season.

5. Each club must submit the affiliation fees and a completed membership form as attached as Appendix 3.1.1 to the Treasurer. Where possible, submission of electronic membership form is preferred. (same is on membership disk/CD given to club reps at Fall Meeting)

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 3.2

Title: Fees - Competitor Fees

1. Current Competitor Fees for the NWT Curling Association are:

Adults	\$25.00
Juniors and Little Rocks	\$ 0.00

2. Competitor fees are only payable once per player per season of the National Canadian Championships. These fees are payable to the NWT Curling Association.

3. Competitor fees must be paid prior to the start of the first championships an affiliated curler plays in during the season.

4. The Treasurer shall ensure that all competitor fees are forwarded to to the Canadian Curling Association prior to January 30 of each season.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 3.3

Title: Fees - Championship Entry Fees

1. Current Championship Fees for the NWT Curling Association are:

Adult - NWT Championships	\$300.00/team
Adult - NWT/Yukon Championships	no fee
Adult - Natural Ice Championships	\$100.00/team
Juniors - Territorials "A" and "B"	\$100.00/team
School Championships	host club sets fee with \$20.00/team to NWTCA

2. Championship Fees must be paid prior to the start of the championship the team is entered in. These fees are payable to the NWT Curling Association with the exception of the School Championship where fees are payable to host club.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.1

Title: Championships - Calendar

A. Setting the calendar

The NWT Championship Calendar will be set annually in consultation with the affiliated clubs taking into account the NWT/Yukon Championships and the CCA National Championships. The joint championships between the NWTCA and the YCA will be set annually in consultation with the Yukon Curling Association taking into account the CCA National Championships. The initial draft calendar shall be prepared by the first week in February of the championship year.

B. Championships Leading to National Events

Each year, the NWT Curling Association will host the following championships leading to Canadian Curling Association National Championships providing there are more than two teams in a category:

- a) Senior Ladies
- b) Senior Mens
- c) Ladies
- d) Mens
- e) Mixed
- f) Junior Ladies
- g) Junior Mens

C. Other Championships

Each year, the NWT Curling Association will host Championships in the following categories providing there is enough interest.

- 1. School Championships
- 2. Territorial "B" Juniors Championships (in conjunction with the Junior Mens and Juniors Ladies Championships)
- 3. Natural Ice Championships
- 4. Other Championships as may be determined by the NWTCA Executive

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.2

Title: Championships - Registration for Championships

A. Eligibility

Each affiliated member of the NWT Curling Association is eligible to enter the NWT Championships. All players and coaches of teams registering for the NWT Championships must be affiliated members of the NWT Curling Association. The age eligibility for each championship shall be the same as indicated in the Canadian Curling Association Rule Book for that championships.

B. Entry Process

Each year, the NWT Curling Association will provide each affiliated club with a list of dates and deadlines for NWT Championships (as outlined in Section 4.1). Entries for each championship will be emailed or phoned to the Championship Director at the address provided with the championship dates. The entries must include the names of each member of the team as well as a team contact name and phone number.

C. Deadlines

The deadline for each championship leading to a national event will be set as the Monday of the week prior to championships (10 days). There will be no exceptions; if a team is not registered prior to the deadline, they will not be eligible to play in that championship.

D. Cancellations

Once registered, cancellations must be made in writing by a member of the team to the Championship Director.

E. Substitutions

Substitutions will be allowed in the following manner:

1. All players substituted must be affiliated with the NWTCA.
2. Should the substitution occur prior to the start of the competition - the team must inform the Championship Director. Any or all of the players of the team may be replaced.
3. Should the substitution occur after the start of the competition, substitute players will be chosen from the spare pool provided by the host club. A maximum of 2 players for the original team may be replaced. If a team has declared a fifth player then the team will utilize their fifth player. Should this team be required to substitute another player, they will be required to play with three of the originally named players.

F. Sanctions

Should there be any incidents regarding registration for championships they will be brought before the NWTCA Executive to be heard and sanctions may be imposed.

G. Notification of Championship Start Time

The NWTCA Championship Director will provide registered teams with the start times of the championships by the Thursday of the week prior to the championship.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.3

Title: Championships - Team Allotment

A. Mens, Ladies, Senior Mens, Senior Ladies, Mixed Territorials

1. There will be a maximum of 16 teams at the above noted Territorials allocated as indicated below:

Club	Maximum No of Teams Allowed	Club	Maximum No of Teams Allowed
Fort McPherson	1	Fort Simpson	1
Fort Smith	2	Hay River	2
Inuvik	2	Norman Wells	1
Yellowknife	6	Fort Providence	1

2. Any teams over and above the number allocation per community must register prior to the entry deadline for consideration for additional entry spots.
3. Should there be less than 16 teams registered after the deadline, additional teams will be invited in the following order until 16 teams are registered: the host club followed by the clubs in order of hosting rotation and other non-host clubs in alphabetical order at a rate of one team per community until 16 teams are entered. Eg: If the host club is Yellowknife, Yellowknife will be the first club eligible to submit a team, then Hay River, then Fort Smith, then Inuvik, then Fort McPherson, then Fort Providence, then Fort Simpson, then Norman Wells. If 16 teams are still not entered, this rotation would be followed repetitively until 16 teams were entered or until all team names submitted were entered.
4. After a club has affiliated for more than one season continuously, the allocation table will be reviewed by the NWT Curling Association to determine how they will be included in the team allotment table.

B. Junior Championships

There is no limit to the number of teams which may be entered at the NWT Junior Territorials or the NWT School Championships.

C. Natural Ice Championships

There will be a limit of 12 teams. Affiliated clubs will be given first preference.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association

Policies, Procedures and Information Manual

Section: 4.4

Title: Championships - Hosting

A. NWT Championships

1. Eligibility

To host an NWT Championship, a club must have 3 sheets of ice, the necessary infrastructure to host a championship and the willingness to comply with the Hosting Agreement.

2. Host Agreement

Attached is a sample host agreement as Appendix “4.4.1”. Same will be “personalized” for each Championship and each club. The Championship Director will contact the host club to ensure the host agreement is signed at least two months prior to the championship and shall act as liaison between the NWTCA and the host club.

3. Rotation

That the rotation be in the following order by club: Yellowknife, Hay River, Fort Smith, Inuvik. That the rotation be in the following order by championship: Juniors, Ladies, Mens, and Mixed/Seniors.

B. NWT/Yukon Championships

1. Eligibility

To host an NWT/Yukon Championship, a club must have 3 sheets of ice, the necessary infrastructure to host a championship and the willingness to comply with the Hosting Agreement.

– Host Agreement

Attached is a sample host agreement as Appendix “4.4.2”. Same will be “personalized” for each Championship and each club. The Championship Director will contact the host club to ensure the host agreement is signed at least two months prior to the championship and shall act as liaison between the NWTCA and the host club.

C. Spare Pool

A spare pool is a requirement of the host community. The host club must provide the Championship Director with a copy of the players in the spare pool. All players in the spare pool must be affiliated with the NWTCA. Should a team use a player from the spare pool, they will be given first opportunity to utilize that player again. A player from the spare pool can play any position. The list of the players in the spare pool will be provided at the team meeting.

D. Officiating

All clubs hosting territorials are responsible to identify officials. It is requested that the identification of officials happen as early as possible to ensure these officials are up-to-date on any new rule changes. A host club must host at least one officiating clinic prior to start of championship they are hosting

President (Signature)

Executive Member (Signature and Position Title)

NWTCA Host Agreement - NWT Championships

(Insert sample host agreement)

NWT Curling Association Host Agreement - NWT/Yukon Championships

(Insert sample host agreement)

NWT Curling Association Policies and Procedures Manual

Section: 4.5

Title: Championships - Draw

A. Master Draw

1. The NWT Curling Association will create a Master Draw taking into consideration: number of teams, number of sheets of ice at the host club, Friday or Saturday night banquet time. The following format will be used:
 - a) Less than 4 teams will use a double round robin format
 - b) Four to 7 teams will use a single round robin
 - c) Eight to 16 teams will use a triple modified format identifying one winner from "A", one winner from "B" and two winners from "C". These four teams will play off in a double knockout.
 - d) For all events except Juniors, two winners will be declared to represent the NWT at the NWT/Yukon Championships
2. The Master Draw approved on May 15, 2004 is attached at Appendix "4.5.1"
3. The times and ice assignments may only be changed during the 4 team playoff. This will be done through a consultation process between the chair of the host committee and the head official.

B. Team Meeting

A team meeting will be held prior to the start of each championships. The team meeting will be conducted by the Head Official and a representative from the Host Committee. At least one member of each team will be present at the meeting.

1. The agenda will include but not be limited to:
 - a) Introduction of Head Official and Host Committee
 - b) Rules of the Championship including use of time clocks, if any
 - c) Declaration of Coaches and, where competition rules allows, fifth players.
 - d) Payment of Entry fees and Competitors fees
 - e) Information on practise times, if any
 - f) Information on the facility and community
 - g) Selection of team positions on the championship draw
2. The host committee will produce a poster and/or each team will receive a package which will include but not be limited to:
 - a) A copy of the draw for the championships
 - b) A list of players in the spare pool
 - c) Times of events other than draw including the banquet

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.6

Title: Championships - Rules

The NWT Curling Association has adopted the following rules for all events leading to a national championship.

1. The Canadian Curling Association (CCA) Rules for Officiated Play, Special Rules and Special Rules for the particular event should be adhered to as closely as possible with the consideration that total officiating and timekeeping is not in place at this time. If so requested or deemed necessary by the Head Official, the Head Official has the right to supply any or all officials at their discretion.
2. All competitors must be properly certified by the NWTCA from the initial level of play. It is the responsibility of the home club to ensure that all affiliation and competitor fees are paid to the NWTCA prior to the initial event and that ALL team rosters are subsequently sent to the NWTCA for review in concurrence with entry requirements to a Territorial Championship
3. All competitors curling in the initial level of play in any event should be ready, willing and able to continue on through all levels leading to the national events. Curlers will not be released from this commitment without valid reason and should advise the NWTCA in writing prior to that competition, of that reason. The NWTCA reserves the right to invoke sanctions on curlers, coaches or teams that do not fulfill this commitment.
4. All scheduled games in any given day in any competition must be played at the time and place designated. Forfeitures should be reported to the NWTCA and will be deemed unacceptable without valid reason.
5. All curlers and coaches participating at the club, territorial, inter-territorial and national level are considered ambassadors of their club and the NWTCA and as such will display good ethics and sportsmanship on and off the ice.
6. Failure to comply with any of the above may result in disciplinary action being taken against the offending team, player or coach. Any such action will be at the discretion of the NWTCA Executive. Such action may include but not be limited to: verbal reprimand, written reprimand, temporary or permanent suspension from NWTCA sanctioned competition, or dismissal from any team representing the NWTCA at any level of competition.

The above rules are not meant to replace the rules of curling as set out in the most recent CCA Rule Book but rather to enhance and clarify them. To participate in NWTCA sanctioned events is a privilege awarded to the membership upon payment of affiliation and competitor fees. The NWTCA reserves the right to refuse entry to sanctioned competition, to any curler, coach or team for failure to abide by the rules of the game or policy which may from time to time be adopted by the NWTCA.

President (Signature)

Executive Member (Signature and Position Title)

Revised: May 15, 2004

NWT Curling Association Policies and Procedures Manual

Section: 4.7

Title: Championships - Seniors

Each year, the NWT Curling Association will host a Senior Ladies and a Senior Mens Championship.

1. Name of the Championship: NWT Senior Ladies and Senior Mens Championship
2. Age Limits: As outlined in the CCA Rule Book
3. Maximum Number of Teams: 16 teams
4. Registration Fees: As prescribed annually
5. Registration Deadlines and Who to Register With: The Deadline is the Monday of the week prior to the championship. All entries to be forwarded the NWTCA Championship Director
6. What Support the Championship Host will receive from the NWTCA: A per team hosting grant as prescribed annually.
7. Host Responsibilities: As outlined in the Host Agreement
8. Special Rules: As outlined in Section 4.6 of this manual. Due to time constraints, the NWTCA may schedule more than two games per day.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.8

Title: Championships - Mixed

Each year, the NWT Curling Association will host a Mixed Championship.

1. Name of the Championship: NWT Mixed Championship
2. Age Limits: As outlined in the CCA Rule Book
3. Maximum Number of Teams: 16 teams
4. Registration Fees: As prescribed annually
5. Registration Deadlines and Who to Register With: The Deadline is the Monday of the week prior to the championship. All entries to be forwarded the NWTCA Championship Director
6. What Support the Championship Host will receive from the NWTCA: A per team hosting grant as prescribed annually.
7. Host Responsibilities: As outlined in the Host Agreement
8. Special Rules: As outlined in Section 4.6 of this manual. Due to time constraints, the NWTCA may schedule more than two games per day.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.9

Title: Championships - Ladies

Each year, the NWT Curling Association will host a Ladies Championship.

1. Name of the Championship: NWT Ladies Championship
2. Age Limits: As outlined in the CCA Rule Book
3. Maximum Number of Teams: 16 teams
4. Registration Fees: As prescribed annually
5. Registration Deadlines and Who to Register With: The Deadline is the Monday of the week prior to the championship. All entries to be forwarded the NWTCA Championship Director
6. What Support the Championship Host will receive from the NWTCA: A per team hosting grant as prescribed annually
7. Host Responsibilities: As outlined in the Host Agreement
8. Special Rules: As outlined in Section 4.6 of this manual. Due to time constraints, the NWTCA may schedule more than two games per day.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.10

Title: Championships - Mens

Each year, the NWT Curling Association will host a Mens Championship.

1. Name of the Championship: NWT Mens Championship
2. Age Limits: As outlined in the CCA Rule Book
3. Maximum Number of Teams: 16 teams
4. Registration Fees: As prescribed annually
5. Registration Deadlines and Who to Register With: The Deadline is the Monday of the week prior to the championship. All entries to be forwarded the NWTCA Championship Director
6. What Support the Championship Host will receive from the NWTCA: A per team hosting grant as prescribed annually
7. Host Responsibilities: As outlined in the Host Agreement
8. Special Rules: As outlined in Section 4.6 of this manual. Due to time constraints, the NWTCA may schedule more than two games per day.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.11

Title: Championships - NWT/Yukon

A. Dates

The Championship Director will set the dates for the following season's championship by the first week in February for ratification by the NWTCA and the YCA.

B. Hosting

NWT/Yukon Championships shall be hosted as outlined in the host agreement and Section 4.4 of this manual.

C. Competitor Travel

The NWT Curling Association will provide \$2000.00 per team to assist with travel for teams winning the right to represent the NWT at the following competitions:

NWT/
Yukon
Senior
Mens
and
Ladies,
NWT/
Yukon
Mens,
NWT/
Yukon
Ladies
and
NWT/
Yukon
Mixed.
;

D. Time Clocks

The host club will provide the officials to time all games at the NWT/Yukon Championships. The host club will be responsible for the training and scheduling of these officials.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.12

Title: Championships - Other Championships

- A. The NWTCA may sanction other championships. Each new championship must define the following:
 - 1. Name of the Championship
 - 2. Age Limits
 - 3. Maximum Number of Teams
 - 4. Registration Fees
 - 5. Registration Deadlines and Who to Register With
 - 6. What Support the Championship Host will receive from the NWTCA
 - 7. Host Responsibilities
 - 8. Special Rules

- B. Once the NWTCA has sanctioned a Championship as noted in Paragraph 1, the NWTCA will promote this Championship to all affiliated clubs and other interested groups.

- C. Once a championship has been sanctioned as noted in ParagraphSection 1, the information from each new championship will be added as appendices to this Section.

President (Signature)

Executive Member (Signature and Position Title)

Natural Ice Championship

Appendix 4.12.1

1. Name of Championship: NWT Natural Ice Championship
2. Age Limit: Adult
3. Maximum Number of Teams: 12
4. Registration Fees: \$100.00 per team
5. Registration Deadlines and Who to Register With: To be established by the host club
6. What Support the Championship Host will receive from the NWTCA: \$60.00/team for hosting fee to assist with banquet and other hosting costs; \$40.00/team towards prizes
7. Host Responsibilities: Similar to those of NWT Championships
8. Special Rules: This championship will be an open event (mens, ladies, mixed or northern mixed). Other rules to be established by the host club and announced at the team meeting

NWT Curling Association Policies and Procedures Manual

Section: 4.13

Title: Championships - NWT Champions at National Championships

A. Adults

Should a team win the right to represent the NWT/Yukon at a National Championship, the NWTCA shall provide this team with the following:

1. Assist in the completion of all required documentation to the CCA for the team
2. Act as a liaison where required between the team and the CCA
3. Assist in whatever administration capacity may be required
4. Provide the team with \$1000.00 to assist with clothing requirements for the National Championship
5. Provide jackets according the requirements of the championship
6. Provide pins as required by that championship for player exchange plus one for the driver and one for the CCA

B. Juniors

Should a team win the right to represent the NWT at a National Championship, the NWTCA shall provide this team with the following:

1. Assist in the completion of all required documentation to the CCA for the team
2. Act as a liaison where required between the team and the CCA
3. Assist in whatever administration capacity may be required
4. Provide the team with \$1000.00 to assist with clothing requirements for the National Championship
5. Provide jackets according the requirements of the championship. Jackets with large cresting will be provided for Nationals, Arctic Winter Games, and Canada Winter Games. Jackets with small cresting will be provided for Western Canadian Juvenile Championships
6. Provide pins as required by that championship for player exchange plus one for the driver and one for the CCA.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies and Procedures Manual

Section: 4.14

Title: Championships - Code of Conduct Policy

This policy was adopted April 30, 2000.

A. Definition

1. Northwest Territories Curling Association including its Competition Liaisons, Head Officials, Employees, Executive and appointed representatives
2. Competitor/Coach: Any person is participating in or who has participated as a member of any team in any competition or event sponsored, promoted, endorsed or supported by the NWTCA
3. Decision: Any decision or rule interpretation made or disciplinary measure taken by the NWTCA

B. Obligations of Competitors and Coaches

Each Competitor/Coach shall comply with all reasonable directions and instructions given to them by the NWTCA, its Competition Liaison, Head Officials, Executive and representatives, and without limiting the generality of the foregoing, each Competitor/Coach is obligated to:

1. Avoid any action or conduct that would reasonably be expected to reflect adversely upon the NWTCA and its athletes, teams, coaches, employees, officers, directors, members or sponsors, and to conduct themselves in a manner which will bring credit to the NWTCA and the specific parties named above;
2. Rely upon and utilize the Appeal Procedure established hereunder to resolve any issues, rulings, complaints or conflicts that may arise during any competition and to exhaust all such Appeal Procedures before making any disputed issues, rules, complaints or conflicts public;
3. Avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of Competitor/Coach for a competition;
4. Avoid alcoholic consumption to a level which would reasonably be expected to impair the ability of a Competitor/Coach to speak, walk or drive, or to cause a Competitor/Coach to behave in a disruptive manner during any competition;
5. Avoid the use of drugs banned by the rules of the International Curling Federation, Sport Canada, Canadian Curling Association, and the NWTCA; (for an updated list, please contact the Canadian Centre for Drug-free Sport at 1-800-672-7775 or Sport North at 1-800-661-0797
6. Submit to random substance control testing upon request by the NWTCA or any person authorized by the NWTCA for such purpose;
7. Avoid possession of anabolic drugs and to neither supply these drugs, direct or indirectly, to any other person nor to encourage their use in any way;

8. Participate in any substance abuse control education program approved by the NWT, the Department of Health and Social Services and the NWTCA, if requested to do so by the NWTCA;
9. Abide by the rules of the competition;
10. At least one (1) team representative must attend the designated competition team meeting. The team must attend the banquet held in conjunction with the competition. If a competitor must be absent from the team meeting or banquet because of illness, accident or other extenuating circumstances, prior permission must be granted by the Competition Liaison. Failure to do so will result in the competitor being dealt with in accordance with 3(a);
11. All Junior playdowns, starting at the first level of play and ending with the Territorial level of play, are completely non-alcoholic for competitors. As such, all competitors will refrain from the use of alcohol from the time of arrival at the event site until the time of departure from the event site. The curling club lounge shall be off limits to all competitors when the bar is open for business.

C. Disciplinary Measures

1. The NWTCA shall have the right to administer disciplinary measures in the event of contravention of any of the above specified obligations by the Competitor/Coach. Such disciplinary measures shall include but not be limited to:
 - a) Informal reprimand (verbal);
 - b) Formal reprimand (written);
 - c) Temporary suspension from a competition;
 - d) Permanent suspension from a competition;
 - e) Disqualification from a competition;
 - f) Dismissal from any team competing in a competition.

D. Appeal Procedure

1. For Territorial, Yukon/NWT, and National Play
 - a) The NWTCA appointed Head Official shall rule on any disputes arising at a competition at the Territorial level.
 - b) The NWTCA appoint Championship Director shall rule on any disputes arising at a competition at the Yukon/NWT level.
2. For Territorial Men's and Women's, Territorial Mixed, Territorial Junior Men's and Women's, Territorial Senior Men's and Women's Play
 - a) The NWTCA Championship Director for each of the Competitions shall appoint a Head Official.
 - b) The Curling Club hosting the Territorial Championship shall appoint a Competition Liaison.
 - c) The Head Official shall rule on any disputes arising at the Competition

- d) A Competitor/Coach may appeal a decision of a Head Official to an Appeal Committee. The Competitor/Coach must notify the Head Official before the game is completed that an appeal is being taken and that the game is being played under protest. The Competitor/Coach shall deliver a Notice of Appeal to the Competition Liaison on the earlier of:
 - i) one hour after the conclusion of the game; and
 - ii) immediately after the completion of the game if either of the teams involved in the decision being appealed from is to play in a game that is scheduled immediately after the game involving the decision being appealed from
- e) The Appeal Committee shall consist of the Head Official and two persons appointed by the Competition Liaison for such purpose from the following body of person:
 - i) The President of the NWTCA;
 - ii) The Vice President of the NWTCA;
 - iii) The Past President of the NWTCA;
 - iv) Any member of the NWTCA Executive;Note: Any two of the three can rule on the appeal.
- f) The appeal shall be heard at a time determined by the Competition Liaison.
- g) A Notice of Appeal shall concisely state the reasons and grounds for the appeal and shall be delivered to the Competition Liaison.
- h) All interest parties shall have a right to attend at the appeal and be entitled to be represented at the appeal by an agent or by legal counsel and shall have the right to present evidence and arguments thereat, proved, however, that the Competition Liaison shall be entitled to refuse adjournments including adjournments that are being requested to enable an agent or legal counsel to attend
- i) The decision of the Appeal Committee shall be final and binding on both the NWTCA and the competitor. There shall be no further appeal from the decision of the Appeal Committee.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 5.1

Title: Juniors - Junior Reps Committee

1. At the beginning of each curling season, one person from each affiliated club shall be designated as the Club Junior Rep.
2. The NWTCA Junior Rep shall call at least three (3) meetings per year to promote the junior programs in our clubs and facilitate information exchange between junior programs within the NWT
3. Possible discussion items for meetings:
 - a) Information on upcoming Junior Territorials/School Championship
 - b) Information on other upcoming Junior events
 - c) Information for selection process for AWG, CWG, Western Juveniles
 - d) Sharing ideas for promoting junior programs from each club
 - e) Ways to include curling in the schools
 - f) Information on support the NWTCA can provide to clubs for juniors
 - g) Concerns/suggestions/etc to be passed along to the NWTCA
4. The NWTCA Junior Rep will pass along concerns/suggestions/etc to Executive meetings of the NWTCA.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 5.2

Title: Juniors - School Championships

The NWT Curling Association will host an NWT School Championship each year.

- a) Name of the Championship: NWT School Championship
- b) Age Limits: Of Junior age as defined by the CCA Rule Book and a full time student. All competitors must be affiliated members of the NWTCA Divisions: “A = open (competitive)” “B = open (not so competitive)” “C = 13 and under” “D (Little Rocks) = 9 and under”
- c) Maximum Number of Teams: No limit
- d) Registration Fees: To be established by the host club. The NWTCA fee of \$20.00 will be included in the registration fee.
- e) Registration Deadlines and Who to Register With: Deadline is the Thursday of the week prior to the Championships and the host club will determine who entries are to be forwarded to.
- f) What Support the Championship Host will receive from the NWTCA: a \$40/team hosting fee to the host club and pay ½ the cost of banners
- g) Host Responsibilities: Similar to those of NWT Territorial Championships
- h) Special Rules: As established by the host club.

The NWTCA recommends that there be a chaperone of the same gender as the players if the coach of a junior team is not the same gender as the players.

President (Signature)

Executive Member (Signature and Position Title)

NWT Curling Association Policies, Procedures and Information Manual

Section: 5.3

Title: Juniors - Territorial Championships

Each year, the NWT Curling Association will host a Junior Territorial Championships.

- i) Name of the Championship: NWT Junior Territorials “A” and “B” Divisions
- j) Age Limits As outlined in the CCA Rule Book
- k) Maximum Number of Teams: No limit
- l) Registration Fees: \$100.00/team
- m) Registration Deadlines and Who to Register With: the deadline is the Monday of the week prior to the Championships and all registrations must be forwarded to the Championship Director
- n) What Support the Championship Host will receive from the NWTCA:
\$60.00/team hosting grant
- o) Host Responsibilities: As outlined in the Host Agreement
- p) Special Rules: See Section 4.6 of this manual

NWT Representative to the CCA Junior Nationals

The “A” Division winner will represent the NWT at the CCA National Juniors.

NWT Representative to the Western Canadian Juvenile Championships

The second place winners (boys and girls) in Territorial “A” be given the opportunity to represent the NWT at the Western Canadian Juvenile Championships. If this team has anyone over 17, it can replace up to 2 eligible players, otherwise the 3rd place team may represent.

The NWTCA recommends that there be a chaperone of the same gender as the players if the coach of a junior team is not the same gender as the players.

President (Signature)

Executive Member (Signature and Position Title)

**NWT Curling Association
Policies, Procedures and Information Manual**

Section 6
Marketing

Under Construction

**NWT Curling Association
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Section 7
Technical

Under Construction

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Policies, Procedures and Information Manual**

Section 8
Forms

Under Construction