



Curl BC

Board Ancillary Policies and Procedures Manual

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Policy Approval Date Summary

Name	Approved
Protection of Privacy Policy	7 Jun 2019
Appeals Policy	7 Jun 2019
Harassment Policy	7 Jun 2019
Whistleblower Policy	13 Apr 2019
Equity and Access Policy	7 Jun 2019
Curling Canada Event Sanctioning Policy	7 Jun 2019
Representation, Recommendations and Appointments	7 Jun 2019
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Curl BC Championships and Qualifying Events	7 Jun 2019
Governor Code of Conduct Violations Procedures	7 Jun 2019

Privacy Statement

The collection, use, disclosure and retention of personal information are all regulated by law in British Columbia. Curl BC collects and uses personal information primarily to provide the programs, services, products and information required by members of Curl BC. To enable Curl BC to manage and develop its operations from local to international levels, Curl BC may share your personal information with its members and the Canadian Curling Association, and also with selected third parties who are acting on our behalf as our agents, suppliers or service providers. From time to time, Curl BC may contact our members directly or may include information from corporate sponsors whose products, services or information may be of interest to our members. If you do not want to be included on the Curl BC mailing list, please advise the Curl BC Privacy Officer by post, email or fax. Our Privacy Policy is available at www.curlbc.ca or by contacting the Curl BC Privacy Officer.

Ten Principles of Privacy

At Curl BC, we value our relationship with our members and respect their privacy according to the following ten principles:

1. Curl BC is accountable and responsible for the safeguarding of personal information in our custody or under our control. Curl BC has appointed a Privacy Officer who is responsible for privacy issues within Curl BC. Curl BC has implemented procedures for the handling of personal information, and has developed a complaint process for members with personal information concerns.
2. Curl BC collects personal information only for the following purposes:
 - a. to establish and maintain a responsible relationship with our members and to provide ongoing service to all areas of curling within British Columbia;
 - b. to support and assist our member facilities in delivering programs and services at the local level;
 - c. to support and assist the Canadian Curling Association in delivering programs and services at the national and international levels;
 - d. to manage and develop our operations and help us plan for future growth; and
 - e. to meet legal and regulatory requirements.
3. Curl BC will obtain your consent to collect, use or disclose personal information (except where authorized or required by law to do so without consent). Consent can be express, implied, or given through an authorized representative such as parent or guardian, lawyer or agent. You have the right to refuse or withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. You may have your name removed from our telephone, mail or email lists. However, withdrawal of consent may limit our ability to communicate with and serve you.
4. Curl BC will limit the amount and type of personal information collected to that which is reasonable and necessary to fulfill its stated purposes.
5. Curl BC uses your personal information only for the purposes for which it is collected. Your personal information may also be disclosed by Curl BC for the following reasons.
 - a. Curl BC may disclose a member's personal information to a person who, in the reasonable judgment of Curl BC, is seeking the information as an agent of that member.
 - b. Curl BC may disclose a member's personal information to a public authority or agent of a public authority if, in the reasonable judgment of Curl BC, it appears that there is imminent danger to

- life or property which could be avoided or minimized by disclosure of the information.
- c. In conjunction with special offers or programs, Curl BC may disclose members' personal information to our partners and associates or to third-party agents responsible for administering such offers or programs. Any such disclosure is made with the member's consent and on a confidential basis and is limited to the information needed for the stated purpose.
 - d. Curl BC will keep personal information used to make a decision about an individual for a minimum of one year. After one year, Curl BC will destroy, erase or render anonymous personal information as soon as retention is no longer necessary.
6. Curl BC will make every reasonable effort to ensure that personal information it is using or disclosing is accurate and complete.
 7. Curl BC will protect the personal information in its custody or control by making security arrangements to prevent unauthorized access, collection or use. Curl BC will protect the confidentiality of your personal information when dealing with other organizations.
 8. Curl BC is open about the policies and procedures it uses to protect your personal information. Information about our policies and procedures is available in writing and electronically.
 9. Members have the right to access their own personal information through the Curl BC Privacy Officer. Unless prevented by law, Curl BC will provide you with information regarding your personal information and give you the opportunity to correct any errors of fact.
 10. Curl BC has developed a complaint handling process. Curl BC will investigate all complaints received and take appropriate measures to correct information and handling practices as required. Individuals may appeal any Curl BC decision to the Information and Privacy Commissioner of British Columbia.

Questions or Concerns

If you have any questions or concerns about the Curl BC privacy policy, contact us at (604) 333-3621 (outside of Greater Vancouver: 1-800-667-CURL (2875)). Otherwise, we will assume that we have your consent to continue to collect, use and disclose your personal information for the purposes identified above.

Curl BC Privacy Officer

The Curl BC Privacy Officer is the Chief Executive Officer (CEO).

The Curl BC Assistant Privacy Officer is the Member Services Manager.

If you have any questions or concerns about your personal information in the control or custody of Curl BC, please contact the Privacy Officer or Assistant Privacy Officer.

Appointment of Privacy Officer

The Chief Executive Officer is appointed by the Board of Governors as the Curl BC Privacy Officer.

The Privacy Officer must be familiar with the legislation and should be knowledgeable about Curl BC's personal information management practices. The Curl BC Privacy Officer is responsible for:

- encouraging compliance with provisions of the Personal Information Protection Act;
- responding to requests for access to and correction of personal information and general issues concerning personal information;
- working with the Information and Privacy Commissioner during an investigation of a privacy complaint against Curl BC; and
- managing Curl BC's complaint process.

Assistant Privacy Officer

The Member Services Manager is appointed by the Board of Governors as the Curl BC Assistant Privacy Officer. The Privacy Officer and/or Assistant Privacy Officer are responsible for managing the necessary changes to Curl BC's information management practices and procedures, staff training, member relations, and implementation of privacy policies and procedures. The Privacy Officer and/or Assistant Privacy Officer will provide assistance when a more detailed knowledge of Curl BC's responsibilities is required. The Assistant Privacy Officer will act as a resource to the Privacy Officers designated by Curl BC's member facilities and member associations.

Consent

Curl BC will make all reasonable effort to ensure that the purposes for personal information collection are stated at the time collection takes place.

Forms

Curl BC will review and revise its forms to include a statement of purpose. As appropriate, forms will also include a provision for an individual to opt out of providing some personal information. This includes written and electronic forms.

Communications materials

Consent is not required to disclose information (including photos and videos) obtained by observation at a public event or Curl BC event in which an individual voluntarily participates. However, as a courtesy, Curl BC will endeavor to obtain consent to use personal information in its publications, in communications materials such as posters and press releases and on its web site.

Refusal or withdrawal of consent

An individual has the right to refuse consent to use personal information or to withdraw consent at any time.

Curl BC will give individuals the opportunity to opt out at time of collection of information. The individual's choice will be respected. This may mean that the individual does not receive general Curl BC communications or any special offers or information on behalf of Curl BC's partners and associates.

An individual may withdraw consent for use of personal information at any time upon 30 days written notice to the Privacy Officer. The notice may be given by post, fax or email. The Privacy Officer must notify the individual of any consequences of this withdrawal of consent, and must also advise the individual when Curl BC has complied with their request.

Sharing Information

Curl BC is responsible for personal information that has been collected and transferred to another organization. This may be a member facility, the Canadian Curling Association, a partner, a sponsor, an agent, or a service contractor. In all cases, when transferring information, Curl BC will clearly state what requirements must be met to comply with the legislation and with Curl BC's personal information management practices.

Curl BC is also responsible for personal information collected on our behalf by another organization. British Columbia organizations collecting information on behalf of Curl BC must clearly state the purpose for collection and all such information will be treated by Curl BC according to the legislation and our personal information management practices.

Organizations outside British Columbia, such as the Canadian Curling Association are not subject to the BC Personal Information Protection Act legislation.

Accessing and Correcting Information

An individual has the right to access their personal information and to correct errors of fact.

Accessing your personal information

Requests for access to personal information must be made in writing to the Privacy Officer. The request must include sufficient detail to enable the Privacy Officer to identify the information requested.

The Privacy Officer must respond to the request for access within 30 business days. The response must include, if requested, the ways in which the personal information has or is being used, and a list of organizations to whom the information has been disclosed.

The Act identifies certain circumstances where information may be withheld. If the Privacy Officer withholds information, he or she must give the reason and identify the Section of the Act under which the information is being withheld.

Correcting your personal information

If personal information held by Curl BC is incorrect, an individual may request correction by writing to the Privacy Officer. The individual must provide sufficient documentation to show that the correction is justified. Any original documentation supplied through this process by an individual will be returned, although copies will be taken for the file.

The Privacy Officer will ensure that the appropriate corrections are made and that any incorrect information that has been disclosed within the year prior to the request is corrected.

An individual may not correct opinions, but may annotate their file. This is done by writing to the Privacy Officer. The Privacy Officer will ensure that such annotation is included in the individual's file.

An individual may not request original documents held by Curl BC but may request copies. Curl BC will provide copies to the individual at minimal or no cost. These documents must relate solely to the individual's personal information and may not include information of a personal nature about any other individual.

Handling Complaints about Personal Information

Complaints about Curl BC's management of personal information may be instigated verbally or in writing and should be directed to the Curl BC Privacy Officer. Whether verbal or written, the complaint should follow the guideline of the Curl BC Personal Information Complaint Form to ensure that the concern is documented thoroughly and with all relevant details. Initial complaints may be directed to members of staff, management, or to a representative of the Board of Governors who will pass them to the Privacy Officer or Assistant Privacy Officer as appropriate.

Complaints may not be investigated by any person who may be named in the complaint.

The Privacy Officer or Assistant Privacy Officer (the "Investigator") will investigate all complaints received. The Investigator will acknowledge receipt of the complaint promptly, and may contact the individual to clarify the complaint if necessary.

The Investigator will be given access to all records, employees and others who handled the personal information or access request.

Where the complaint is justified, the Investigator will take appropriate measure to rectify the situation, including correcting information handling practices and policies where necessary and communicating those changes to relevant staff and volunteers. The Investigator will follow up to verify that the required changes have been implemented.

The Investigator will notify individuals of the results of an investigation clearly and promptly, informing

them of relevant steps taken.

The Investigator will record all decisions to ensure consistency in applying the Act.

Requesting a review

Should an individual not be satisfied with the handling of their complaint, the Privacy Officer or Assistant Privacy Officer will inform them of the recourse they have to request a review by the Information and Privacy Commissioner of British Columbia. The Privacy Officer or Assistant Privacy Officer will provide the required contact information to a complainant wishing a review.

Security of Personal Information

Personal information in Curl BC custody or under Curl BC control will be safeguarded with the appropriate level of security, according to whether the information is regarded as -low sensitivity," -medium sensitivity," or -high sensitivity." Security measures may include locked file cabinets, restricted access to offices, safety deposit boxes, and for computers: user ids and password-protected electronic files.

Retention of Personal Information

The Act requires Curl BC to hold personal information for one year. For various legal purposes, Curl BC holds all personal information for a minimum of two years. During that period, an individual has access to his or her personal information through the Privacy Officer and may correct errors of fact or lodge a complaint through Curl BC's standard personal information complaint procedures. Selected personal information may be retained indefinitely. All retained personal information is subject to the rules and regulations of the Act regarding use, security and disclosure.

Personal information may be retained indefinitely in the form of statistics for purposes of research and program and organizational development, and to support and assist partners and associates in their development programs. Personal information may also be retained indefinitely in the form of anonymous anecdotal information for research, training and organizational development.

Destruction of Personal Information

Personal information no longer necessary to the purposes of Curl BC will be destroyed, erased, or rendered anonymous.

Curl BC will periodically clear its files of personal information that no longer needs to be retained. Written records or documentation containing personal information to be destroyed will be shredded or burnt. Computer files containing personal information to be destroyed will be erased, and a file search conducted to ensure that all copies of the information are erased.

Where existing personal information is corrected, updated or replaced, the previous version will be dated and archived in a locked file cabinet for a minimum of one year.

Providing Employment or Personal References

No member of the Curl BC management and staff or representative of the Curl BC Board of Governors may provide a personal or employment reference for an individual without the consent of the individual. In the absence of consent, Curl BC will only confirm an employment; i.e. -yes, that individual worked/volunteered for us" or -no, that individual did not work/volunteer for us."

Consent is given by an individual's request to Curl BC for a written reference or for use of a Curl BC representative's name. In the absence of such a request from the individual, Curl BC or one of its representatives must have satisfactory confirmation of consent before providing an employment or personal reference. That confirmation may be a fax of a resume listing Curl BC or its representative as a reference. It is not Curl BC's responsibility to seek consent.

Collecting Information without Consent

According to the Act, Curl BC may collect, use or disclose personal information without the consent of the individual. Curl BC will forgo obtaining consent on the following occasions.

- When collecting or disclosing the information clearly benefits you or is necessary for medical treatment and your consent cannot be obtained in a timely way.
- When the information is needed for a proceeding or an investigation and getting consent might compromise the availability or accuracy of the information.
- When the information is used for journalistic purposes and for no other purpose.
- When the information is collected by observation at a competition or other public event in which the individual voluntarily participates.
- When the information is necessary to determine the individual's suitability to receive an honour or award or be selected for an athletic purpose.
- When the collection of information is required or authorized by law (such as criminal record checks).
- When the information is necessary to facilitate collection of a debt owed to Curl BC.

Updating Privacy Policy and Procedures

The Privacy Officer will be responsible for answering questions about Curl BC's personal information policy and procedures and for remaining current with protection of privacy information posted on the BC Government web site. Curl BC will update its Privacy Policy and Procedures on a regular basis and provide information on changes to its members in a timely way through member communications and/or the Curl BC web site.

In this Policy

“Member” refers to all categories of members of Curl BC, as well as to all individuals engaged in activities with or employed by Curl BC;

“Appellant” refers to the member or individual appealing a decision;

“Respondent” refers to the body whose decision is being appealed.

“Days” shall mean total days, irrespective of intervening weekends or holidays.

Scope Of Appeal

1. Any member who is affected by a decision of the Curl BC Board of Governors, of any Committee of the Curl BC Board of Governors, or of any body or individual who has been delegated authority to make decisions on behalf of the Curl BC Board of Governors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out under “Grounds for Appeal” of this Policy. Such decisions may include, but are not limited to, harassment, selection and discipline.
2. This Policy shall not apply to matters relating purely to employment issues unless otherwise stated.

Timing Of Appeal

3. Any member who wishes to appeal a decision shall have 10 days from the date on which he or she received notice of the decision to submit written notice to the Board Chair of Curl BC of his or her intention to appeal.
4. A Notice of Appeal shall contain the following information:
 - Appellant’s name and address;
 - date the appellant was advised of the decision being appealed;
 - name of the individual who communicated the decision to the Appellant;
 - Appellant’s status (athlete, coach, volunteer, etc.);
 - copy of the decision being appealed or description of the decision if a written document is not available;
 - grounds for the appeal (pursuant to Section 5 of this Policy), along with detailed reasons for the appeal;
 - explanation of how the decision directly affects the Appellant;
 - remedy requested;
 - date of notice of appeal and signature of Appellant.

Grounds For Appeal

5. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the Respondent:
 - making a decision over which it did not have authority or outside its jurisdiction, as set out in Curl BC’s governing documents;
 - failing to follow procedures as laid out in the bylaws or approved policies of Curl BC;
 - making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker appears unable to consider other views;

- exercising its discretion for an improper purpose;
- making a decision for which there is no supporting evidence.

Appeals Panel

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

Screening Of Appeal

7. Within 5 days of its appointment, the Panel shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as set out in Section 5. The Panel or the Chairperson by him or herself shall not determine if the error has been made, only if the appeal is based on such an allegation of error by the Respondent.
8. If the appeal is denied on the basis of insufficient grounds, the Appellant shall be so notified of this decision in writing, with reasons included. This decision is at the sole discretion of the Panel, and may not be appealed.

Procedure For The Appeal

9. If the Panel determines that the circumstances of the dispute warrant an appeal, the Panel shall govern the appeal by such procedures as it deems appropriate, provided that:
 - the appeal hearing shall be held within 21 days of the Panel's appointment;
 - the Appellant, Respondent and Affected Parties shall be given 14 days written notice of the date, time and place of the appeal hearing;
 - all three Panel members shall constitute a quorum;
 - decisions shall be by majority vote, and the Chairperson carries one vote;
 - copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least 5 days in advance of the hearing;
 - any of the parties may be accompanied by a representative or advisor, including legal counsel; and shall be responsible for the costs of such representative or advisor;
 - the Panel may direct that any other individuals participate in the appeal;
 - in the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter shall be concluded by the remaining two Panel members;
 - unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

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

Appeal Decision

11. Within 7 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:

- to confirm the decision and dismiss the appeal;
- to void the decision and refer the matter back to the initial decision-maker for a new decision;
- to vary the decision where it is found that an error occurred, and where such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, improper procedure, lack of time, or lack of neutrality; and
- to determine how costs of the appeal shall be allocated, if at all.

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

Timelines

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

Documentary Appeal

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

Arbitration

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

16. Should a matter be referred to arbitration, all parties to the original appeal shall be parties to the arbitration.

17. The parties to an arbitration shall enter into a formal Arbitration Agreement and the decision resulting from arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

Location And Jurisdiction

18. Any appeal shall take place in the municipality where the Curl BC office is located, unless held by way of telephone conference call, documentary review or held elsewhere as may be decided by the Panel as a preliminary matter.

19. This Policy shall be governed and construed in accordance with the laws of the Province of British Columbia.

20. No action or legal proceeding shall be commenced against Curl BC in respect of a dispute, unless Curl BC has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in this Policy.

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Review And Approval

21. This Policy shall be reviewed by the Governance and Strategic Planning Committee on an annual basis.

Harassment Policy

The purpose of this policy is to provide guidelines for dealing with discrimination and/or harassment complaints within Curl BC's amateur sport system in an effective and timely manner, and to provide a procedure for informal and formal review and resolution.

In addition to the procedure available under this policy, every person who experiences discrimination or harassment has the right to:

- file a complaint with the BC Human Rights Commission if the alleged behavior falls within the definition of discrimination under the BC Human Rights Code;
- file a complaint with the police and/or other appropriate authorities if the alleged behavior constitutes criminal activity (i.e. abuse, stalking, etc.) and
- to pursue private proceedings in civil court

If a Complainant initiates proceedings under the BC Human Rights Code with respect to the same incident(s) that is/are the subject matter of a complaint under this policy, the Complainant shall be deemed to have withdrawn the complaint filed under this policy and the process under this policy will cease.

If a person proceeds with a complaint under this policy, the complaint will be resolved either informally, with the assistance of a Harassment Advisor, or formally after an investigation by an Investigation Officer.

If Abuse (defined in Section 2.1) of a child is suspected or disclosed, reporting to the appropriate authorities is mandatory and it should be reported to the police and/or the Child Protection Branch of the Minister of Children and Family Development.

Definitions

Abuse: Abuse can be physical, emotional, or sexual

- Physical abuse – using physical force or actions that result, or could result, in an injury
- Emotional abuse – a pattern of hurting an individual's feelings to the point of damaging his or her self-respect. It includes verbal attacks on the individual, insults, bullying, humiliation, or rejection.
- Sexual abuse – using an individual for sexual stimulation or gratification unless, in the case of an adult, that individual consents

Appeal Panel: A panel appointed under Curl BC's Appeals Policy.

Complaint: A written statement made by a Complainant seeking recourse pursuant to this policy.

Complainant: Individual(s) making a Complaint.

Discipline Committee: When required under this policy, the CEO or the Board Chair when the matter directly involves the CEO, shall appoint a Discipline Committee to receive the report of the Investigating Officer and undertake responsibilities defined in this policy.

- the Discipline Committee shall be comprised of three individuals. The CEO (Board Chair if the CEO is involved), in consultation with the Board Chair as required, shall decide who will be appointed;
- the Committee members shall have no significant relationship with the affected parties, shall have had no involvement with the incident which is the subject of the complaint, and shall be without any other actual or perceived bias or conflict;
- at least one of the Committee's members shall be from among the Appellant's peers;

Harassment: Any behavior that satisfies one or more of the following definitions of Harassment:

- Personal Harassment: Behavior, including communication, conduct or gesture, which:
 - is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals (including a statement with respect to a Prohibited Ground or otherwise; and
 - would be considered by a reasonable person to create an intimidating, humiliating, or uncomfortable work or sport-related environment
- Sexual Harassment: Behavior involving unwelcome sexual advances, requests for sexual favors or other communication (written or verbal) or physical contact of a sexual nature when
 - such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group; or
 - submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity; or
 - submission to or rejection of such conduct is used as a basis for any employment or sport-related decision; or
 - such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile, or offensive work or sport environment.
- Retaliation: Any action taken against an individual in retaliation for:
 - having initiated this policy on behalf of himself/herself or another individual;
 - having participated or cooperated in any investigation under this policy;
 - having associated with anyone who has invoked this policy or participated in an investigation.

Types of behaviour that may constitute Harassment include, but are not limited to:

- written or verbal abuse or threats
- physical assault
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, or religion
- displaying of racist or other offensive or derogatory material, racial, ethnic, or religious graffiti
- practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance
- hazing or initiation rites
- obscene gestures
- intimidation
- behaviour which undermines self-respect or adversely affects performance or working conditions
- false accusations of Harassment motivated by malice or mischief and meant to cause other harm

Harassment Advisor: A designate of Curl BC who has been trained in respect of this policy and its procedures. The role of the Harassment Advisor is to serve in a neutral, unbiased capacity, to provide information about the resources and support available, and to receive Complaints, assist in informal resolution of Complaints, and to make recommendations for further action. The Harassment Advisor will handle Complaints that may be resolved through informal procedures and will refer all other Complaints to the Investigation Officer.

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Investigation Officer: An individual appointed by Sport BC at the request of Curl BC to investigate a Harassment Complaint as provided in this policy.

Investigative Report: The draft or final report by the Investigation Officer prepared following an investigation, including, but not limited to, a summary of details, determination of whether or not Harassment has occurred, and recommendations for resolution, including recommendations for disciplinary action.

Prohibited Ground: The BC Human Rights Code provides that no person shall discriminate against another person with respect to, among other things, employment, publications, accommodation, service and facilities, on any of the following grounds (the “Prohibited Grounds”):

- age
- ancestry
- colour
- conviction for an offense unrelated to employment
- family status
- marital status
- mental disability
- physical disability
- place of origin
- political belief
- race
- religion
- sex
- sexual orientation

Reasonable Person Standard: In relation to a determination of Harassment under this policy, an assessment of responsibility that takes into account not only what the Complainant and Respondent actually experienced, knew, or understood about one another or the situation, but also what a reasonable person in each of their circumstances would or ought to have experienced, known, or understood.

Respondent: the alleged offender

Responsible Adult: Where the Complainant or the Respondent is a minor (under 19 years of age) or is otherwise unable to speak for himself or herself, a parent, guardian, or other adult of the person’s choice who may speak on behalf of the Complainant or Respondent as defined in this policy.

Statement of Principles

1. Curl BC does not tolerate Harassment in connection with any of its internal or external business, sport or related activities.
2. Curl BC is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
3. This policy applies to all employees, governors, officers, volunteers, coaches, athletes, participants, officials, members, and persons with an employment contractual relationship with Curl BC. Curl BC

encourages the prompt reporting of all incidents of Harassment, regardless of who the alleged offender may be.

4. For the purposes of this policy, Harassment may occur:
 - at sporting events, competitions, or training sessions;
 - at the office;
 - at office- or sport-related social functions;
 - at Curl BC's business or sport functions, such as meetings, conferences, training sessions, and workshops;
 - during work- or sport-related travel;
 - via the telephone, electronic and/or other telecommunication devices; and/or
 - elsewhere if the person harassed is there as a result of work- or sport-related responsibilities or a work- or sport-related relationship.
5. The procedure followed under this policy shall conform to the process of natural justice, which means that:
 - the Respondent and Complainant will be advised of the provisions of this policy;
 - the Respondent and Complainant will be given an opportunity to present evidence in support of his/her position and to defend himself/herself against allegations of Harassment;
 - the issues will be clearly and concisely stated so that the Respondent is aware of the allegations;
 - the Respondent and Complainant will have the right to be represented at any stage of the process at his/her own expense;
 - the Respondent and Complainant will receive a copy of the Investigation Report;
 - the Respondent and Complainant have the right to an appeal pursuant to Section 8 of this policy;
 - the decision-makers have a duty to listen fairly to both sides and to reach a decision untainted by bias;
6. Curl BC is committed to the prevention of Harassment through educational programs including information and training.
7. Disciplined training is an indispensable part of high performance sport and should not be confused with discrimination or Harassment. However, it is of vital importance that those in authority:
 - set and communicate performance and training standards to all participants;
 - ensure that training involving touching or other physical contact occurs in an appropriate setting and only after informed consent, where practicable, has been sought and received;
 - show consistency and non-harassment when taking any corrective or punitive action;
 - use non-harassing terminology, address individuals by name and avoid the use of derogatory, slang or offensive terms;
 - refer to and follow Curl BC's Codes of Conduct accurately.
8. In the interest of all parties concerned, the formal resolution of a Complaint under this policy (including an appeal) should proceed as expeditiously as possible within the specified time limits. However, failure to meet the specified time limits will not invalidate the complaint process.
9. Employees or members of Curl BC against whom a complaint of Harassment is substantiated may be severely disciplined up to and including employment dismissal or termination of membership.

Responsibilities

1. Curl BC is responsible to:
 - ensure that all of its members, governors, officers, employees, persons under an employment contract, volunteers, coaches, athletes and officials are familiar with this policy;
 - appoint trained Harassment Advisors;
 - pay for any costs associated with processing a substantiated Complaint;
 - ensure a fair and impartial Discipline Committee;
 - impose disciplinary or corrective measures in a fair and timely manner, taking into account the recommendations made by the Discipline Committee.
2. Sport BC is responsible to:
 - provide awareness and educational opportunities to the amateur sport and recreation community generally regarding harassment policies;
 - provide a training program for Harassment Advisors;
 - at the request of Curl BC, appoint an Investigation Officer to investigate a Complaint;
 - monitor the Investigation Officer to ensure that his or her investigation, filings, and reports are conducted according in a professional manner to the policy;
 - receive a copy of the Final Investigation Report and provide copies to the Discipline Committee, the Complainant and Respondent;
 - keep a confidential copy of all materials received by Sport BC in relation to a Complaint;
 - where a Complaint is substantiated, provide a summary of the decision (without identifying the parties) to Sport BC's members; and
 - keep a record of the summary decision for future reference

Jurisdiction

1. A Complaint may be lodged by any person against any employee, governor, officer, volunteer, coach, athlete, official, member of, or person under an employment contract with Curl BC.
2. A person may initiate a Complaint under this Harassment policy if:
 - the Complaint alleges that the Respondent has committed an act of Harassment as defined in this policy; and
 - the Respondent is an employee, governor, officer, volunteer, coach, athlete, official, member of, or person under an employment contact with Curl BC; and
 - the Complaint is initiated within one year of the incident (or last in a series of incidents) giving rise to the Complaint. If the Complainant is a minor, the one year term commences when the parent or guardian of the minor is made aware of the incident or last in a series of incidents from herein referred to as "the Minor's Limitation Period"; and
 - the Harassment Advisor determines that the subject matter of the complaint is appropriately dealt with under this policy rather than an alternate, internal complaint process of Curl BC.

Confidentiality

1. Subject to any limits or disclosure requirement imposed by law or required by this policy, any and all information, oral and written, created, gather, received, or compiled through the course of processing a Complaint is to be treated as confidential by both the Respondent and Complainant, their representatives, witnesses, and all persons dealing with the Complaint pursuant to this policy.

Complaint Procedure

1. The Complainant is encouraged to make it known to the Respondent that the behavior is unwelcome, offensive, and contrary to this policy.
2. A Complaint is initiated under this policy by delivering a written statement to the Harassment Advisor of Curl BC seeking recourse under this policy.
3. If Curl BC does not have a Harassment Advisor who can deal with the complaint expeditiously, the Executive Director should consult with the Sport BC Harassment Coordinator to appoint an appropriate Harassment Advisor.
4. At the first meeting (either in person or via telephone) between the Harassment Advisor and the Complainant, the Harassment Advisor shall provide the Complainant with a copy of Curl BC's Harassment policy and inform the Complainant of the following:
 - the overall process of making and processing a Complaint;
 - the option of pursuing informal resolution of the Complaint;
 - the option to proceed with a formal investigation under this policy when an informal resolution is inappropriate or not feasible;
 - the availability of counseling and other resources;
 - the confidentiality provisions of this policy;
 - the right to be represented by a person of his/her choice (including legal counsel) and at his/her own expense at any stage in the Complainant process;
 - other avenues of recourse, including the right to file a complaint pursuant to the BC Human Rights Code, or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code, or pursue private proceedings in civil court; and
 - the fact that discipline may be imposed on the Complainant if it is found that the Complainant is frivolous or vexatious.
5. Following the initial meeting between the Complainant and the Harassment Advisor:
 - if the Complainant and the Harassment Advisor agree that the conduct does not constitute Harassment under this policy, the Harassment Advisor will take no further actions and will make no written record of the Complaint;
 - if the Complainant wishes to proceed with the Complaint, the Harassment Advisor shall assist the Complainant in preparing a written statement outlining the name of the Respondent, the details of the alleged incident(s) of Harassment, and the names of any witnesses (the Complainant's Statement") The Complainant's Statement shall be dated and signed by the Complainant.
6. Upon receipt of the Complainant's Statement by the Harassment Advisor, the Harassment Advisor shall either:
 - process the Complaint in accordance with this policy or
 - reject the Complaint on the basis that:
 - the facts alleged in the Complainant's Statement, if proven, would be insufficient to establish Harassment under this policy; and/or
 - the subject matter of the Complaint is frivolous or vexatious, made for an improper purpose, or otherwise not made within the spirit of the this policy; and/or

- o the subject matter of the Complaint falls within the jurisdiction of another internal policy of Curl BC or jurisdiction of an external authority
 - if the Complainant has initiated a complaint under any other internal or external complaint process related to the incident which is the subject matter of a Complaint under this policy, the Discipline Committee Chair may hold the Complaint in abeyance until the other external or internal process is completed.
7. In the event that the Harassment Advisor rejects the Complaint, the Complainant may appeal the Harassment Advisor's decision to the Discipline Committee. The Committee may either confirm the rejection of the Complaint or allow the Complaint to proceed. The Discipline Committee's decision with respect to this issue shall be final and binding.
 8. If the Complainant wishes to attempt resolution of the Complaint on an informal basis, the Harassment Advisor will attempt informal resolution of the Complaint. This may include the following:
 - the Complainant talks to the Respondent about the behavior;
 - the Harassment Advisor talks to the Respondent about the behavior;
 - the Harassment Advisor acts as an informal mediator between the Complainant and the Respondent;
 - the Harassment Advisor accesses the services of a professional mediator for the Complainant and the Respondent;
 - other types of informal resolution that do not include an investigation
 9. If the Complaint is resolved informally to the satisfaction of the Harassment Advisor, the Complainant, and the Respondent, or if the Complainant decides to withdraw the Complaint, the Harassment Advisor will make careful notes of the actions taken and no report shall be submitted to the Discipline Committee.
 10. If the Complaint is not resolved informally to the satisfaction of the Harassment Advisor, the Complainant, and the Respondent, the Complaint shall be referred to an Investigation Officer for investigation.
 11. The Discipline Committee may impose interim measures pending the recommendations of the Investigation Officer if it is of the opinion that the imposition of such measures is in the best interests of Curl BC.
 12. Interim measures are not sanctions and may take many forms including, but not limited to
 - the imposition of conditions upon the continued participation of the Respondent in the activities or business of Curl BC;
 - suspension of the Respondent from participation in the activities or business of Curl BC, with or without pay, pending completion of the investigation; or
 - such other conditions as the Discipline Committee determines necessary
 13. Any interim measures imposed by the Discipline Committee shall be reconsidered no less than 30 days after being imposed, and shall be reconsidered each successive 30 day period thereafter.
 14. At the time the Complainant's Statement is forwarded to the Investigation Officer, a copy of the Complainant's Statement shall be placed in Curl BC's confidential records relating to the Respondent.

15. When the Investigation Officer receives the Complainant's Statement from the Harassment Advisor, the Investigation Officer will review and clarify the Complainant's Statement and give a copy of the Complainant's statement to the Respondent
16. Where the Investigation Officer gives a copy of the Complainant's Statement to the Respondent, the Investigation Officer will include with the Complainant's Statement a copy of this policy and a notice that the Respondent has the right to be represented by any person of his/her choice at any stage of the process when the Respondent is required or entitled to be present.
17. The Respondent may provide a written statement in response to the Complainant (the "Respondent's Statement") to the Investigation Officers within fourteen (14) days of receiving the Complainant's Statement. If there are special circumstances, the Investigation Officer may extend the time for response.
18. The Investigation Officer shall forward a copy of the Respondent's Statement to the Complainant.
19. In a timely manner, the Investigation Officer shall conduct an investigation as to the facts and circumstances relevant to the Complaint.
20. During the investigation, the Complainant shall and the Respondent may advise the Investigation Officer of all evidence that is relevant to the Complaint. The Investigation Officer shall attempt to obtain written, signed statements from all relevant witnesses.
21. Upon completion of the investigation, the Investigation Officer shall prepare a draft Investigation Report (the "Draft Investigation Report").
22. The Draft Investigation Report shall contain:
 - a summary of the relevant facts;
 - a determination as to whether the acts in question constitute Harassment as defined in this policy;
 - if the act(s) constitute Harassment, recommendations for resolution which may include disciplinary action against the Respondent;
 - if the act(s) do not constitute Harassment, recommendations to dismiss the Complaint.
23. When recommending disciplinary action against the Respondent, the Investigation Officer shall consider factors such as:
 - the nature of the Harassment;
 - whether the Harassment involved any physical contact;
 - whether the Harassment was an isolated incident or part of an ongoing pattern;
 - the nature of the relationship between the Complainant and the Respondent;
 - the ages and mental abilities of the Complainant and/or Respondent;
 - whether the Respondent had been involved in previous Harassment complaints;
 - whether the Respondent retaliated against the Complainant.
24. In addition to recommendations for discipline against the Complainant or the Respondent, the Investigation Officer may recommend any other measures he/she considers appropriate in the circumstances. Such recommendations shall be made in writing and will be supported by reasons.
25. Upon completion of the Draft Investigation Report:
 - the Investigation Officer shall provide the Complainant, the Respondent and the Harassment Advisor with a copy of the Draft Investigation Report; after which

- the Complainant shall have seven (7) days from receipt of the Draft Investigation Report to provide the Investigation Officer with any written comments with respect to the Draft Investigation Report (the “Complainant’s Response”); after which
 - the Investigation Officer shall provide the Respondent with a copy of the Complainant’s Response, if any; after which
 - the Respondent shall have seven (7) days from receipt of the Complainant’s Response to provide the Investigation Officer with any written comments with respect to the Draft Investigation Report (the “Respondent’s Response”); after which
 - the Investigation Officer shall provide the Complainant with a copy of the Respondent’s Response, if any; after which
 - the Complainant shall have seven (7) days of receipt of the Respondent’s Response to provide the Investigation Officer with a reply to the Respondent’s Response, if any.
26. After receiving Responses and replies from the Complainant and the Respondent and conducting such follow-up investigation as necessary, the Investigation Officer shall finalize the Investigation Report and forward a copy of the final Investigation Report (the “Final Investigation Report”) to the Harassment Advisor. The Harassment Advisor shall distribute copies of the Final Investigation Report to the Complainant, the Respondent, and the Chair of the Discipline Committee.
27. The Discipline Committee shall consider the Final Investigation Report and make a determination as to whether the Respondent committed acts of Harassment pursuant to this policy.
- If the Discipline Committee determines that the Respondent committed Harassment, it shall recommend to the Curl BC Board of Governors such resolution or disciplinary action to be taken against the Respondent as is appropriate in the circumstances.
 - If the Discipline Committee determines that the Respondent did not commit acts of Harassment, it shall dismiss the Complaint.
28. When recommending disciplinary action, the Discipline Committee shall consider the factors referred to in Section 23, and may recommend such action as it considers appropriate under the circumstances which may include, by is not limited to:
- no action;
 - a verbal apology;
 - a written apology;
 - a letter of reprimand from Curl BC;
 - referral to counseling;
 - sensitivity training in Harassment issues;
 - removal of certain privileges of membership or employment;
 - demotion or pay cut;
 - temporary suspension with or without pay;
 - termination of employment;
 - expulsion from membership.
29. The Discipline Committee may recommend any other measures it considers appropriate in the circumstances. Such recommendations shall be made in writing and supported by reasons.
30. The Discipline Committee shall, not more than fourteen (14) days after it makes its decision and recommendation, send a copy of its decision to the Complainant, the Respondent, the CEO (or Curl

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BC's Board Chair if the Complaint concerns the CEO), the Board Chair, the Investigation Officer and the Harassment Coordinator.

31. After completion of its duties, the Discipline Committee shall turn over to Curl BC all copies of the Final Investigation Report and other materials related to the Complaint.
32. In making findings of fact relating to whether Harassment has occurred, the Discipline Committee will use a standard of proof being a balance of probabilities.
33. If the Respondent withdraws from the Complaint process or chooses not to participate in the process, the process (including an appeal) may proceed based solely on the Complainant's testimony and supporting evidence and disciplinary measures may be imposed on the Respondent in his or her absence.
34. If the Complainant withdraws from the process or chooses not to participate in the process, the process (including an appeal) may either
 - be dismissed; or
 - proceed based solely on the Respondent's testimony and supporting evidence in which case disciplinary measures may be imposed on the Complainant in the Complainant's absence.
35. The Board of Governors may suspend a Respondent from membership in Curl BC without notice for failure or refusal to comply with any disciplinary action determined under this policy.
36. Notwithstanding the procedures set out in this policy, any employee, governor, officer, volunteer, coach, athlete, participant, official, or person under an employment contract with Curl BC who has been charged with one or more criminal offenses that constitute Harassment under this policy may be temporarily suspended from his or her relationship with Curl BC or from participating in any Curl BC activities until further notice, whether or not a Complaint has been received or an investigation has been completed pursuant to this policy.
37. Notwithstanding the procedures set out in this policy, any employee, governor, officer, volunteer, coach, athlete, participant, official, or person under an employment contract with Curl BC who, while in that capacity, is convicted of one or more criminal offenses involving conduct that constitutes Harassment under this policy shall be automatically suspended from participating in any and all activities of Curl BC for an appropriate length of time determined by the Board of Directors having regard to:
 - the seriousness of the incident(s); and
 - the length of sentence imposed in the criminal proceeding, if any.

Appeals

1. A Complainant or Respondent who wishes to appeal the decision of the Discipline Committee may initiate an appeal following the procedure defined in Curl BC Appeals Policy.

Representation by Responsible Adults

1. If the Complainant is a minor, or someone otherwise unable to speak for himself or herself, the Complaint may be brought forward by a "Responsible Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including
 - making a Complaint
 - receiving all notices on behalf of the Complainant
 - being present at all dealings with the Complainant
2. If the Respondent is a minor, or someone otherwise unable to speak for himself or herself, the following shall apply:

- If the Harassment Advisor is attempting an informal resolution of a complaint, the Harassment Advisor may speak to the Respondent directly concerning the Complaint, provided that prior to speaking to the Respondent, the Harassment Advisor shall have informed the Respondent that he/she may have a Responsible Adult present during the meeting.
- If the Complaint is referred to an Investigation Officer for investigation:
 - a copy of the Complainant's Statement shall be forwarded to a parent or guardian of the Respondent if such person is known
 - the Respondent shall be advised that he/she has the right to be represented by a Responsible Adult
 - the Respondent's designated Responsible adult will have the right to act on behalf of the Respondent throughout the investigation process, including
 - responding to the Complainant's statement
 - assisting the Respondent to prepare a Respondent's Statement
 - receiving all notices on behalf of the Respondent
 - being present at all dealings with the Respondent

Records

1. The CEO shall be responsible for ensuring that all records required to be kept under this policy, including the Harassment Advisor's reports are kept in confidence.
2. Where a Complaint is resolved informally without investigation:
 - the Harassment Advisor shall provide the CEO with a confidential written record of the Complaint and details of the informal resolution;
 - no reference to the incident shall be recorded in Curl BC's records relating to the Respondent.
3. All Harassment Advisors shall have access to the confidential written record and the Final Investigation Report(s) for the purposes of carrying out the duties of a Harassment Advisor under this policy.
4. If the Complaint is not resolved informally and the Complaint is referred to an Investigation Officer for investigation, a copy of the Complainant's Statement relating to the Respondent shall be placed in Curl BC's confidential records at the time the Complainant's Statement is forwarded to the Investigation Officer.
5. Where an Investigation Report results in a finding of Harassment, the outcome of the investigation and any decisions of the Discipline Committee relating to the Respondent shall be recorded in Curl BC's confidential records. The records shall include copies of the Complaint, the Investigation Report, the Discipline Committee report and, if applicable, the Appeal Panel's decision.
6. Where an investigation results in a finding that the Complaint is not substantiated, all records of the Complaint relating to the Respondent shall be removed from Curl BC's records.

Review

1. This policy shall be reviewed by Curl BC's Governance and Strategic Planning Committee as deemed necessary by its chair but no less frequently than every 3 years.

Suggested Guidelines for the Prevention of Harassment

1. Include information on abuse and harassment as part of orientation to new members and volunteers including the current Harassment policy and Sportsafe materials. Sample educational materials are available through Curl BC, Sport BC, Promotion Plus, and the Coaches Association of BC and can be found on Sport BC's website: www.sport.bc.ca.

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2. Include compliance with policy as part of membership and employment eligibility.
3. Support and distribute information concerning educational workshops/seminars explaining the policy and process as part of annual meetings, volunteer training, athlete camps and/or wherever else it is deemed appropriate.
4. Actively participate in a recognized educational module on volunteer/staff screening.

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Whistleblower Policy



This policy applies to volunteers including Governors, Regional Representatives, Officials and Member Facilities Volunteers.

The purpose of this Whistleblowing Policy is to encourage and enable Curl BC volunteers to report questionable activity concerning financial or operational matters, pertaining to Curl BC, without fear of reprisal.

Volunteers have a duty to report any activity which:

1. They believe contravenes the law;
2. Represents a real or apparent conflict of interest or a breach of a Curl BC policy, including the ethics policy or the policy and guidelines on discrimination and harassment;
3. Represents a misuse of Curl BC's funds or assets; or
4. Represents a danger to public health, safety, and/ or the environment.

This policy provides direction regarding the process for reporting questionable activity and the treatment of such reports.

Rationale

Curl BC is committed to maintaining a high standard of public trust and confidence from its stakeholders. As a result, Curl BC requires the observation of high standards of business and personal ethics in the conduct of the duties and responsibilities.

All Curl BC participants have an obligation to report questionable activity regarding financial or operational matters, including violations of federal or provincial law, and violations of Curl BC's policies.

Applicability

This Whistleblowing Policy applies to all volunteers at all times, during the course of their work in sport and also during other activities where their conduct may affect the work and sport environment, whether that be at Curl BC offices, at meetings of Curl BC or other entities at Games or at any other location, whether in Canada or abroad.

The Whistleblowers

Concerns should be reported using Curl BC's prescribed procedures for filing reports, though written reports in other forms are permitted. Curl BC may also initiate a written report on behalf of an anonymous Whistleblower when warranted.

It is the policy of the Curl BC:

1. To treat all reported incidents in a confidential manner and with due care to the extent possible, consistent with the need to conduct an adequate investigation. A Whistleblower may provide a report anonymously. Curl BC will make its best efforts to protect the identity of a Whistleblower;
2. That all parties to an investigation will be treated fairly.

Reprisals

It is the policy of Curl BC that any person who reports a concern in good faith will not be subject to reprisal or other adverse consequences as a result of submitting a report.

Any Curl BC volunteer who retaliates against someone who has reported a concern in good faith will be subject to sanctions. Any participant who is found to be in violation of this policy (e.g. harassment of the

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Whistleblower) shall be sanctioned.

Any Curl BC volunteer who has reasonable grounds to believe that a reprisal has been taken against him or her may file a complaint under Curl BC Harassment Policy and the complaint will be investigated as if the alleged reprisal was a breach of that policy.

None of the protections afforded to a Whistleblower under this policy shall apply to protect a person who intentionally makes false accusations. Curl BC may sanction a participant in such circumstances.

Procedure

A concern can be reported in confidence using Curl BC's online Whistleblower Reporting Procedure

The Whistleblower report will be sent the CEO for review and assessment. If it involves the CEO, the report will be sent to a Board Chair.

A Whistleblower report which raises a potential breach pertaining to Curl BC Policy on Guidelines on Discrimination, Harassment and Violence will be dealt with in accordance with that Policy.

The CEO or Board Chair will have the authority to retain outside counsel, accountants, investigators and other resources deemed necessary to conduct a full and complete investigation of the concern.

The CEO or Board Chair may also refer a matter to a more appropriate authority (for example: police).

If wrongdoing is found, appropriate remedial actions will be taken and/or sanctions imposed.

Except when a report is anonymous, the Whistleblower will be advised once the review and/or investigation of a matter has been completed, and if warranted may be provided information about the outcome.

In any year in which a concern has been reported, the Board will be advised by the CEO. Unless the complaint involves the Board Chair, the CEO will advise the Board on a monthly, bi-annual or annual basis as to how many complaints were received, and if any were founded.

Questions relating to this Whistleblowing Policy should be directed to the CEO.

The Whistleblower Reporting Procedure

Curl BC will treat all disclosures in a confidential and sensitive manner. The process has been designed to protect your identity when communicating your concern. This Whistleblower Form allows you the opportunity to provide your name and contact information in confidence as this information may assist us in investigating your concern. Should you not wish to provide your name, reported incidents will still be accepted and investigated if sufficient documentation and evidence is provided to substantiate the claim.

Instructions

Please provide as much detail as possible in either an email or a separate document:

1. Please describe the nature of your concern. Include sufficient information for an independent person to understand the concern and to enable further investigation.
2. Please provide details with respect to the location and/or date of the incident (e.g. region, event, specific location, department, etc.) and how you became aware of it.
3. Please state the full name, title and role of each individual whom you suspect of wrongdoing.
4. How many times has this incident taken place (if applicable)?
5. How long has this incident been taking place (if applicable)?
6. Would you be willing to provide your name and contact information?
 - No. We may not be able to follow up with you.
 - Yes. If yes, please provide your name, email, and telephone number for follow up purposes.

Please note: This is optional however, as stated in the Curl BC Whistleblower policy, your identity will be kept confidential to the extent possible and treated with due care, consistent with the need to conduct an adequate investigation.

Please return your completed concern, in confidence, to the CEO or a Board Chair (if the matter involves the CEO).

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Equity and Access Policy



This policy recognizes that diversity is a source of strength and establishes that opportunities to participate in and lead our organization will be provided in a manner that respects the principles of equity and access.

Curl BC is committed to a sport and work environment that provides equitable opportunities and access, and treats all individuals with respect and fairness.

Equity is an organizational value strived for in all aspects of Curl BC. Equity refers to the belief and the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, color, citizenship, creed, sexual orientation, physical or mental disability, age, marital status or family status.

Equity does not necessarily mean that every person must be treated exactly the same and it does not require that females and males participate in the same activities. In order to be treated fairly, people may need to be treated differently, including having activities of their own choice provided and administered in a fair and unbiased environment.

Access refers to the design and implementation of programs and services available to everyone who is entitled to them, free of any form of inequity, or any barrier that violates the concepts of fairness and natural justice. Curl BC endeavors to support, encourage and ease participation of under-represented populations in all facets of curling (including but not limited to competition, administration, coaching, officiating and volunteering).

Curl BC is committed to equal opportunity in employment and all employment related decisions. Curl BC respects the principles of pay equity in relation to paid employees, thereby having equal pay for equal work by either gender. Curl BC is committed to practice family-friendly work practices such as flex-time, harassment policies, pay equity and non-discriminatory interview techniques.

As a Provincial Sport Organization, Curl BC shall work pro-actively with provincial and national agencies to identify and eliminate barriers facing women and minorities in sport.

Curl BC will not solicit nor accept sponsorship from companies that discriminate against identified groups.

Any athlete, employee, volunteer, official, board member, parent, committee member, or applicant for employment may appeal any decision of Curl BC if, in his/her belief, that decision does not reflect the principles of equity and access. This appeal is to be reported to the Board Chair, Harassment Officer or the CEO of Curl BC and will follow the Appeals Procedure established by the Curl BC Appeals policy.

This Equity and Access Policy is consistent with and complements the Curl BC Harassment Policy.

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Curling Canada Event Sanctioning Policy



The Board of Curl BC has developed the following policy in order to permit Curl BC to more fully represent the economic scope of curling in BC and thus better position the sport to receive additional government and corporate support. This policy will strengthen the economic ties between Curl BC and a potential host committee so that both organizations are motivated to produce as financially successful an event as possible.

1. To receive sanctioning from Curl BC, a potential host committee must make a request to Curl BC, outlining the year and the name of the national or international event they wish to host.
2. Curl BC's Board of Directors will approve the sanction based on the understanding that the host committee, if awarded the event, agrees to pay a 15% sanction fee (of net post-event revenue) to Curl BC.
3. Once Curl BC has received confirmation in writing from the potential host committee agreeing to the sanction fee, Curl BC will provide Curling Canada with an official sanction letter.

For Curling Canada Events:

1. Curling Canada will allocate 1.5% of net ticket revenue to Curl BC (the Host Committee will receive 8.5%).
2. Within the lottery jurisdiction of the Province of British Columbia, Curling Canada will advise the host committee that it must allocate 15% of the net revenue from the event's 50/50 draws to Curl BC (the Host Committee will receive 85%).
3. Curling Canada will provide Curl BC with a financial summary from the event to assist with demonstrating the economic scope of curling in BC each year. This is all in addition to Curling Canada providing Curl BC with 10% of Curling Canada's share of the net profit from the event if a net profit is generated.
4. Any changes in funding after approval must be negotiated with the CEO and may affect the sanctioning agreement.

Further to BG-9, the Board Chairs authority to Appoint and the Roles and responsibilities of the Governors appointed shall be governed by the following:

1. Appointments to Provincial Championships and Events shall be made with consideration of all of the following:
 - a. Governor's familiarity with the Ends policies
 - b. Opportunity for Governor to learn how the championship, competition or event helps achieve Ends policies
 - c. Geographic proximity of Governor
 - d. Costs associated with appointment
 - e. Governor's preference
 - f. Governor's ability to attend
 - g. Balance of opportunities among Governors
 - h. Governor's ability to fulfill the expectations of the Board, Host Committee and event Sponsors
 - i. Governor's networking skills
 - j. Governor's prior experience and performance
2. Appointments shall be made without consideration of the Governor's gender.
3. The role of the Governor who is appointed to represent Curl BC is to:
 - a. Represent Curl BC at official functions.
 - b. Speak on behalf of Curl BC when required.
 - c. Become familiar with the event's operation in order to understand the impact of championships, competitions and events and to enhance the development of Ends and Executive Limitations policies.
 - d. Seek to understand how Board decisions have impacted championship, competition or event.
 - e. Be a visible representative at official functions and ceremonies and uphold and reinforce the traditions and heritage of curling.
 - f. Be an advocate of Curl BC Ends policies.
 - g. Be visible and accessible throughout the duration of attendance with a view to:
 - i. Learning stakeholder perspective.
 - ii. Share stakeholder perspectives with Board.
 - h. Express appreciation to event volunteers on behalf of Curl BC.
 - i. Liaise with sponsor representatives.
 - ii. Liaise with Host Committee and Curl BC-appointed officials and ice crew.
4. The appointed Governor shall act in a manner consistent with Code of Conduct (Reference: BG-7 Board of Governors' Code of Conduct) and at all times maintain a positive profile for Curl BC.

5. The appointed Governor may serve as an operational volunteer at the championship, competition or event. When serving in this capacity, the Governor is accountable to Curl BC management and the Host Committee.
6. The appointed Governor shall write and circulate a “Curl BC Board Liaison Report” to the Board within 30 days of completing their representation duties. He or she shall inform the Board Chair as to any issues arising from the Event that they feel should be addressed at a subsequent Board meeting.
7. Governors may attend a championship, competition or event where they are not an appointed Board representative or may extend their stay when they are the appointed Board representative. When doing so, Governors:
 - a. Are responsible for their own travel and hotel expenses.
 - b. Shall advise the Curl BC Office of their intention to attend, the expected duration of their stay, and their availability and willingness to serve in ceremonies.
 - c. Shall be afforded the following benefits by Curl BC:
 - i. Group rates for accommodation available to Curl BC
 - ii. All access accreditation
 - iii. Event tickets, banquet tickets, access to sponsors’ lounge and other social functions where practical and agreed with the Host Committee
 - d. Shall report through appropriate Curl BC operational staff when filling a role as an operational volunteer and through the Assigned Board representative in any other role.

Appointments To External Organizations And Agencies

One of the values that the Board adds to its role as Curl BC’s steward is the opportunity, through appointment of representation, to ensure that Curl BC’s views are known and advocated to external agencies and to influence decisions made by other boards to have a positive impact on Curl BC’s ability to achieve its Ends.

The Chair will appoint Governor’s or other individuals to represent Curl BC’s interests to other External Organizations and Agencies where such participation is determined to be in the best interests of Curl BC.

Appointments To Internal Ad Hoc Committees

An Ad Hoc Committee of the Board may be required to develop a position paper or formulate a recommendation to the Board. Ad Hoc Committee’s of the Board shall be tasked with conducting business of the Board that is not specifically defined within the mandate of a standing committee of the Board.

Ad Hoc Committees may also be struck by the Chair and the CEO in concert when the CEO requests an Ad Hoc Committee to address an operational issue that is deemed to have a significant impact on Curl BC’s Ends, values or public image.

1. The Chair shall have the authority to strike and dissolve an Ad Hoc Committee of the Board.
2. The Ad Hoc Committee shall have a defined term of reference and a defined term of operation.
3. The Ad Hoc Committee may be composed of Governors, staff or external parties with specialist knowledge of the topic under review.

4. Reports of Ad Hoc Committee shall be made available to all members of the Board of Governors.

Appointments To External Ad Hoc Meetings And Committees

The Chair and CEO of the Board together shall ensure that Curl BC's views are presented at any committee, task force, work group, meeting or other processes that may impact Curl BC achieving its goals and in which the Board of Curl BC is asked for representation.

1. The Chair of the Board and the CEO together shall assess any request for representation on an external committee/working group prior to determining the nature of Board participation.
 - a. The level or type of response/involvement may range from a written response to full participation with a designated representative identified.
 - b. The Chair of the Board shall determine the level of Board involvement in consideration of:
 - i. Relevance of the issue under discussion to the achievement of Curl BC Ends
 - ii. Duration of the commitment
 - iii. Cost of the commitment to Curl BC
 - iv. Risk of non-involvement
 - c. Curl BC may decline to participate.
 - d. The Chair shall report to the Board of Governors the results of all requests for Curl BC participation.
2. Upon deciding the nature of its involvement, the Chair of the Board shall determine and document the terms of reference for the representation (see: BG Appendix 5 – Terms of Reference).
3. The Chair of the Board shall make its appointment in a timely manner. Appointment of a respondent or representative shall be made in consideration of the skills, experience and knowledge required to properly represent Curl BC on the issue/topic.
4. The Chair of the Board shall reserve the right to remove, replace or supplement representatives to external meetings or committees.
5. Any appointed representative who is not a Governor is expected to act in conformity with BG-6: Board of Governors Code of Conduct.
6. The Board expects that the appointed representative shall:
 - a. Speak on behalf of Curl BC's position as expressed in the Ends statements.
 - b. If no position has been identified, the representative is expected where practicable to determine the Board's current opinion on the issue in advance of any meeting.
 - c. Where an issue arises in the course of a meeting, and where no position has been identified, the representative shall use reasonable judgment to determine whether it is possible to represent the views of the Board and the owners of Curl BC or if the issue needs to be considered by the Curl BC Board before an opinion can be expressed.
 - d. Seek Board input or decisions as required.
7. Representatives will provide brief regular reports to the Board. These may be in a verbal,

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e-mail or written format. The final report will be submitted in a written format. Reporting requirements will be specified in the terms of reference at the time of the appointment.

Removal

The Chair of the Board may remove any appointed representative at his/her sole discretion.

Curl BC Awards and Scholarships

Curl BC Annual Club Volunteer Recognition Certificates

Each affiliated member facility may identify two volunteers to be recognized for their contributions as member facility volunteers during the previous year. Member facilities are to submit these names to Curl BC staff at least two weeks prior to the intended presentation date. The Recognition Certificates shall be sent to the member facility on an ongoing basis, as requested by curling facilities.

Curl BC Awards

Curl BC Awards, including Life Memberships and Honorary Life Memberships, are intended to recognize and honour individuals, teams and businesses for their **outstanding** contribution to the sport of curling in British Columbia. The Curl BC Governor serving as Chair of the Awards Committee is responsible for ensuring that award nomination timelines are conformed to by the members and the Board of Governors.

1. **Nominations:** Any individual who is not immediate family of the person being nominated may submit a nomination, although some awards require the endorsement of an appropriate Curl BC Regional Representative. All nominations for consideration must be received by the Curl BC office to the attention of the Chair, Awards Committee by April 30 of each year. The nomination form(s) shall be reviewed annually by the Awards Committee and be made available on the Curl BC web site together with award criteria and guidelines.
2. **Selection Process:** The Awards Committee shall review all nominations put forward by the deadline, as well as those that were put forward for the previous two years but not successful in the “Curl BC Service Awards” and “Curl BC Long Service Awards” categories. A written report from the committee shall be submitted for distribution to the Board of Governors no later than two weeks prior to the Board of Governors meeting during the Annual General Meeting weekend. The Awards Committee may determine that there are no suitable nominees and/or decide that there should be multiple recipients. If the Awards Committee is unable to reach unanimous agreement on the award recipients, the short list of candidates under consideration shall be included in the report for decision by the Board of Governors.
3. **Notification Procedures:** The Curl BC Office is responsible for notifying the individuals who nominated the award winners of the successful candidates.
4. **Presentation Process:** If at all possible, all awards except for event specific awards are to be presented at an event deemed appropriate by the Awards and Recognition Committee. The Awards Committee is responsible for identifying a suitable presenter for each award. The Curl BC Office is responsible for obtaining the award plaques and ensuring they are made available to the presenter as required.

Life Members

Life Membership is a recognition, as defined in the Curl BC Constitution, available to those who have been registered curlers or members in an affiliated curling centre or have served as a Regional Representative or on the Board of Governors of Curl BC.

Criteria

Nominees **must** have performed special services to Curl BC and to the sport of curling. They shall have served the sport of curling in an outstanding manner providing services for an extended period of time on a voluntary basis without remuneration

Selection, Award and Presentation

1. Anyone may nominate a person for Life Membership
2. For consideration by the Awards Committee, the nomination must receive the endorsement of two currently serving Governors.
3. The Awards Committee shall present a motion at a meeting of the Board of Governors that the Board recommend the nominee as a Life Member for consideration at the next meeting of the membership (typically the Annual General Meeting). The motion requires a simple majority to pass.
4. Life members shall receive a suitably engraved plaque.
5. Life members shall be entitled to all the privileges of membership in Curl BC except voting at any meeting of the society (except as a delegate) and shall be excluded from the number of curlers upon which a member facility's annual dues may be calculated.
6. Life members shall have their names and year of selection posted on the Curl BC web site.
7. Presentation of the life membership award shall be at a suitable Curl BC, Regional or home curling centre of the Life Member event by a member of the Board of Governors.

Honorary Life Members

Honorary Life Membership is a recognition, as defined in the Curl BC Constitution, available to those individuals who do not qualify for consideration as a Life Member. All other criteria, procedures and privileges apply to Honorary Life Members as apply to Life Members.

Curl BC Performance Awards

For each of these awards, the criteria to be considered are limited to **accomplishments from the previous season**. The Awards Committee may determine that there are no suitable recipients.

1. Team of the Year

Criteria

- May be of any age, gender or competition category
- Accomplishments must have been achieved in events recognized by Curl BC
- Must have competed at the national or international level or have shown outstanding achievement at the provincial level
- Must have demonstrated skill as well as conduct that is a credit to the sport.

2. Master Curler/Masters Team of the Year

Criteria

- May be awarded to a male or female individual master curler or a masters team
- Accomplishments must have been achieved in events recognized by Curl BC
- Must have competed at the national or international level or have shown outstanding achievement at the provincial level
- Must have demonstrated skill as well as conduct that is a credit to the sport.

3. Coach of the Year (Anita Cochrane Award)

Criteria

- Accomplishments must have been achieved in events or programs recognized by Curl BC
- Accomplishments may be in coaching teams or in coaching other coaches and may include contributions to coaching programs and coach development

- Must have at least Level 2 coaching certification
- Must have demonstrated skill as well as conduct that is a credit to the sport

4. Umpire/Official of the Year (Wally M'Lot Award)

Criteria

- Accomplishments must have been achieved in events or programs recognized by Curl BC
- Accomplishments may be in officiating at events or in exceptional contributions to officiating programs and official development
- Must have at least Level 2 officiating certification
- Must have demonstrated skill as well as conduct that is a credit to the sport.

5. Female and Male Athlete of the Year

This category includes separate awards for Junior athletes (i.e., there are four separate awards – Junior Female, Junior Male, Female and Male). Junior athletes are not eligible for the Female and Male categories as they have their own designated award.

Criteria

- Accomplishments must have been achieved in events recognized by Curl BC
- Must have competed at the national or international level or have shown outstanding achievement at the provincial level
- Must have demonstrated skill as well as conduct that is a credit to the sport.

6. Athlete with a Disability Award

This award is available for athletes that are eligible to compete in BC and Canadian Wheelchair Championships, Paralympics and Special Olympic events, as well as athletes and teams that have recognized disabilities.

Criteria

- Accomplishments must have been achieved in events recognized by Curl BC
- Must have competed at the national or international level or have shown outstanding achievement at the provincial level
- Must have demonstrated skill as well as conduct that are a credit to the sport.

Curl BC Service Awards

For each of these awards, the criteria to be considered may include service to curling over a short period of time or a number of years as defined in the criteria for the specific award. The awards are intended to be presented annually but the Awards Committee may determine that there are no suitable recipients in a given season.

1. Curl BC Sponsor Award

Criteria

- Awarded to recognize generosity of a sponsor towards the sport of curling
- The sponsorship may be for a single event, a series of events, a program or for continuous sponsorship over a number of years
- The sponsored events must be events within the Curl BC competitions schedule or province-wide events recognized by Curl BC as contributing to the development of the sport in the Province

- The sponsored programs must be programs that are run by Curl BC or recognized by Curl BC as contributing to the development of the sport in the Province.

2. Curl BC Curling Centre of the Year

Criteria

Awarded to a member facility that has:

- generously contributed to the sport of curling by successfully hosting multiple Curl BC competitions or program events in the past year or over multiple years; and/or
- has developed or operated curling development programs available to other member facilities and/or the public beyond its own members in the past year or over multiple years; and/or
- developed or operated curling events that contribute to the development of the sport province-wide or which enhance the reputation of curling in British Columbia nationally or internationally in the past year or over multiple years; and/or
- Had multiple teams experience success at the provincial, national or international level in the past curling season and has demonstrated support for those teams as they have advanced.

3. Curl BC Curling Centre Volunteer of the Year Award

Criteria

- Awarded to recognize the **outstanding** contribution of an individual club member to his or her curling centre that sets him or her apart from all other volunteers at the curling centre level around the province.
- The contribution may be made over the previous curling season or a number of seasons and must clearly represent **exceptional** service to the curling centre. (Previous award winners have performed such service as major fundraising efforts to save a centre from shutting down, increased curling centre membership by over 25% over a short time period, etc.)

Curl BC Long Service Awards

For each of these awards, the criteria to be considered **must** include service to the sport of curling over an extended number of years. The service must extend beyond a single member facility and include an outstanding contribution at either the Regional or Provincial level. The awards are intended to be presented annually but the Awards Committee may determine that there are no suitable recipients in a given season.

1. Builder – Janette Robbins Award and Sport BC President’s Award

The Janette Robbins award was established by the BC Ladies’ Curling Association in 1992 to commemorate the 25 years of dedicated service of former secretary Janette Robbins. The award was originally to be presented to a woman serving Curl BC in an exemplary manner through the building and promotion of the sport of curling in British Columbia. As the Curl BC Builder award recognizes the same contribution, Curl BC merged the two awards in 2007. The recipient of the Janette Robbins Award also receives the Sport BC President’s Award.

Criteria

- Awarded to recognize an individual who represents the spirit of volunteerism and whose outstanding dedication, energy and commitment is critical to the development and the advancement of curling in British Columbia and who has set an example of service for other volunteers
- The service is to be over an extended number of years (minimum of five)

- The submission may include contributions at the club level but must include contributions at the Regional and/or Provincial level
- Provincial level contributions include representation of Curl BC at national or international levels.

2. Long Service Volunteer – Pat Kennedy Award

A previous long service award was renamed the Pat Kennedy Award in 1998 recognizing a long service volunteer who has served his or her curling centre, region and/or provincial association in an outstanding capacity over the course of a number of years.

Criteria

- Awarded to a volunteer who has served the sport of curling in British Columbia in an outstanding capacity over a number of years (minimum of five)
- The submission may include contributions at the curling centre level but must include contributions at the Regional and/or Provincial level as the primary considerations

3. Youth and Junior Curling Program Volunteer – Elsie MacKenzie Award

The BC Ladies' Curling Association (BCLCA) established this award in honor of Elsie MacKenzie, a former president of the BCLCA. The award was funded by gift donations at her 100th birthday celebrations.

Criteria

- Nominees must be a previous or current member of a curling centre affiliated with Curl BC
- Recipient must have given extended and dedicated service to the youth and junior curling programs within a curling centre, region or the province

4. Exceptional Administrator – Ron Houston Award

Description needed

Criteria

- **needed**

Curl BC Exceptional Service - Curl Bc Friendship Award

The Curl BC Friendship Award is presented to a person or an organization that has performed exceptional service to benefit the sport of curling in British Columbia. The recipient shall be a friend to the sport of curling in any capacity who is not eligible for other Curl BC awards and may or may not be a member of a Curl BC partnership group.

The recipient shall have performed an exceptional service over the previous curling season or over a number of years meriting special recognition.

While the nomination can be submitted by any member facility, Region Representative or Curl BC Director, the nomination must be endorsed by at least two members of the Board of Governors prior to receiving consideration.

Curl BC Responsibilities For Curling Canada Award Programs

The Awards Committee is responsible for monitoring award programs sponsored by the Canadian Curling Association and for ensuring that timely submissions are made as appropriate to recognize athletes, volunteers, sponsors and other organizations that have made contributions to the sport of curling. Details of the award criteria and deadlines are available on the Curling Canada website.

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Every member of the Curl BC Board of Governors is responsible for identifying potential Curling Canada Award candidates and for providing the necessary information for the Awards Committee and the Office to prepare and submit a nomination to the Curling Canada. Current information on award criteria is provided on the Curling Canada website. These awards include:

- Curling Canada Award of Achievement – presented annually to individuals who have contributed significantly to curling in one of four areas – builder, technical development (instructor, coach, official, ice technician), marketing, and media.
- Ray Kingsmith Executive of the Year Award – presented annually to the volunteer who best exemplifies the dedication to curling and benevolence as demonstrated by Ray Kingsmith throughout his life.
- Volunteer of the Year Award
- President’s Recognition Award – given to individuals or organizations whose unique contribution(s) or achievement(s) significantly impact the sport of curling in Canada. Curl BC may submit a request to the Curling Canada Awards and Hall of Fame committee for consideration.
Curling Canada Recognition Certificates – Similar to the Curl BC Volunteer Recognition Certificate, the Curling Canada shall provide Curling Canada Recognition Certificates upon request from Curl BC to recognize any individual, group or organization that in the view of Curl BC has significantly contributed at the club, regional or provincial level to the betterment of the sport. Certificates are awarded at the discretion of Curl BC.

The Curl BC Office is responsible for forwarding all verified requests received from member facilities or curling teams for eight ender awards. The Curling Canada shall issue pins and certificates at that time.

Curl BC Responsibilities For Other Award Programs

The Curl BC Awards Committee is responsible for identifying suitable candidates for BC Sports Hall of Fame awards (bcsportshalloffame.com), BC Women of Distinction Awards (Vancouver YWCA), Coaching Association of Canada Awards (coach.ca), and any other external awards programs that arise from time to time

Championship Events Awards

Sportsmanship awards are voted on by the curlers participating in each of the events named below. Voting on and presentation of these awards shall be planned and executed by the Curl BC liaisons at the events, who shall make arrangements for the voting procedure and photos. The Curl BC liaisons shall report the winners’ names, teams, and home clubs, and provide a photo to Curl BC to update historical records.

- Lottie Hill Award – Senior Women
- Kay Giles Award – Women
- Flora Martin Award – Junior Women
- Gordon Hooey Award – Junior Men

Curling Scholarships

The Recognition and Awards Committee and the Curl BC office are responsible for ensuring suitable British Columbia candidates for various scholarship funds receive Curl BC support. Information about these scholarship funds shall be identified on the Curl BC web site with links to the appropriate websites where possible.

1. Gordon Hooey Memorial Scholarship Fund

The Gordon Hooley Memorial Scholarship Fund for the Advancement of the Sport of Curling through the Development of Athletes and Coaches is being administered through the Victoria Foundation and is in perpetuity. Ideally, it shall go to juniors interested in becoming coaches, but could also support the post-secondary education of juniors who have demonstrated a commitment to becoming top level curlers and who show leadership skills in their communities. It is not given as cash grants but goes directly to the Canadian institution or organization to which the applicants are applying.

For those seeking this scholarship as financial assistance with their post-secondary education, the applicant must submit a handwritten letter (black ink) in business format describing why he or she would be a suitable recipient of this award. Included in the letter should be the name of the post secondary institution that the recipient shall be attending as well as his or her student number and the course of studies that he or she shall be pursuing. For those seeking this scholarship as financial assistance for curling coaching or curling development, applicants must submit a handwritten letter (black ink) in business format describing why they would be suitable recipients of this award. Included in the letter should be the name of the institution or organization that is providing the curling course/courses as well as specifics of the course/courses.

Applications must be received at the Curl BC office, to the attention of the CEO, no later than December 15th of each year as this scholarship shall be awarded in January of the following year. The CEO shall review the applications with the Awards Committee.

2. Camosun College Foundation

Camosun College Foundation invites interested curler to apply for the following bursaries:

- The Racquet Club of Victoria Curling Bursary
- The Junior Curling Association Bursary
- 1991 Canadian Senior Men's and Women's Curling Championship (Victoria) Bursary Endowment Fund

Applications are made through the Financial Aid office at Camosun College during two assigned time frames posted on the Financial Aid website www.camosun.ca. Information about this Scholarship is posted on the Curl BC website.

3. BC Sports Hall of Fame Scholarships – Jack Farley Youth Sports Achievement Award

One outstanding female and one outstanding male amateur athlete graduating from a BC Secondary School who are involved in either their community or school sports shall be awarded the Jack Farley Youth Sports Achievement Award. Each winner shall receive \$2000 toward his or her education at a BC post secondary institution.

Details are available from <http://www.bcsportshalloffame.com/about-us/scholarships/>

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Provincial Championship Liaison Responsibilities



Designated Championship Events

- Belairdirect Men's Provincials
- Scotties Women's Provincial
- Junior Provincials (combined event)
- AMJ Campbell Mixed Provincials
- Seniors Provincials (combined event)
- Masters Provincials
- Wheelchair Provincials
- Optimists' U18 Provincials

Liaison Responsibilities

In addition to the ceremonial roles and responsibilities of an appointed liaison at a provincial championship event, at the request of an _____ under the authority of the CEO and reporting to the appropriate Curl BC operational staff, the liaison will be responsible for the following:

- Attending Host Committee meetings prior to the event, if possible, and sending copies of the minutes to the Curl BC office;
- Supervising set up and take down of Curl BC equipment;
- Conducting the team briefing and skips' meetings in partnership with the Chief Umpire;
- Resolving off-ice issues which arise during the event;
- Ensuring all Curl BC and sponsor signage is visible;
- Distributing and tallying ballots for sportsmanship awards, if applicable; and
- Distributing and collecting competitor assessment forms and forwarding completed forms to the Curl BC office.

The appointed Liaison shall review and discuss the operational responsibilities and procedures with the Curl BC Competitions Manager in advance of the event.

On completion of the event the Liaison will complete a Liaison Report and submit it to the CEO, Competitions Committee Chair and the Competition Manager.

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Ad Hoc Committees' Terms of Reference



Curl BC Ad Hoc Committee Name

Background

- information on why the committee is being created

Objective

- *list the objectives the committee will accomplish*

Authority/Limits of the Committee

- In accordance with Curl BC governance policies, in particular BG-12: Board Committee Principles.
- list any additional authority or limits for the committee

Duration/Timelines

- list the expected duration and detailed timelines of the committee

Composition

- Chair of the Curl BC Board of Governors (ex-officio)
- **xx** Governors or Staff
- A member of the Curl BC Board of Governors will Chair this Committee
- list any additional composition

Budget Required

- The work of this committee will be done by teleconference calls or by electronic means
- list any additional costs/reimbursement required

Reporting Requirements

- any reporting requirements

Support

- The CEO will make available staff resources to the committee as needed to complete its mandate including but not limited to *list staff/contractors required*
- *list any additional support required*

Note: Items in standard font are to remain for each committee as the standard and items in bold italics are to be replaced with appropriate information required for the Ad Hoc Committee.

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Curl BC Championships and Qualifying Events



BC Provincial Championships:

Curl BC shall conduct the following BC Championships, which lead to Canadian Championships, and arrange qualifying events leading up to these championships:

- Men's
- Women's
- Junior (U21) Men's & Women's
- Mixed
- Senior (50+) Men's & Women's
- Master (60+) Men's & Women's
- Wheelchair
- U18 Curling Boys & Girls
- Mixed Doubles

For Regional Events:

1. Teams may be comprised of an eligible player from any region of the province. The team will represent the member facility of the skip.
2. If the majority of the team members affiliate in one region of the province, the team must compete in that region.
3. If there is no majority of team members affiliated in one region, the team will represent the member facility of the skip.
4. Change in team members that affect regional representation will only be granted under extreme circumstance by the CEO.
5. No curler may enter the same category of competition in more than one region in a season.

For Open Events:

Teams may be comprised of an eligible player from any region of the Province. The team can play in any open event within their category.

For BC Winter Games:

The province shall be divided into eight (8) zones, in accordance with BC Winter Games rules and boundaries. Juvenile curlers shall compete only for the zone in which they make their permanent residence. BC Winter Games Zones are:

- Zone 1: Kootenays
- Zone 2: Thompson/Okanagan
- Zone 3: Fraser Valley
- Zone 4: Fraser River/Delta
- Zone 5: Vancouver/Squamish
- Zone 6: Vancouver Island/Central Coast
- Zone 7: North West

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Zone 8: Cariboo/North East

Once you have qualified or the BC Champion has been determined, no more than one player of that team may be substituted for the next level of competition. In the case where a BC Champion cannot field a team, the runner-up team shall represent BC at the National Championship (adhering to only one player substitution). The CEO may appoint a team for the National Championship comprised of members from the BC Champion and runner up if neither the Champion nor runner-up team are available.

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Governor Code of Conduct Violations Procedures



1. In the event that a Governor is alleged to have violated the Code of Conduct the matter will be referred to the Executive Committee for action.
 - a. Receive complaints of a Governor's breach of the Code of Conduct
 - b. Notify the respondent Governor in writing and ask him/her to present their views of the alleged breach at the next Board meeting.
 - c. Introduce the agenda item at the next Board meeting.
 - d. Prepare any follow-up documents.
 - e. Ensure actions taken by the Board in response to complaints are deposited with the Curl BC office for future reference.
2. At the Board meeting where the alleged violation of the Code of Conduct is discussed, the complaining party must be identified. If the complaining party is also a Governor, he/she and the respondent Governor shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Board. Governors who are found to have violated the Code of Conduct may be subject to:
 - a. Verbal reprimand
 - b. Written reprimand
 - c. Removal from Board-appointed representative roles or Committees
 - d. Reference by name in the minutes of the meeting discussing the non-compliance.
 - e. Requirement to take action to redress the non-compliance, e.g., issue of a letter of apology or public statement.
 - f. Issue of notice to Member Facilities of the non-compliance by the Governor and the subsequent Board decision.
 - g. Motion by the Board of Governors to a Special General Meeting for removal of the Governor.