

Curl PEI Operations Manual
Updated May 2012

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Constitution

Article 1 – NAME

- 1.1** The name of the organization is The Prince Edward Island Curling Association, hereinafter referred to as “The Association”.
- 1.2** The operating name shall be Curl PEI.
- 1.3** The Association is a non-profit and non-sectarian organization.

Article 2 – OBJECTIVES

- 2.1** Foster, encourage, promote and administer the development and growth of curling in the province of Prince Edward Island by:
 - 2.1.1** Encouraging and promoting recreational and competitive curling;
 - 2.1.2** Fostering relations with curling associations in other provinces;
 - 2.1.3** Developing membership;
 - 2.1.4** Promoting and conducting curling and instructors training clinics that will certify coaches and officials;
 - 2.1.5** Ensuring the regulations for the provincial curling championships is applied consistently by all affiliated clubs;
 - 2.1.6** Maintaining affiliation with the Canadian Curling Association (CCA)
- 2.2** Serve as the official regulating and operating body of curling throughout the Province of Prince Edward Island.
- 2.3** Encourage participation of athletes at all levels of curling, regardless of gender, age and ability and ensure all players have an opportunity to play in relation to their playing standard.
- 2.4** Endeavor to improve playing, coaching and officiating standards at all opportunities to ensure that curling on PEI is competitive at both Regional and National levels.
- 2.5** Obtain sufficient funds for the successful operation of the Association and its affiliated programs and disburse such funds in a manner conducive to the well-being of the Association.
- 2.6** Hire or otherwise employ persons to assist in the fulfillment of its objectives and purposes.
- 2.7** Perform all such other acts or things as are incidental or conducive to the attainment of the objects and to exercise all and every power set forth in Section 15(1) of the Companies Act, R.S.P.E.I. 1988, and Chapter C-14.

Article 3 – HEAD OFFICE

- 3.1** The Association shall be incorporated with its head office at P.O. Box 302 in the City of Charlottetown in the Province of Prince Edward Island.

Article 4 – REMUNERATION

- 4.1** Officers, directors and managers shall not be remunerated for their duties; however, they may be reimbursed for travel and accommodation and other related expenses while representing the Association on official business. The Association may also grant an honorarium for specified positions and duties upon approval by the Executive. The exception to this would be the paid employees through Sport PEI.

Article 5 – DISSOLUTION

- 5.1** In the event of dissolution or the winding up of the Association, the procedure for dissolution shall be as provided for in the By-laws.

Article 6 – AMENDMENTS TO THE CONSTITUTION

- 6.1** Amendments, additions or alterations to the constitution must occur at the Annual General Meeting or a Special General Meeting called for that purpose. Members must receive at least twenty-one (21) days notice of the proposed change(s) and at least two-thirds (2/3's) of the members who are eligible to vote at the meeting must approve the change.

By-Laws

Article 1 – DEFINITIONS

1.1 When interpreting any published rule or by-law the words defined below shall apply:

Appeal: The process followed in accordance with published rules when a decision is unacceptable to an individual or Club member affected.

Approved by the Membership: the adoption of a motion by a majority of the votes cast at an Annual General meeting or any General meeting as convened by the association.

Club Member: an individual registered with a club to which they pay an annual fee referred to as member in this document.

Competition: one or more games or an event organized or recognized by a host

Competitor's Card: a card that has a set fee determined and required by C.C.A. to compete in any event that leads to a National Competition.

Decision: any matter voted upon by Executive or membership of the Association.

Delegate: the individual identified as the representative of a member club to take part at meetings and vote on their behalf. Each club in good standing shall have one vote.

Discipline: the process followed in accordance with published rules or policies to establish if an individual or organization has committed an offence.

Executive of the Association: refers to the president the first vice-president, the second vice-president, the secretary, the treasurer, and the past president.

Executive Director: the employee of the Association responsible for the day-to-day administration of the affairs of the association.

General Meeting: a meeting of the Executive of the Association and delegates of Member Clubs.

Host: a club responsible for a competition.

Member Club: any curling club or other curling establishment located in the Province that is duly registered with the Association and pays annual fees for its membership and has delegate to represent and vote for them at meetings

Policy: a set of requirements adopted by the Association interpreting the intent of these By Laws.

Procedure: a set of requirements adopted by the Association to implement a Policy.

Receipted Request: a written request by registered mail, certified mail or trace mail by courier service with the correct fee, if required, in the form of a recorded payment.

Recorded Payment: a cheque or money order made payable to the Association.

Following is a Preamble Explaining How the Organization Works

A person joins a club---club member----has a voice at clubs annual meeting.

A club associates or joins the Prince Edward Island Curling Association and pays fees to that organization which entitles them to have a vote on behalf of their membership at all general meetings as well as Annual Meeting. Each club appoints that person known as delegate and has one vote.

This Association known as Member Association then becomes a member of the Canadian Curling Association by paying membership fees, which entitles them to have two votes at the Annual Meeting of the C.C.A.

The C.C.A. becomes a member of the World Curling Federation which they pay fees and have voting privileges at their meetings.

So the term MEMBER describes that individual who joins a curling club.

Article 2 – MEMBERSHIP & AFFILIATION

2.1 Affiliation

2.1.1 This Association shall be under the jurisdiction of and affiliated with the Canadian Curling Association.

2.1.2 The Association may affiliate with any other organization that, in the opinion of the Executive, benefits curling in Prince Edward Island.

2.2 Classification of Members

2.2.1 Membership in the Association shall be comprised of:

a) Member Club

To become a Member Club of the CURL PEI, the club must:

1. Officially register with the Association.
2. Pay the annual registration fees per member.
3. Pay per sheet assessment fee.
4. Supply an up-to-date membership list each year.

b) Honorary Life Member

An Honorary life member is

1. A person appointed to membership in the Association for life
2. Shall pay no dues and shall have no vote in the Association's affairs, excepting as a duly registered club member

2.3 Admission of Member

2.3.1 Any individual or club may become a member in the appropriate category by meeting the requirements in By-law 2.2.1

2.3.2 Each application for membership must be accompanied by the annual fees stipulated by the Association

2.4 Membership Fees

2.4.1 Annual dues for each Member Club shall be at a rate determined by the Association and ratified at the annual meeting. Dues shall be payable on the first day of December of each year and shall be comprised of two components:

- a) A fee for each member of the affiliated curling club who curls a minimum of once per week.
- b) A per sheet assessment as determined by the Canadian Curling Association and the CURL PEI.

2.4.2 Fiscal Year

The fiscal year is May 1st to April 30th of the following year.

2.5 Rights and Privileges Voting of members

2.5.1 Member Clubs are entitled to:

- a) Receive notice of general meetings of the organization
- b) Attend meetings of the organization
- c) Speak at meetings of the organization
- d) Exercise other rights and privileges given to voting Members in these By Laws

2.5.2 Voting Members

The only members who can vote at meetings of the Association are:

- (a) delegates of Member Clubs in good standing; and
- (b) Executive Members in good standing.

2.5.3 Members in Good Standing

- (a) A club is in good standing when that club has paid all fees required to the Association and attendance at meetings has been 50% or more.
- (b) An Executive Member is in good standing when attendance at meetings is 50% or more.

2.6 Resignations or Withdrawal of Membership

2.6.1 1 Resignation

- a) Any Member or Member Club may resign from the Association by sending or delivering a written notice to the Secretary or President of the Association.
- b) Once the notice is received, the Member Club or Member's name is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his name is removed from the Register of Members.

2.6.2 Deemed Withdrawal

- (a) If a Member Club has not paid the annual membership fees within three (3) months following the date the fees are due, the Member Club is considered to have submitted his resignation.
- (b) In this case, the name of the Member Club is removed from the Register of Members. The Member Club is considered to have ceased being a Member on the date the name is removed from the Register of Members.

2.6.3 Fees or Debts

- (a) No refund of annual fees will be made to a member or member club upon the cessation of membership.
- (b) Although a member or member club ceases to be a member by death, resignation or otherwise, they are liable for any debts owing to the Association at the date of ceasing to be a member.

2.7 Suspension of Membership of Any Registered Member

2.7.1 Decision to Suspend

The Executive, at a special executive meeting called for that purpose, may suspend any person's membership for an initial period of not more than three (3) months, for one or more of the following reasons:

- (a) If that person has failed to abide by the By-laws, codes or policies of the Association;
- (b) If that person has been disloyal to the Association;
- (c) If that person has disrupted meetings or functions of the Association; or
- (d) If that person has done or failed to do anything judged to be harmful to the Association.

2.7.2 The Executive has the power to assign further suspensions.

2.7.3 Notice of Suspension

- (a) The affected Member will receive written notice of the Executive's intention to deal with whether or not that Member should be suspended. The Member will receive at least two (2) weeks' notice before the special board meeting
- (b) The notice will be sent by single registered mail to the last known address of the Member shown in the records of the organization. The notice may also be delivered by a Member of the Executive.
- (c) The notice will state the grounds for why a suspension is being considered.

2.7.4 Decision of the Executive

- (a) The Member will have an opportunity to appear before the Executive to address the matter. The Executive may allow another person to accompany the Member.
- (b) The Executive will determine how the matter will be dealt with, and may limit the time given the Member to address the Executive
- (c) The Executive will provide reasons for the decision in writing.

2.8 Expulsion of Members

- 2.8.1** The Association may, by Special Resolution at a Special General Meeting called for such a purpose, expel any Member for any cause which is deemed sufficient in the interests of the Association.
- 2.8.2** The Association will determine how the matter will be dealt with, and can provide the opportunity for the Member to submit a written submission to the Association.
- 2.8.3** A two-thirds majority of the votes cast will pass a special resolution.
- 2.8.4** On passage of the Special Resolution, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his name is removed from the Register of Members.

2.9 Appeals

- 2.9.1** A member who is dissatisfied with a decision taken under either 2.7 or 2.8 may appeal that decision to a special committee so called for that purpose.

Article 3 – MEETINGS

3.1 The Annual General Meeting

- 3.1.1** The Association shall hold its Annual General Meeting no later than May 30 of each calendar year. The Executive shall set the place, day and time of the meeting.
- 3.1.2** The Secretary shall send a notice to each member club at least thirty (30) days before the Annual General Meeting. This notice will state the place, date and time of the Annual General Meeting, and any business from resolutions.
- 3.1.3** Any member club wishing to have an item of business placed on the agenda of the Annual General Meeting shall advise the Secretary of such, in writing, within seven (7) days of the notice being sent.
- 3.1.4** The Annual General Meeting shall be attended by all members of the Executive and by member clubs in good standing. Any other persons can attend but shall have no vote.

3.1.5 Agenda for the Meeting:

- a) Roll Call, and report of Credentials
- b) Recognize Curlers Deceased during the year
- c) Minutes of last Annual Meeting
- d) Business Arising from the Minutes
- e) President's Report
- f) Treasurer's Report
- g) Other Reports
- h) Correspondence
- i) Business arising from correspondence
- j) Consideration of Resolutions
- k) Announcement of sites and dates for Bonspiels
- l) Election of Officers and Directors
- m) Appointment of Auditors
- n) Introduction of new President
- o) New Business
- p) Adjournment

3.2 General Meetings

General Meetings are meetings of the Member Clubs, the Executive and others who hold positions or are on committees. They will be held at a time and place decided at the first meeting of the season or as determined by the Executive

3.3 Special General Meetings

3.3.1 Calling of Special General Meeting

A Special General Meeting may be called at any time:

- a) by a resolution of the Executive to that effect; or
- b) on the written request of at least four (4) members of the Executive, which must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting, or
- c) on the written request of at least one-third (1/3) of the Voting Members, which must state the reason for the Special General Meeting and the motion(s) intended to be submitted at such Special General Meeting.

3.4 Quorum

3.4.1 Attendance by two-thirds (2/3's) of the members who are eligible to vote is a quorum at the Annual General Meeting.

3.4.2 A quorum for Executive meetings is three people

3.5 Proceedings at the Annual General or a Special General Meeting

3.5.1 Attendance by the Public

General Meetings of the Association are open to the public

3.5.2 Failure to Reach Quorum

The President will cancel the General Meeting if a quorum is not reached within one-half (1/2) hour after the set time for the start of the meeting. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting can proceed with the Members in attendance and those members shall constitute a quorum.

3.5.3 Presiding Officer

- a) The President chairs every General Meeting of the Association. A Vice-President chairs in the absence of the President.
- b) If the President, the Vice-Presidents and the Treasurer are not present, the voting Members present may choose one (1) of the voting Members to chair

3.5.4 Adjournment

- a) The President may adjourn any General Meeting with the consent of the Members at the meeting. The adjourned General Meeting conducts only the unfinished business from the initial Meeting.
- b) No notice is necessary if the General Meeting is adjourned for less than thirty (30) days.
- c) The association must give notice when a General Meeting is adjourned for thirty (30) days or more. Notice must be the same as for any General Meeting.

Article 4 – VOTING

4.1 Voting

4.1.1 Each Voting Member in good standing has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least five (5) voting Members request it

4.1.2 A majority of the votes of the Voting Members present decides each issue and resolution

4.1.3 The President declares a resolution carried or lost. This statement is final, and does not have to include the number of votes for or against the resolution.

4.1.4 Voting by proxy is not permitted

4.1.5 The President votes only in the event of a tie.

4.2 Failure to Give Notice of Meeting

4.2.1 Action taken at a General Meeting shall not be invalidated due to:

- a) accidental omission to give any notice to any voting Member;
- b) any voting Member not receiving any notice; or
- c) any error in any notice that does not affect the meaning.

4.3 Written Resolution of All the Voting Members

4.3.1 All Voting Members may agree to a resolution in any transmissible form. This resolution is as valid as one passed at a General Meeting if agreed to by two-thirds of voting members present. The date on the resolution is the date it is passed

Article 5 – GOVERNANCE

5.1 Executive

The Executive of the Association shall be:

- a) President-----vote in case of tie
- b) First Vice President-----vote unless acting president
- c) Second Vice President-vote unless acting president
- d) Secretary-----vote
- e) Treasurer-----vote
- f) Past President-----vote

5.2 Powers of the Executive

5.2.1 The Executive has the power to conduct all business on behalf of the Association.

5.2.2 The Executive may make policies, procedures and rules for managing the affairs of the Association.

5.2.3 The Executive may make policies, procedures and rules relating to the discipline of members, and shall have the authority to discipline members accordingly.

5.2.4 The Executive may make policies, procedures and rules relating to the management of disputes within the Association and shall have the authority to deal with all disputes accordingly.

- 5.2.5** The Executive may establish committees, appoint members of committees and delegate any of its powers, duties and functions to any committee.
- 5.2.6** The Executive may appoint or employ such persons as it deems necessary to carry out work of the Association.
- 5.2.7** The Executive shall have the authority to interpret any word, term or phrase in this By-law that is ambiguous, contradictory or unclear.

5.3 Election of Executive Members

- 5.3.1** Officers of the Association shall be elected for a one-year term
- 5.3.2** Prior to the Annual General Meeting, the President shall appoint a nominating committee that may be chaired by the Past President. The nominating committee shall ensure that competent individuals are willing to stand for each elected office. The committee shall put forth such nominations at the Annual General Meeting.
- 5.3.3** Any person may be nominated by a member. Nominations may be made from the floor
- 5.3.4** The office of Past President shall be filled only by the former President upon the election of a new President.
- 5.3.5** The removal from office of any member of the Executive shall require a two-thirds majority of those present at a special board meeting called for that purpose.
- 5.3.6** Any candidate running for election for a position on the Executive shall be given a maximum of 5 minutes to speak to the voting members prior to the vote being taken. The candidate may decline to use this opportunity if s/he wishes.
- 5.3.7** In the event of a vacancy occurring, the Executive may appoint an individual to fill the unexpired term or until the next General Meeting.

5.4 Meetings of Executive

- 5.4.1** The Executive shall meet at the call of the President.
- 5.4.2** A quorum shall consist of three members of the Executive.
- 5.4.3** Each voting member of the Executive shall be entitled to only one vote.

5.5 Duties of the Executive

5.5.1 The President:

- a) shall preside at all meetings of the Association and Executive;
- b) may be appointed as a member of a committee and will be an Ex-Officio member of all other committees;
- c) shall call meetings of the Executive;
- d) is responsible for the overall direction of the Executive; and
- e) is the main spokesperson for the Association

5.5.2 Vice President:

- a) shall attend all general, special, and executive meetings, and
- b) in the absence of the President, shall act as Chair and assume the duties and powers of the President

5.5.3 Secretary:

- (a) shall attend all general, special, and board meetings;
- (b) shall prepare and preserve the minutes and records of all meetings;
- (c) shall prepare and send notices of meetings;
- (d) shall keep and preserve correspondence, contracts and other important records; and
- (e) shall file annual returns, changes in the Executive, amendments to the By-laws and other incorporating documents with the Corporate Registry.

5.5.4 Treasurer:

- a) Shall attend all general, special, and board meetings;
- b) Shall keep the financial statements and supervise spending monies, including signing cheques;
- c) Shall work with the auditors on the audit of the financial statements;
- d) Shall present the financial reports to the Executive and the AGM; and
- e) Shall preside at all meetings in the absence of the President and Vice Presidents.

5.5.5 Past President:

- a) shall attend all general, special, and board meetings; and
- b) may carry out other duties/projects as requested by the Executive.

5.5.6 Director/Committee Chair:

- a) shall attend all general, special, and board meetings; and
- b) shall represent the Association at all meetings in the divisions to which they are appointed.

5.5.7 Executive Director:

- a) shall, when requested, attend all general, special and board meetings;
- b) shall have a voice but no vote:
- c) shall be responsible for the day-to-day administration of the Association, under the direction of the Executive

Article 6 – CLUB REPRESENTATION

6.1 It is the duty of each Member Club to select persons to be:

- a) a Delegate to vote at General Meetings;
- b) an event chairperson; and
- c) a junior representative.

These do not necessarily have to be different individuals. Each Member Club in good standing has one vote.

Article 7 – FINANCE AND MANAGEMENT

7.1 Fiscal Year

7.1.1 The fiscal year of the Association shall be the one year period ending April 30.

7.2 Audit: Third Party Review

7.2.1 A third party independent review or an audit of the financial records of the Association shall be done annually.

7.3 Borrowing Powers

7.3.1 The Executive, on behalf of the Association, shall have the authority to:

- (a) apply for, secure, acquire by grant, legislative enactment, carry out and enjoy any charter, license, power, authority, franchise, concession, right or privilege, which any Government or authority of any company or other public body may be empowered to grant; and to pay for, aid in, and contribute toward, carrying same into effect;

- (b) borrow money on credit of the association and limit and increase the amount borrowed; issue bonds, debentures or other securities of the association and pledge or sell the same for such sums at such prices as may be deemed expedient; mortgage or pledge the common properties and facilities, including both the realty and the personality, or both, to secure any bonds or debentures, any other securities, and any money borrowed for the purposes of the association.

7.4 Signing Authority and Execution of Contracts

- 7.4.1** All cheques must be signed by any two of the following officers: President, Vice-President, Secretary, Treasurer or any other position designated by the Executive.
- 7.4.2** The Executive, on behalf of the Association, shall have the authority to enter into any arrangements with any Governmental authority, municipality, local or otherwise that may seem conducive to the Association's objects; and to obtain from any such Governmental authority any rights, privileges, concessions which the association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements.

Article 8 - INDEMNITY

8.1 Indemnity

- 8.1.1** The members of the Executive shall not be personally liable for any mistake of judgment, negligence or any acts of omission made in good faith, except for their own willful malfeasance, misfeasance, misconduct or bad faith.
- 8.1.2** The Association shall indemnify and hold harmless each of the members of the Executive from all expenses or liability arising out of their position as a member of the Association.
- 8.1.3** The Association shall obtain the type of insurance commonly known as "Directors and Officers Liability Coverage" in order to fund this indemnity obligation and to encourage service on the Executive.

Article 9 – DISSOLUTION

- 9.1** It is specifically provided that in the event of dissolution or the winding up of the Association all its remaining assets after payment of its liabilities shall be distributed to any remaining clubs still in operation, or to one or more recognized non-profit organizations in PEI, if no curling clubs are left in operation

Article 10 – AMENDMENT OF BY LAWS

10.1 Amendment

- 10.1.1** No addition, amendment, or alteration shall be made in any part of the by-laws of the Association except at the Annual General Meeting or at a Special General Meeting of the Association called for that purpose. These meeting shall be advertised by notices posted.
- 10.1.2** No addition, amendment, or alteration to the By-laws shall be in order unless notice thereof has been duly given to the Secretary of the Association and the membership at least fifteen (15) days before the date fixed for the Annual General Meeting or for a Specific General Meeting called for that purpose.
- 10.1.3** Member Club Delegates and Members of the Executive may propose changes to the By-laws
- 10.1.4** Additions, amendments or alterations to the By-laws may be adopted by a two-thirds (2/3) vote of the members in good standing present at such meeting.
- 10.1.5** Approved changes to the constitution shall be put into effect within thirty (30) days of the Annual General Meeting or the Special General Meeting called for that purpose.
- 10.1.6** The Association must annually complete Provincial Form 25 (Annual Return for Part II Non-Profit Companies) showing the names and addresses of the Executive. A copy of the revised By-laws should be attached at that time

Policies & Procedures

Operational Time Line

- May: AGM and Awards Event
Election of new Executive, approval of financial report, Constitutional or By- Law changes, Attend Curl Atlantic Symposium
- June: Executive Meeting:
i. formation of committees
ii. appointment of coordinators
iii. discuss budget development
Attend National Curling Congress
Deadline for submission to the Curling Development Fund (1 Friday in June)
- July: Executive Meeting:
i. discuss goals and objectives for the year
ii. develop needs assessment
- September: Formalize budget for the coming year
- October: General meeting of Club Representatives:
i. outline plans for the coming year
ii. issue invoices for dues
- November: Executive Meeting: detail plans for upcoming events
- December: Deadline for paying club affiliation dues (December 1)
Honoraria due (December 1)
- January: Pay affiliation fees to CCA (January 31)
- February: Pay competitor fees to CCA (February 15)
General Meeting:
i. establish affiliation fees for upcoming year
ii. circulate draft Event Calendar for upcoming year - Honoraria Due (February 1)
- April: Deadline for motions to AGM
Establish Nominating Committee
Executive Meeting: Finalize plans for AGM
i. accumulate reports, etc., for AGM
ii. finalize financial report - Honoraria Due (April 1)

Policy on a Member Club not in Good Standing

If any Member Club does not meet the deadlines for payment of fees as outlined in *Bylaw 2.5.3* that club shall not be considered a member in good standing and, consequently, the rights and privileges of membership with the Association may be suspended. This will involve the right to vote at General, Special and Annual Meetings as well as the right to send a team(s) to a Provincial Championship.

Policy & Procedure Development

Motions at meetings or actions by the Executive that seem to change existing policy or create new policy or procedure should be noted by the Executive Director. These motions or actions should then be presented at their next meeting for adoption into the operations manual. No rule changes can be made without consent of an annual meeting or special meeting called for that purpose.

Management in the Absence of Policy

When no policy is in place, the Executive Director will take action deemed to be appropriate and in the best interest of the CURL PEI's operation. Subsequently, the need for the development of such policy should be brought to the attention of the Executive.

Article 1 – AWARDS

CURL PEI's ADL/Sport PEI Sport Achievement Awards

Website: www.peicurling.com

The ADL/Sport PEI Sport Achievement Program offers member sport governing bodies of Sport PEI an opportunity to recognize the achievements and contributions of their particular sport for the current season. Framed certificates are provided in the following categories:

Junior Female Athlete

Junior Male Athlete

Senior Female Athlete

Senior Male Athlete

Coach

Official

Volunteer Administrator

Team

Marion Dockendorff Award: Presented to a dedicated female curler for a contribution to curling in many capacities

President's Recognition Award: Presented to individuals or organizations whose unique contribution(s) or achievement(s) significantly impact the sport of curling in Canada. (Previously known as "Special Recognition Award")

Canadian Curling Association

Website: www.curling.ca

Eight Ender Award

The Canadian Curling Association recognizes teams who score eight Enders with pins and certificates. To get certificates, first contact your provincial/territorial member association with the details. The information will then be forwarded to the CCA offices. Pins and certificates will be issued at that time. Contact your member association.

Asham Curling Supplies Eight Ender Program

In addition to the CCA pins and certificates, Asham Curling Supplies of Winnipeg has created a prize package for any teams scoring an eight ender. Go to Asham.com to register and get \$400 worth of merchandise for your team and a chance to win another \$8,000.

Fan Central Award

Induction to the Canadian Curling Association Curling Hall of Fame is the highest honor bestowed by the Association. The categories are as follows:

- Curler
- Curler/Builder
- Builder

The CCA Awards and Hall of Fame committee is responsible to identify for consideration by the CCA Board, any individual or organization worthy of a President's Recognition Award. Provincial and Territorial member associations may, at any time, also submit a request to the CCA Awards and Hall of Fame Committee for consideration.

Canadian Curling Association - Award of Achievement

Presented annually, the CCA Award of Achievement recognize individuals who have contributed significantly to curling in one of four areas — builder, technical development (instructor, coach, official, ice technician), marketing and media.

The awards are presented on an "earned" basis, with no minimum or maximum number awarded. Contribution to the sport of curling is the main criterion.

The deadline for nominations is December 31st.

Sport PEI

Website: www.sportpei.pe.ca

Sport PEI Annual Sport Awards & Banquet

Each year, Sport PEI invites Provincial Sport Organizations, members, and the general public to submit nominations for the Sport PEI Annual Sport Awards, which are awarded at the Annual Banquet in April.

Eligibility:

The intent of the Annual Sport PEI Awards is to recognize Prince Edward Island athletes, officials, coaches and administrators, regardless of whether they are training and competing in the province or off-Island. Athletes who move to PEI to compete must have resident status for at least one year

Criteria:

Nominations may be made by member sport organizations of Sport PEI or any member of the public. The signature of the nominator must accompany the nomination form. The individual being nominated must be, or have been, active in a volunteer capacity in sport a minimum of seven (7) years. It should be stated how the individual has influenced the growth and development of the sport in his/her community of organization.

Award Categories:

Your organization is encouraged to nominate one candidate in each of the following categories:

- Volunteer Administrator
- Coach
- Official
- Team
- Senior Athlete (Male and Female)
- Junior Athlete (Male and Female)
- Intercollegiate Athlete (Male and Female)
- Masters Award (Individual or Team)

Provincial Coaching Award Sponsored by Asham Curling Supplies

Two coaches (1 junior men's team coach and 1 junior women's team coach) to be recognized as chosen by their peers for best exemplifying the attributes of a quality coach as described in the following criteria:

- Demonstrating respect for officials, opponents, host committee and curling associations.
- Demonstrating a philosophy of fair play, good sportsmanship and attitudes that reflect the coaching code of ethics.
- Demonstrating concern for all-round development of the athlete and instilling guidelines reflecting responsible conduct beyond the curling rink.
- Presenting, through example, a positive image of coaching.
- Demonstrating ability to improve the athletic performance of a team or athlete.
- Demonstrating ability to apply athlete development and coaching techniques as outlined in the National Coaching Certification Program.

This Award is designed to be held in conjunction with the junior playdowns.

Article 2 – COACH AND COMPETITOR OBLIGATIONS

The Competitor/Coach shall comply with all reasonable directions and instructions given to them by the Association and its representatives, coaches and management and, without limiting the generality of the foregoing, the Competitor/Coach is obligated to comply with the following:

- (a) to avoid any action or conduct that would reasonably be expected to reflect adversely upon the Association and its athletes, teams, coaches, employees, officers, directors, members or sponsors and agrees at all times to conduct himself/herself in a manner which will bring credit to the Association and the specific parties named above;
- (b) to rely upon and to utilize the Hearing and Appeal procedure that is in conformity with the generally accepted principles of natural justice and due process for remedy of all complaints and issues on the basis that all such complaints and issues shall not be made public until the Hearing and Appeal procedure is first exhausted;
- (c) to avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any Competitor/Coach for a competition;
- (d) to avoid alcoholic consumption to a level which would reasonably be expected to cause impairment to the Competitor's/Coach's ability to speak or drive or to cause the Competitor/Coach to behave in a disruptive manner during any competition;
- (e) to avoid the use of banned drugs in contravention to the rules of the International Curling Federation and Sport Canada and the Canadian Curling Association policy and to submit at Competitions and other reasonable times to random doping control testing upon request by the Association or other authority designated to do so by the Association;
- (f) to avoid possession and/or use of anabolic drugs and to neither supply these drugs directly or indirectly to others, nor encourage their use;
- (g) to participate as may be requested by the Association in any doping control/education program formulated by the Association in cooperation with Sport Canada and the Sports Medicine Council of Canada; and
- (h) to abide by the rules of the competition.

Article 3 – COMPETITION DUTIES OF EVENT AND CLUB CHAIRS

The competitions shall be run by a member of the CURL PEI Executive or a designated person appointed for that purpose, and by the Club Event Chair, which is the appointed person by the Club for the purpose of running the Provincial Event or Events being held in their Club each year.

The sites for all Association competitions shall be determined by following the seven-year rotation.

If any club is unable to host a competition that has been awarded to it, the Executive shall have the discretion to award the competition to another club.

The dates for all Association competitions shall be set yearly by the Executive and the Club representatives:

- (a) the proposed dates for all competitions shall be presented by February 28th and all member clubs shall be notified by the Executive Director;
- (b) the final dates for all competitions shall be set by the AGM in May and all member clubs shall be notified by the Executive Director;
- (c) the following competitions are under the jurisdiction of the Association:
 - a) Provincial Men
 - b) Provincial Women
 - c) Provincial Junior
 - d) Provincial Mixed
 - e) Provincial Senior
 - f) Provincial Master
 - g) Provincial Dominion
 - h) Provincial 17 & Under
 - i) Provincial 15 & Under
 - j) Provincial 12 & Under
 - k) Provincial Stick
 - l) Provincial Junior Mixed

Competition Event Guidelines

CURL PEI Executive or Designated Event Coordinator

Checklist for all Events:

- a) contact sponsor;
- b) contact each host club and get name of their chairperson;
- c) meet with this person to set up Club Committee
- d) outline Committee responsibilities;
- e) arrange press release;
- f) deadline reminder;
- g) arrange for prizes and deliver to club;
- (l) contact draw-master with team numbers for event;
- h) press release with team names;
- i) have draw checked for errors;
- j) arrange to make draw;
- k) contact teams as well as put draw in newspapers;
- l) have draw board made for event;
- m) ensure someone can update web site at host club;
- n) deliver binders with score sheets, banners, draw board, web information, etc. before event starts;
- o) immediately following event get all necessary paper work required by CCA filled out and sent to them;
- p) press release and pictures to all necessary places;
- q) ensure contact person's name is posted on the draw board;
- r) ensure closing ceremony details are looked after and event report is completed;
- s) ensure food preparation for provincial banquets is carried out as agreed upon between CURL PEI event chairperson and club chairperson in charge of event. Cost and agreed upon menu will be in writing. If meal is unsuitably presented, 20% will be deducted from the agreed price.

Club Chairperson Event Checklist

Meet with Event Chairperson to arrange the following:

- a) find qualified volunteers to run time clocks;
- b) find a volunteer to update web site;
- c) make sure of ice maintenance at break;
- d) organize banquet or whatever needs to be planned for food in consultation with CURL PEI Event Chairperson in regard to food, brochures, piper, budget etc. Make sure all know what expenses have been approved by Association;
- e) see to all necessary arrangements for sponsors at any sponsored event; i.e. seating, drinks, meal, etc;
- f) provide seating for timers, officials, scorekeepers and coaches;
- g) ensure that any event with opening ceremonies include a photographer, guests etc;
- h) look after closing ceremonies – a representative from the CURL PEI, the sponsor, as well as a photographer should be in attendance;
- i) implement bad weather policy if necessary (see Rules of Play 15. (b)). The Club Chair shall make the decision to cancel games after due consideration of existing weather conditions. Contact may be made with organizations such as R.C.M.P., the Provincial Department of Highways and the Offices of Environment Canada. Consideration will also be given to cancellations made by other organizations, such as the School Boards. The Club Chairperson shall notify radio stations and the contact person from each team entered in the event;
- j) ensure the team contact person's name and phone number is on draw board;
- k) submit event report to CURL PEI.

Article 4 – COMMITTEES

The following committees shall be appointed at the first meeting following the annual meeting:

1. Junior Development Committee
 - Chair – Member of the Board of Directors
 - Technical Director
 - Junior Coordinators from each club
 - Executive Director
2. Marketing and Publicity Committee
 - Chair – Member of the Board of Directors
 - Two (2) Members of the Board of Directors
 - Two (2) Members at Large
 - Executive Director
3. Technical Development Committee
 - Chair – Member of the Board of Directors
 - Technical Coordinator
 - Master Course Conductor
 - Executive Director
4. Curl Atlantic
 - Two people are appointed to Board of Curl Atlantic. One is appointed each year so they rotate.
5. Joyce Myers Legacy Fund has a trustee appointed from each association.
6. Umpires Committee
 - The Umpires committee will consist of all active umpires within CURL PEI. The committee, at their own discretion, will appoint a Chairperson who will also be the main contact between the Umpires Committee and the Board of CURL PEI.
 - The **Umpires Committee** will work in collaboration with the Events Coordinator for all provincial events.
 - The role of the **Umpires Committee** is defined as follows:
 - In collaboration with the Technical Coordinator determine any required officials training which may need to occur to be arranged by the Technical Coordinator.
 - Upon receiving the provincial schedule of events assign a **Head Event Umpire** for each event.
 - Provide the Events Coordinator, clubs and officials with the Officials schedule in advance of upcoming Provincial Events.

The following committees shall be filled as needed:

7. Constitution & Rules Committee

- This committee is to be chaired by the CURL PEI President, with other members appointed as required by the Executive. Duties include reviewing the bylaws and making recommendations to the Executive.

8. Special Committees

- These committees shall be struck for whatever purpose deemed necessary to carry out a special task which, when completed, the committee shall be disbanded. Three members shall constitute a quorum for all of the above-mentioned committees.

9. Nominations Committee

- This committee is to be chaired by the immediate Past President or Member of the Board, with other members appointed as required by the Executive. At the Annual Meeting, the Nominations Committee shall present a list of nominees who have allowed their names to be considered for election to Executive positions. The Chair will also call for nominations from the floor at the Annual Meeting and, if further nominations are received, votes shall be cast by secret ballot. The nominee receiving 50% plus one of the votes will be declared the winner.

10. Awards/Honors/AGM Committee

- This committee is to be chaired by the Executive Director and have other members as required. Duties include:
- recommend to the Executive persons eligible for honorary membership;
- ensure that worthy curlers are nominated for induction to the Hall of Fame (PEI and National);
- submit names to Sport P.E.I. for any awards available and to encourage clubs to do the same; and
- submit names for awards to the national office each year.

11. Canada Games Committee

- This committee will appoint a Canada Games liaison(s) who will interact with the Canada Games Team(s), Provincial Canada Games Committee (PCGC), Technical Committee and the Division of Sport, Recreation and Healthy Living.
- Ensure there is an “athlete selection policy/criteria” established and provide this to the Provincial Canada Game Technical Committee for review and approval.
- Establish a Acoach selection policy/criteria” and provide this to the PCGC and Technical Committee for review and approval.
- Ensure that all team officials recommended to coach the Canada Games Teams have the necessary NCCP certification levels.

- Oversee operation and development of the Canada Games Team in partnership with the Provincial Canada Games Committee and the Technical Committee.
- Establish policies to deal with any disciplinary or selection issues.
- Establish a harassment and abuse policy to deal with any issues involving the Team Officials and/or athletes.
- Have in place or access to a “Sport Appeals” procedure.
- This committee will be consist of:
 - i. A Curl PEI Board Member as chair (or a Board appointed chair)
 - ii. A male coach (whom will act as a mentor as well as a committee member)
 - iii. A female coach (whom will act as a mentor as well as a committee member)
 - iv. Curl PEI Technical Coordinator
 - v. Curl PEI executive director

Article 5 – EXECUTIVE DIRECTOR & COORDINATORS JOB DESCRIPTIONS

Executive Director: Job Description

An Executive Director will be hired by the Executive in conjunction with Sport PEI. The Executive Director will:

1. be responsible for the coordination of all activities of the CURL PEI and will have focus on the “good of the game”;
2. maintain close liaison with CURL PEI President and member clubs;
3. attend meetings of the Executive and all standing committees, AGM, special meetings, general meetings and others as requested by the Executive;
4. bring all matters requiring Executive approval to the attention of the CURL PEI President and Executive;
5. provide liaison with the following:
 - a) Sport PEI
 - b) Division of Sport, Recreation and Healthy Living
 - c) Canadian Curling Association
 - d) CCA Member Associations
 - e) Curl Atlantic
6. maintain complete up-to-date policies, procedures, rules, and guidelines of the CURL PEI;
7. circulate all notes, memos, and other printed materials to the Executive and Member Clubs;
8. reply to all inquiries on a timely basis;
9. provide administrative assistance to the Executive and Coordinators in carrying out their responsibilities;
10. order and maintain a complete and up-to-date listing of member clubs with contacts phone numbers, e-mails and provide it to the Executive and member clubs;
11. prepare reports and presentations as requested by the Executive for AGM, SAGM, etc.;
12. prepare and submit applications for funding from programs available such as Provincial Amateur Sport Support Programs;

13. assist in updating the website
14. distribute Junior information to member clubs, coaches and junior committees;
15. provide liaison with Canada Winter Games athletes, coaches and managers;
16. help develop the Junior calendar;
17. assist the Events Coordinator to develop and distribute a Calendar of Events;
18. issue press releases on behalf of the CURL PEI as required;
19. provide all necessary support to Provincial winners playing in National Events;
20. distribute forms and information for Championship Events;
21. receive and deposit all entry and membership fees; and
22. calculate the totals of competitor card fees collected

Master Course Conductor: Job Description

A Master Course Conductor will be appointed by the Executive. The Master Course Conductor will:

1. assist in the development and delivery of technical course materials;
2. liaise with the Technical Coordinator and the Executive in determining training needs in the province; and
3. assist in the training and evaluation of course conductors. This position is to be reviewed annually by the Executive

Technical Coordinator: Job Description

A Technical Coordinator will be appointed/hired by the CURL PEI Executive. The Technical Coordinator will work ***under the direction of the CURL PEI Executive Director*** for the Executive and the Canada-PEI Sport Participation Bilateral Agreement.

The role of the technical coordinator will focus on 5 main areas – *Athlete Development, Coaching Development, Participant Development, Official Development and Administration*. A breakdown of responsibilities as they relate to each area is provided below:

Athlete Development – In this role the Technical Coordinator is responsible for supporting Athletes striving to achieve a goal (LTAD Stages: Train to Train – Train to Win).

- conduct training needs assessments for this group and arrange said trainings as needed;
- Meet, as required, with member club Junior Coordinators to determine their Club's requirements for workshops, clinics and programming material for coaches and on ice instructors;
- Act as Event Coordinator for Provincial Junior Events not leading to a national (currently U12, U15, U17, and Junior Mixed). See Event Coordinator Job Description for duties pertaining to this role;
- Implementation of Long Term Athlete Development Program as directed by the CCA.

Coaching Development – In this role the Technical Coordinator is responsible for supporting Coaches, Learning Facilitators and Evaluators.

- direct and coordinate all training activity for coaches and instructors in the province;
- conduct training needs assessments for this group and arrange said trainings as needed.

Participant Development – In this role the Technical Coordinator is responsible for supporting participants wanting to learn and play (LTAD Stages: FUNdamentals, Learn to Train, Active for Life).

- conduct training needs assessments for this group and arrange said trainings as needed;
- act as a resource to clubs in the implementation of any new programs designed to encourage participation (i.e. Wheelchair Curling, Visually Impaired Curling).

Official Development – In this role the Technical Coordinator is responsible for supporting Officials in their role.

- conduct training needs assessments for this group and arrange said trainings as needed.

Administration – In this role the Technical Coordinator is responsible for the administration of technical related programs.

- liaise with the CCA office and the other provincial/territorial coordinators regarding all technical program's policies, procedures and methods;
- ensure that all fees, records, etc. are properly sent to the CCA and NCCP national offices;
- attend all meetings relating to technical program development as required by the CURL PEI Executive and the Canada-PEI Sport Participation Bilateral Agreement;

- Maintain an inventory of all CURL PEI Technical Programs equipment, learning materials and supplies and replenish and/or make necessary purchases where required;
- Prepare a preliminary yearly schedule of Technical Programs for the upcoming year in collaboration with the Executive Director for approval by the CURL PEI Executive by June 30th;
- Prepare a budget to include all projected revenue and expenses incurred in the conducting of the yearly schedule of Technical Programs and submit to the CURL PEI by September 30th;
- Prepare and submit to the CURL PEI Treasurer, financial statements, expense claims and receipts for events within 10 days of event completion;
- Prepare reports for CURL PEI scheduled board meetings as well as an annual Year-End Report, surveys and other requested information for provincial and national use;
- Prepare and complete required reports and requested information for the Multi-Sport Federal Bi-Lateral Agreement;
- Develop and prepare all flyers, posters, registration forms, newsletters, promos etc. on technical related workshops and events, for distribution to clubs, curling website and as required, material for newspapers and radio;
- Be chair of committee for the Atlantic 17 and Under Championship hosting duties every four years;
- Other duties as assigned by the CURL PEI Executive.

Additional Requirements - The cost associated with acquiring these can be expensed to Curl PEI.

Curl PEI requires the following be submitted prior to the first contract being signed:

- 1) Resume
- 2) Two References

Curl PEI requires the following be submitted on a bi-annual basis:

- 1) Up to date Curling Resume
- 2) Criminal Record Check
- 3) Vulnerable Sector Check

Curl PEI encourages the Technical Coordinator open a Personal Coverage Account with Worker's Compensation. The cost associated with this Account can be claim as an expense to Curl PEI.

Term:

The term of this position is one year to be reviewed annually by the Executive with the possibility of renewal. ** The tasks may change based on the priorities set by the Canadian Sport Policy.*

Remuneration:

The remuneration for the position is \$14, 680 plus eligible expenses per the expense policy of CURL PEI. Paid to the Technical Coordinator as follows: Base Salary of \$1224 per month

** The technical coordinator will also be responsible to submit a detailed expense report each month for all incurred expenses using the approved Expense Report Claim Form.*

Event Coordinator: Job Description

The Event Coordinator will:

1. Be responsible for specific provincial championship curling events put on by the PEI Curling Association (CURL PEI) and other events as required.
2. Meet with host club event coordinators in advance of each event to ensure all aspects of event are provided for adequately. Inform host club event coordinators of CURL PEI policies regarding hosting rules, policies and budgets.
3. Develop a checklist for each event and ensure that all items are covered off either by event coordinator, host club event coordinator, or other persons. Items may include, but are not limited to: draw board, trophies, banners, scoring sheets, time clocks, other CURL PEI equipment, banquet, piper, Media advisories, etc.
4. Consult with technical coordinator and host club event coordinator to have officials, time keepers, and website person as required for all events.
5. Have an event draw at host club if possible. Send information to web master and email to media.
6. Assist with marketing of events, media liaison, obtaining and keeping sponsors.
7. Promote events using signs at clubs, website news system website page for the specific events, news media, advertising if necessary, sponsorship tie-ins, etc.
8. In cooperation with the players committee, see the draws and schedules for all events, based on team rosters received from the executive director, and ice availability as coordinated with the host club event coordinator. Review draw for errors and update website as soon as possible with draw and schedule information. If possible have someone else check the draw as well.
9. ENSURE that photos are taken, posted to website and sent to media. Be sure pictures are suitable for the Canadian Curling Association.
10. In cooperation with the head official and the host club event coordinator, ensure that the website is updated with results after each end of play (or as agreed to at the beginning of the event).
11. Assist at opening and closing event ceremonies/banquets. Make sure a CURL PEI representative is present at event ceremonies. Organize ceremonies with the host club event coordinator and volunteers.

12. Ensure event runs smoothly and resolve problems in an efficient and timely manner. Convey any changes in an event due to ice problems, storm delay or other to CURL PEI President, website, and media (radio stations) as soon as possible; and teams if possible.
13. Liaise with sponsors on an ongoing basis to ensure their continued support. Invite sponsor to events and ensure that their sponsorship is included in media releases and that their product and signage is on display and used as much as possible as events.
14. Take direction from CURL PEI President (or designate) & executive director.
15. Prepare a written wrap up report in a timely fashion. The report should include expenses; lesson learned; and suggestions for improvement for future events. Attendance at meetings to review these reports would be appreciated.
16. Other duties as required.

This position receives an honorarium to be set each year by the executive.

ARTICLE 6 - DISCIPLINARY PROCEDURES

Definitions:

- a) A competitor/coach shall be deemed to be any person who is participating or has participated as a member of any team endorsed by the Association, within any local, provincial, national or international event sponsored, promoted, endorsed or supported by the Association or any member association of the Association.
- b) A competition shall be deemed to be any local, provincial, national or international event sponsored, promoted, endorsed or supported by the Association or any member association of the Association and shall extend from the day preceding the first day of play to the day immediately following the final day of play.

Disciplinary Measures

- a) The Association shall have the right to implement and administer reasonable disciplinary measures, whether of a verbal or physical nature, made necessary by any competitor's/coach's conduct occurring:
 - i. during any provincial competition in the course of on-ice play; and/or
 - ii. at any other time or place other than specified in Disciplinary Measures
- b) Such disciplinary measures may include, but are not limited to:
 - i. an informal reprimand or verbal warning;
 - ii. a written formal reprimand;
 - iii. temporary or permanent suspension of competitive privileges; or
 - iv. dismissal from any team representing the Association.
- c) Disciplinary measures imposed on a competitor/coach arising out of conduct referred to in *Disciplinary Measures (a)* above shall be implemented in accordance with the following rules:
 - i. the Event Chairperson appointed by the CURL PEI or the certified official presiding shall have the sole right to impose any of the disciplinary measures referred to in *Disciplinary Measures (b) i and ii* and suspend the competitor/coach from one game at the event giving rise to the impugned conduct;
 - ii. before imposing any disciplinary measure, the Event Coordinator or Head Official shall carry out an investigation that includes interviewing relevant witnesses and involved competitor/coach;
 - iii. if the Event Chairperson or Head Official feels disciplinary measures are warranted, a CURL PEI record of infraction form shall be completed. One copy is to be given to the competitor/coach and another copy is to be filed with the CURL PEI;
 - iv. the Event Chairperson or Head Official's decision to impose Disciplinary Measures as outlined in (c)I above shall not be subject to appeal;
 - v. if the Event Chairperson or Head Official feels that the impugned conduct warrants more disciplinary measures than referred to in *Disciplinary Measures (b) i and ii*, he/she shall immediately contact the Association

- President, who in turn will form a committee of no less than three Executive members to hold a meeting and determine whether further disciplinary action is appropriate. In the event the President is unavailable, the 1st Vice-President shall chair the meeting;
- vi. the Executive Committee shall give notice to the Event Chairperson or Head Official and to the impugned competitor/coach of the time and place of the meeting;
 - vii. at the conclusion of the meeting, the disciplinary committee can either:
 - 1. dismiss the competitor/coach from any further action, or
 - 2. impose any of the disciplinary measures referred to in *Disciplinary Measures (b)*;
- d) Disciplinary measures imposed on a competitor/coach arising out of conduct referred to in *Disciplinary Measures (a) ii*, shall be implemented in accordance with the following rules:
- i. if the Association is made aware either by verbal or written means that there may have been inappropriate behavior of a competitor/coach, then it shall be the right of the Association to investigate the allegations;
 - ii. the investigation shall be completed in accordance with the provisions of *Disciplinary Measures (c) ii*;
 - iii. the President of the Association shall select a committee of at least three Executive members to review the findings of the investigation and at this time can either:
 - 1. decide that no disciplinary measures are to be implemented against the competitor/coach; or
 - 2. impose any of the disciplinary measures referred to in *Disciplinary Measures (b)*

Hearing and Appeal Procedures

If Disciplinary Measures procedures do not produce results satisfactory to the competitor/coach, the competitor/coach shall be entitled to a hearing before the Appeal Panel of the Association and the following rules shall apply to such a hearing:

- a) the competitor/coach shall notify the Investigating Committee Chair in writing requesting a hearing before the Appeal Panel within 60 days of receiving results of the Disciplinary Measures;
- b) the Appeal Panel shall consist of three persons appointed by the CURL PEI;
- c) the Association shall appoint a time and place for such hearing, accommodating as far as possible the requirements of the competitor/coach;
- d) the hearing shall take place as soon as reasonably possible after receipt of the competitor/coach's request;
- e) the Association shall notify the competitor/coach in writing of the date and location of the hearing;
- f) the competitor/coach shall have the right to be represented at such a hearing by an agent or by a legal counsel and shall have the right to present his/her evidence or arguments;
- g) the decisions of the majority of the Appeal Panel hearing the grievance shall be final and binding both on the Association and the competitor/coach, and;
- h) upon the decision of the Appeal Panel being rendered, the Hearing and Appeal process shall be deemed to be exhausted

Article 7 - EVENTS CALENDAR

Refer to the website www.peicurling.com

Check the club event schedule at any club

Event	Location	Date	Entry Deadline	Entry Fee
Juniors				
Masters				
*Scotties				
*Tankard Open #1 Open #2 Final				
*Senior Women's				
*Senior Men's				
Stick				
17 & Under				
*Mixed				
15 & Under				
12 & Under				
Junior Mixed				
Dominion				

***CCA Competitor Fee of \$35.00 per event**

Dates of CURL PEI Meetings: To be determined yearly by the Executive

Article 8 - EXPENSE POLICY/HONORARIA/PRIZES/SPONSORSHIP COMMISSION

Expense Policy

It is the policy of the Curl PEI to cover expenses as follows:

- a) Mileage at a rate of \$0.30/kilometer
- b) Meals will be covered as follows:
 - i. Breakfast - \$10.00
 - ii. Lunch - \$12.00
 - iii. Supper - \$18.00
- a) Ice Rental per event - \$100.00 (this is not paid for the Scotties, Tankard, and Mixed)
- b) CCA Meetings - costs of delegates (maximum of two)
- c) Executive Director: As per bilateral agreement with Sport PEI
- d) Technical Coordinator: As per the Canada-PEI Sport Participation Bilateral Agreement.

Honoraria

It is the policy of CURL PEI to provide honoraria for

- a) Bookkeeper: To be determined each year by the executive. To be paid annually at year end.
- b) Event Coordinator: To be determined each year by the executive. To be paid monthly.
- c) Webmaster: To be determined each year by the executive. To be paid annually at year end.
- d) Draw Master: To be determined each year by the executive. To be paid monthly.
- e) Umpires: To be paid at the conclusion of the event as per the following:
 - i. Head Event Umpire - \$25.00 per event
 - ii. Head Umpire - \$25.00 per draw
 - iii. Umpire - \$25.00 per draw
 - iv. Umpire's out of pocket expenses will be covered as per the Curl PEI expense policy
 - v. Timers are the club's responsibility

Prizes per Provincial Event

It is the policy of the CURL PEI to provide prizes as follows:

Men:	Winner	Prize as provided by provincial sponsor. Clothing as provided national sponsor. Crest and pins* provided by CURL PEI.
	Runner-up	\$50.00/player
Women:	Winner	Prize and clothing as provided by Kruger Products. Crest and pins* provided by CURL PEI.
	Runner-up	Prize as provided by Kruger Products.
Mixed:	Winner	Jacket with a crest for each player** and pins* provided by CURL PEI.
	Runner-up	\$30.00/player
Seniors:	Winner	Jacket with a crest for each player** and pins* provided by CURL PEI.
	Runner-up	\$25.00/player
Dominion:	Winner	Prize and clothing as provided by The Dominion. Crest and Pins* provided by CURL PEI.
	Runner-up	\$25.00/player
Masters:	Winner	Jacket with a crest for each player** and pins* provided by CURL PEI.
	Runner-up	\$25.00/player
Stick:	Winner	Jacket for each player** and pins* provided by CURL PEI.
	Runner-up	\$25.00/player
Juniors:	Winner	Jacket with a crest for each player and one (1) coach** and pins* provided by CURL PEI.
	Runner-up	\$20.00/player & one (1) coach
17 & Under:	Winner	Jacket for each player and one (1) coach** and pins* provided by CURL PEI.
	Runner-up	\$20.00/player & one (1) coach
15 & Under:	Winner	1 st Place trophies
12 & Under:	Runner-up	2 nd Place trophies
Junior Mixed:	Winner	TBD by the event coordinator to a max. of \$25/player & one (1) coach.
	Runner-up	TBD by the event coordinator to a max. of \$15/ player & one (1) coach.

*The number of pins given to a team is determined by the number of teams in the next step competition X average number on members on those teams (4 – no coach; 5 – with a coach; 6 – with a coach and a fifth player).

**If a player (/coach where applicable) has already been awarded the (current) jacket and crest a \$50.00 cash prize will be awarded.

Teams may be awarded funding based on provincial funding.

Sponsorship Commission

A commission fee of ten (10) percent will be paid to the person(s) who negotiate and attain new sponsorship funds for sanctioned CURL PEI events. First year only. This is for cash sponsorship only and does not include services or in-kind contributions. Contracts which are negotiated through the Canadian Curling Association are not included.

Article 9 – FORMS



CURL PEI Expense Claim Form

Name of Applicant	
Mailing Address	

Mileage Expenses

Date	Destination	Purpose	Distance (return)	Reimbursed at \$0.30/km	Total Mileage
Total					

Other Expenses

Date	Expense Type (air, hotel, meals, office, phone)	Purpose	Total Cost
Total			

Signature of Applicant: _____

Approved: _____



Prince Edward Island Curling Association

PO Box 302 Charlottetown, PE C1A 7K7

To:

From:

Date:

Regarding

Please include a copy of this page with payment



Curl PEI ENTRY FORM PROVINCIAL CHAMPIONSHIPS

All entry forms must be filled out online at <http://peicurling.com/competitions/entry-form/>.
No hard copy entry forms will be accepted.

Additional Information

1. Entry fee must be paid in full. Entry fee cost may be found on website or on current championship poster in club. A CCA competitor card fee of \$35 per person per season is due and payable together with entry fee for the following events: Men, Women, Seniors and Mixed (provided that payment has not already been made for this season)
2. Entry fees as described in #1 must be paid either electronically (next screen) or be mailed to:
PEI Curling Association
PO Box 302
Charlottetown, PE, C1A 7K7
3. Entry fees must be received three (3) weeks prior to the event.
4. Post-dated cheques will NOT be accepted.
5. Age Eligibility:
Junior Events: The age eligibility for competition is up to a maximum of 20 years of age as of December 31st of the year prior to the Canadian Championship.
17/15/12 and Under: The age eligibility for competition is up to a maximum of 17/15/12 years of age as of December 31st of the year prior to the event.
Men, Women & Mixed Events: The age eligibility for competition is a minimum of 19 years of age as of December 31st of the year prior to the Canadian Championship.
Senior Events: The age eligibility for competition is a minimum of 50 years of age as of December 31st of the year prior to the Canadian Championship.
Master Events: The age eligibility for competition is a minimum of 60 years of age as of December 31st of the year prior to the Canadian or Maritime Championship.
6. Please refer to the [CURL PEI Rules of Play](#) for additional event rules and regulations.



CURL PEI Event Report

Event: _____ Club: _____ Date: _____

Coordinator: _____

Officials:

Revenue

Fees:

Ticket Sales:

Other:

Expenses

Ice Rental:

Officials:

Food:

Prizes:

Other:

Incidents:

Resolution:

Comments/Recommendations:



CURL PEI Event Evaluation

EVENT: _____

Please evaluate the event in the following areas:

CHAIR PREPARATION FOR EVENT

Draw Board:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Banners:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Officials:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Adequate Information:			
Before Event:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
During Event:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
After Event:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied

CLUB PREPARATION FOR EVENT

Club House Ready:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Draw Boards:			
Accurate:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Clear:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Ice For Each Draw:			
Before:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
During:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
After:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Kitchen:	1 - Very Satisfied	2 - Satisfied	3 - Not Satisfied
Were you satisfied with the event format?	Yes	No	
Were you happy with CURL PEI performance?	Yes	No	

Comments: _____

PRINCE EDWARD ISLAND CURLING ASSOCIATION

Draw				DATE					EVENT				
ICE -1	1	2	3	4	5	6	7	8	9	10	11	12	FINAL

ICE -2	1	2	3	4	5	6	7	8	9	10	11	12	FINAL

ICE -3	1	2	3	4	5	6	7	8	9	10	11	12	FINAL

ICE -4	1	2	3	4	5	6	7	8	9	10	11	12	FINAL

ICE -5	1	2	3	4	5	6	7	8	9	10	11	12	FINAL

ICE -6	1	2	3	4	5	6	7	8	9	10	11	12	FINAL

NOTES:

Article 10 – LETTERHEAD



PO Box 302 Charlottetown, PE C1A 7K7
902.368.4208 ph
902.368.4548 fax
info@peicurling.com
peicurling.com

Article 11 – LOGO



Article 12- MEETINGS: HOW TO CONDUCT

All meetings will be conducted according to Robert's Rules of Order

Article 13 – MEETINGS: DATES

To be determined by President and Executive each year

Date	Executive	Time	Sport PEI	Constitution & Budget
	Executive			
	Special General			
	Executive			
	General			
Feb	Executive			Schedule of Events
	General			
	Executive			Year End Wind Up
May	AGM			Reports, Elections, Awards

Article 14 - CRIMINAL RECORD CHECK/ HELMET USE/HARASSMENT

Criminal Record Check

It is a recommendation that all personnel working with vulnerable age children undertake to have a Criminal Record Check and Vulnerable Sector Check every two (2) years. CURL PEI will refund any fee incurred.

Form Letter

DATE

To Whom It May Concern:

Subject: Police Records Check

Please be advised that NAME will be a volunteer coach with CLUB/ASSOCIATION this season. Could you please be complete a criminal records check and a vulnerable sector check for this individual. Should you require any further information, please feel free to contact CLUB/ASSOCIATION PRESIDENT or STAFF at PHONE NUMBER.

Thank you for your assistance in this matter.

SIGNED: CLUB/ASSOCIATION PRESIDENT or STAFF

Criminal Record Check (Continued)

Process for Receiving Checks

The process for obtaining a police records check is as follows:

- 1) Attend your local police detachment with two pieces of valid identification (locations listed below).
- 2) Complete the form. If you are working with children or people from the vulnerable sector, you will be required to complete a second form which gives police permission to review criminal convictions for sexual offences for which a pardon has been granted. At the time of application, you will also be required to supply a letter from your organization indicating you need the vulnerable sector check completed.
- 3) On the vulnerable sector (which only checks the system for persons who have received a pardon for sexual offence): Police do not have direct access to this site and must do the verification through Ottawa. Since July 2010, when the pardon data base is searched, it first searches by full name, sex and date of birth. The system then searches by date of birth and sex only. It is this second search which is causing a lot of false positives when applicants ask for a criminal record check. The only way local police can verify if the applicant is the person who is subject of a pardon is to obtain a set of fingerprints from the applicant and forward them to Ottawa for verification. This process can take up to two weeks once the prints are received in Ottawa. Once Ottawa confirms the applicant has not received a pardon for a sexual offence, they notify the local police or local RCMP detachment. The form will be returned to the applicant.

Where to Submit Form

Depending on where you live in PEI will determine where you must bring this form, as you and only you are to submit this form in person.

Residents who reside in the City of Charlottetown must visit the Charlottetown Police Department at 10 Kirkwood Drive with a valid photo ID.

Residents who reside in Queen's County (excluding the city of Charlottetown) must visit Queens District RCMP at 153 Maypoint Rd with a valid photo ID.

Residents who reside in Kings County are to visit the RCMP Brudenell Detachments with a valid photo ID.

Residents who reside in Prince County are to visit the RCMP East Prince or West Prince Detachments with a valid photo ID.

Helmet Use

All participants 12 and under in CURL PEI programs are encouraged to wear a protective helmet. Helmets must meet CSA approved standards.

Harassment

The CURL PEI is committed to creating and maintaining a sport environment which is free from discrimination and harassment. This includes such prohibited grounds as race, ancestry, place of origin, color, ethnic origin, citizenship, political opinion, creed, sex, sexual orientation, disability, age, marital/family status, language and any other discrimination or harassment prohibited by applicable law. (See also the guidelines as per CCA Policy.

Article 15 – INVENTORIES

The following is an inventory of CURL PEI:

CD's

Thanks Coach
Enhanced Performance
Curling 101

Tapes

Getting started in curling (25 min)
The no back swing delivery. (Kevin Martin 25 min)
CCA Pumped 1995 (4 min)
Coaching the Spirit of Sport 1995 (28 min)

Overheads

Level 1 & 2 Overheads
Getting Started Kids Curl
Kids Curl Power Point

2 Team Communication Anne Merklinger (60 min)
1 The House Rules (7:57 min)
1 CCA Rock Talk (4:40 min)
1 CCA Get into it (4:00 min)

Manuals

5 Kids Curl Coach Workbook
5 Kids Curl Coach Toolbox Mater
4 Kids Curl Coach Reference Mater
10 Level 1 & 2 Manuals
17 Workbooks level 2
1 Practical Experience Guide level 1
Officiating Course Conductors Manual Level 1 & 2
1 Drills Manual
1 Course Conductors Level 1 & 2 Manual
1 Getting Started in Curling Teaching Manual

9 Coaches Toolbox CURL PEI
7 Coach Work CURL PEI
8 Reference Material CURL PEI
9 Dividers
2 Workbooks level 1
1 Rule Book
Competitive Curling 101 Manual
1 High Performance Manual

Equipment

1 Sharp Facsimile Machine
1 Television with videocassette player
1 Dell Laptop Computer
1 Power Point Projector
1 Video Camera
5 Time Clocks
9 Remotes

1 Strategy Board
1 Speed Trap
1 Demo Rock
1 Stick for curling
6 Stop Watches
6 Clip Boards
1 Sharp Calculator 12 digit EL 1701C

Other

26 Jackets (Pace Setter)
34 Jackets (Mondetta)

85 PEI Crests
15 CURL PEI Pins (500 on order)

CURL PEI Code of Ethics

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

Curlers' Code of Ethics

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

Coaching Code of Ethics

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

Fair Play

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

PEI Curling Association Provincial Championships Rules of Play

Rules of Play – Reviewed and passed May 2012

Rules of Play – Updated January 2013

Prince Edward Island Curling Association Provincial Championships - Rules of Play

The PEI Curling Association Executive has the right and the obligation to set the regulations for eligibility into Provincial Championships. All affiliated clubs shall apply these rules consistently.

1. Rules of the game shall be those adopted by the Canadian Curling Association's current Rule Book, unless specified otherwise in specific rules of play. All games leading to a National Championship will be ten ends, but if tied at that point, will continue for extra end(s) until a winner is declared. All other events will be 8 ends, unless specific rules for that event apply. If the game is tied at completion, the game will continue for extra end(s) until a winner is declared.
2. All provincial curling championships involve the participation of teams that are made up of individuals who are full time residents within PEI and are members in good standing of one of the member clubs of The PEI Curling Association. To ensure that all individuals are treated equally a policy has been agreed to that clearly outlines what an individual must be able to provide to be considered a resident for playdown purposes, this policy is Appendix A.
3. Each team must have four players and all four must be members of the CURL PEI, but not necessarily the same club, by entry deadline prior to the championship.
4. There shall be no limit to the number of teams accepted from any club except for in the Dominion Club Championship which is limited to one (1) men's and one (1) women's team per club. All team members participating in an event leading to a National CCA event that requires a participant's card, shall have purchased one prior to initial play commencement.
5. A team may start, and continue, with three (3) eligible team members with the first two (2) each throwing three (3) rocks. A team shall include a minimum of two (2) players from the original team. The reason for the missing player is to be provided to the head umpire. At any time during the play, if a player is unable to start or continue because of injury, death or serious illness in the family, or is called to attend a meeting of his/her employer, the team on which he/she is playing shall, with the permission of the Head Official, be allowed a substitute. Such a substitute must be a member of a club and must not have played as a registered member of a team at the said event and shall pay the CCA Competitor's Fee of \$35 only if not already paid by participating in a previous event that season. Substitutes shall play any position in accordance with the CCA Rules of Curling for Officiated Play. Mixed events must have four (4) players to commence and continue any game play. If loss of a player during game, then current rules for mixed play will be followed.
6. Although team registration must be received on time, names on team rosters can be changed up to the start of the event, provided they are eligible for the event and they are not registered on another team in the event. No team can be completely changed, to maintain team entry requires three of the original four team players.

7. Teams who wish to drop out of a competition after deadline without a reason deemed acceptable to the CURL PEI Executive, would face a penalty of not being able to enter CURL PEI events for balance of the current season and a full year thereafter.
8. A team is allowed to play three games in one day only once during a competition, except in the event of a play-off, or unusual circumstances. Unusual circumstances will be determined by the Provincial Event Coordinator and the Event Head Umpire. It is further provided that no team shall be required to commence a game without having a rest period of at least one hour, excluding the pre-game practice. No draw shall commence after 10:00 pm except under extenuating circumstances.
9. An entry fee will be fixed by the Executive of the PEI Curling Association. (See Appendix B for current schedule of fees)
10. In all games, the directives and decisions of the Head Umpire must be obeyed and accepted. Grievances and complaints must be submitted to the Head Umpire no later than one hour following the completion of the game in question.
11. During the bonspiel voting members of the PEI Curling Association shall be contacted by email and phone to exercise its right to over-rule the local Bonspiel Committee only under extreme circumstances.
12. The CURL PEI Event coordinator will ensure that, as a condition of hosting the competition, the host club is able and willing to accommodate the play downs in the event that extra time is required.
13. The CURL PEI Event coordinator will implement the inclement weather policy as listed in *Policies & Procedures, Article 3: Club Chairperson Event Checklist*.
 - a) It will be the responsibility of the individual teams to contact the Club Event Coordinator should the radio announcements not be heard or in the event of any question.
 - b) The Event Coordinator is responsible for ensuring that this policy is posted at all events. The posted notice will include the name and telephone number of the Event Coordinator.
 - c) The Event Coordinator is responsible for notifying teams of re-scheduled draws through the media and/or direct contact should original draws be cancelled.
14. The team that wins the competition and represents the province of Prince Edward Island in a national event must wear the colours allotted by the PEI Curling Association. Such colours must be consistent for all provincial events.
15. Substitution of one player on the winning team may be made prior to the start of the Canadian championship event, subject to the approval of the Executive of the PEI Curling Association. In the event that 2 or more players from the winning team are unable to attend the National Championships, the runner-up team will automatically be declared the new representative.
16. The closing date for all team entries will be set by the CURL PEI Executive. Entries received after the closing date will not be accepted.

17. No team member shall be allowed to advertise, wear or display a product which is in direct competition with a product sold by the sponsor of the event being played.
18. For each game, unless otherwise determined, both teams must be present and READY to go on the ice 30 minutes prior to game time. A coin toss for choice of practice time or colour will be done at that time. Failing to be present means you forfeit both last rock and rock colour. During practice, each team shall be allowed to throw eight rocks each way, or have a maximum of nine (9) minutes (whichever comes first).
19. The draw formats will be approved at the Annual General Meeting prior to the season. The CURL PEI Event Coordinator and the Club Event Coordinator will take an active role in the production of the schedule. They will keep the following points in mind:
 - a) Generate an acceptable draw with only the following necessary information: number of teams, dates of play, times of games and number of ices available;
 - b) The teams will be drawn blindly or “from a hat” and positioned on the prepared draw in the order drawn, unless seeding is required by Specific Rules of Play;
 - c) The draw schedule, complete with skips’ names, will be delivered to the media at least one week prior to the competition start date. The completed draw will also be sent as expeditiously as possible to the CURL PEI Webmaster for posting on the CURL PEI website, as well as to curling clubs across PEI.
20. No team or participant shall enter a competition knowing it is unlikely they will be able to complete the event provincially or participate in the next step event. Entry fees are non-refundable unless an exception is granted by the CURL PEI executive.
21. In order to be granted access to the playing area of the Provincial Play Downs, coaches must hold a Level 1 Coaching Certificate, unless specified otherwise in the event’s Specific Rules of Play. In order for the winning team to have the Member Association Certification of Eligibility form signed for the next step competition, the coach listed must be certified with required Coaching Certification for said event at the time of signing.
22. Players entered in age-related events must be no older than the age specified, as of December 31 of the year before the event, unless the national event sets different rules.

Rules for All Events That Are Round Robin - Playoffs

1. In playoff games, last rock advantage shall be awarded to the team with the best win/loss record during the round-robin. In the event the playoff teams have the same round robin record the last stone draw will determine last rock advantage. The coin toss thirty (30) minutes prior to will still determine choice of practice or rock handle color.
2. The Provincial Event Coordinator shall make all final decisions with regard to the administration of playoffs. In the event the Provincial Event Coordinator is not available the Event Head Umpire will make all final decisions with regard to the administration of playoffs.

Ties

1. Teams tied for a playoff position shall only be eliminated from the playoffs by playing a tiebreaker game(s).
2. The only playoff position that shall involve tie-breaker games is the final playoff position
3. All tie-breakers will be played with the rocks from the sheet assigned. Rock handles shall not be changed from one set of rocks to another.
4. The following tie-breaking rules will come into play, based on the number of teams tied:
 - a. If two teams are tied, it's who beat whom.
 - b. If three teams tie- it's who beat whom, and then the skill based team ranking (see details below) for placement.
 - c. If four teams tie, there will be two semi-finals. We would use the records against the four teams, plus the skill based team ranking e.g. if you had two teams at 2-1 and two teams at 1-2 (these are records against the other teams in the tie), we would then use the skill based team ranking to determine 1st and 2nd of the two teams at 2-1 and also 3rd and 4th of the two teams at 1-2.
 - d. If five way tie (if possible) - same as four way tie, with the team with best record and then least accumulated distance going to the finals and two semi-finals.
5. The Provincial Event Coordinator will make all final decisions with regard to administration of tie-breakers.

Skill Based Team Ranking Process

Each of the four team members shall deliver one draw shot to the tee with sweeping allowed. Time to do so will be after last game of round robin if tie possibility exists. Each individual's rock that can be measured shall be measured (in centimeters) to determine its distance from the tee up to a distance of 6 feet (182.88cm) and then shall be removed from play. Stones that cannot be measured due to their close proximity to the tee shall be assigned a distance of 0. Stones that are located outside the 6 foot perimeter shall be assigned a distance of 185.41 cm. The team's accumulated total distance from the tee shall determine their ranking. The least accumulated distance shall receive the highest ranking and so on until ranking is completed. In the case of a three player team, the lead player to deliver a stone for his/her team shall also deliver the final stone for his/her team.

Playoff Formats

1. Two (2) teams will play a best of 5 Championship.
2. Three (3) or four (4) teams will play a double round robin with top two (2) teams going to the finals. If after completion of round-robin there is one undefeated team, that team is declared the winner. Otherwise, the top two teams will play one sudden death final game.
3. Five (5) to seven (7) teams shall play a single round robin, with the top three teams advancing to a championship round where 2 plays 3 and 1 plays the winner.
4. Eight (8) to twelve (12) teams will play a triple knockout with a page playoff.
5. Thirteen (13) to fifteen (15) teams:
 - a. Every Championship except the Men's and Women's Championships will play the same as the eight to twelve.
 - b. The Men's and Women's Championships will play two weekends: one being an open events which will be triple knockout, to determine the final six (6) to advance to the second weekend. The final six will play a round robin with the top three advancing to a championship round where 2 plays 3 and 1 plays the winner.
6. Sixteen plus (16+) teams:
 - a. Every Championship except the Men's and Women's Championship will be determined by the PEI Curling Association.
 - b. The Men's and Women's Championships will play three weekends: two of which will be triple knockouts, each determining three (3) teams to advance to the final six (6) on the third weekend. The final six will play a round robin with the top three advancing to a championship round where 2 plays 3 and 1 plays the winner.

The Stick Championship will be determined by the Stick Curlers Committee.

Specific Rules of Play for the Provincial 12 And Under

1. Games may be six (6) ends with an extra end played in case of a tie.
2. Teams cannot be comprised of more than two (2) players that have won a higher age provincial bonspiel that season.
3. All teams must have an adult coach or Chaperone.
4. The 12 and Under will continue to be tied to the March Break. It will not be held either weekend of the March break but the closest weekend prior to or after the March break that the Club is able to host them.
5. There must be an official at all draws. (A knowledgeable curler with a rule book is acceptable.)
6. Time clocks will not be used.

Specific Rules of Play for the Provincial 15 And Under

1. Games may be eight (8) ends with an extra end played in case of a tie.
2. Teams cannot be comprised of more than two (2) players that have won a higher age provincial that season.
3. All teams must have an adult coach or Chaperone.
4. The 15 & Under will be held the last weekend in February or the first weekend in March whichever the host club has to offer.
5. There must be an official at all draws. (A knowledgeable curler with a rule book is acceptable.)
6. Time clocks will not be used.

Specific Rules of Play for the Provincial 17 And Under

1. Games may be eight (8) ends with an extra end played in case of a tie.
2. Teams may not be made up of more than two (2) players from the current 20 & under Provincial Champions.
3. The event must be held a minimum of four (4) weeks prior to the Atlantic Regional event.
4. Teams require a Level one (1) Certified Coach on their registration form to participate in the event.
5. There will be a minimum level two (2) officials for all draws.

a. If Time-clocks are used:

The time allotted to play a game and extra end(s) will be in accordance with the CCA's current Rule Book.

6. Semi-Finals and Finals will be timed. Other draws/games may be timed as determined at the start of competition and clarified by the Head Umpire and the Provincial Event Coordinator.

Specific Rules of Play for the Provincial Juniors (20 Years and Under)

1. Each participant must be twenty years of age or under as of December 31st of the year prior to the National Championship.
2. Juniors who reach the age of 19 as of December 31st of the year prior to the National Championship, may play in the Men's, Women's and Mixed play downs providing there are no conflicting situations.
3. There will be a zero tolerance of consumption of alcohol or illegal substances.
4. All Junior teams must have a Level 1 Certified Coach and list that coach on their entry form.
5. Time clocks will be used.

Specific Rules of Play for Provincial Junior Mixed

1. Games may be eight (8) ends with an extra end played in case of a tie.
2. Each team shall have two male and two female players. The male and female players shall play alternate positions in the team's delivery rotation.
3. The skip and acting vice skip shall be of opposite gender and one of these two individuals shall deliver the final two (2) stones of the end for their team.
4. Each team must consist of four players to commence and continue all games at all levels.
5. A substitute must be of the same gender as the indisposed player.
6. All teams in the 15 & Under division must have an adult coach or Chaperone listed on their entry form. All teams in the 20 & Under division must have a Level 1 Certified Coach listed on their entry form.
7. Semi-Finals and Finals will be timed. Other draws/games may be timed as determined at the start of competition and clarified by the Head Umpire and the Provincial Event Coordinator.

Specific Rules of Play for Provincial Women

1. Juniors who reach the age of 19 as of December 31st of the year prior to the National Championship may play in the Women's play downs providing there are no conflicting situations.

2. The time of banquet will be at the discretion of the chair and the Scott Representative.
3. Time clocks will be used.

Specific Rules of Play for Provincial Men

1. Juniors who reach the age of 19 as of December 31st of the year prior to the National Championship may play in the Men's play downs providing there are no conflicting situations.
2. Time clocks will be used.

Specific Rules of Play for Provincial Mixed

1. Each team shall have two male and two female players. The male and female players shall play alternate positions in the team's delivery rotation.
2. The skip and acting vice skip shall be of opposite gender and one of these two individuals shall deliver the final two (2) stones of the end for their team.
3. Each team must consist of four players to commence and continue all games at all levels.
4. A substitute must be of the same gender as the indisposed player.
5. Juniors who reach the age of 19 as of December 31st of the year prior to the National Championship may play in the Mixed Play Downs providing there are no conflicting situations.
6. Time clocks will be used.

Specific Rules of Play for Provincial Seniors

1. Each participant must be at least fifty years of age as of December 31st of the year prior to the National Championship.
2. Time clocks will be used.

Specific Rules of Play for Provincial Masters

1. Each participant must be at least sixty (60) years of age as of December 31st of the year prior to the competition.
2. Throwing Sticks are approved equipment for the Masters.
3. The top two of men's and women's teams after completion of play-downs will advance to the Maritime Masters at own expense.
4. Winners eligible to curl in the National Masters do so at their own expense.

5. In the event that the winners are unable to attend the National Masters, the next placing teams have the option of attending.
6. Time clocks will not be used.

Specific Rules of Play for Provincial Dominion

1. Current National Championship rules of play will be followed unless otherwise specified.
 - a. The games will be eight (8) ends with an extra end being played in case of a tie.
 - b. Time Clocks will be used and time will be in accordance with the time set at the National Dominion.
 - c. Time outs will be in accordance with the rules set at the National Dominion.
2. For each game both teams must be present and READY to go on the ice 25 minutes prior to game time. A coin toss for choice of practice time or colour will be done at that time. Failing to be present means you forfeit both last rock and rock colour. Each team is allowed 5 minutes for the practice.
3. The bonspiel will accept all entries that meet the rules of eligibility, to a maximum of one men's and one women's from each club.
4. Curlers must be a minimum of nineteen (19) years of age as of the National Event.

Appendix A

All provincial curling championships involve the participation of teams that are made up of individuals who are full time residents within the PEI. This policy is to ensure that all individuals are treated equally and outlines what individuals must be able to provide to be considered a PEI resident for playdown purposes.

It is understood that an individual can only participate in one province/territory in any championship season. (Explanation – an individual may only participate in the playdown process in one province in one championship year – this includes all championships. These would include but is not limited to Juniors, The Dominion Curling Club Championship, Men’s Tankard, Mixed, etc. It is understood that a championship year is a curling season running September of one year to April of the next.)

To that end it has been agreed that an individual must provide a minimum of three of the following six items to The PEI Curling Association (if requested) if they wish to enter in any provincial playdown:

- ** Current PEI Driver’s License
- ** Current PEI Health Care Card
- ** Letter from employer confirming employment within PEI
- ** Statement from landlord (if renting) or bank (if owned) confirming residency within the PEI – a copy of a property tax invoice/payment for non-mortgaged property is also adequate
- ** Current passport with valid home domicile from PEI
- ** Valid PEI picture ID required for travel purposes if the individual does not have a valid driver’s license

(Full time students will be allowed to establish residency by providing a confirmation letter from their school’s Registrar’s Office)

The individual will also provide a signed waiver, if requested, that will agree to a one year suspension from any CURL PEI sanctioned championship in the event it is discovered that any information has been provided in a fraudulent manner.

Exemptions may be made in exceptional circumstances if granted by CURL PEI and another Member Association where:

- An individual is based in two cities due to an employment situation
(Exemption requests MUST be filed a minimum of 30 days prior to Curl PEI’s competition entry deadline)

Individuals MUST be a permanent resident of Prince Edward Island prior to September 1st of the year proceeding the championship season. ***(For example – Sept 1st of 2010 for the 2010/11 championship season)*** This time frame may be shortened, if granted by the CURL PEI, in the following circumstances:

- Transfer due to employment
- School attendance
- Military service and transfer

Appendix B

Event	Price/Team	Competitors Card (\$35) Required
12 & Under	\$120	No
15 & Under	\$120	No
17 & Under	\$140	No
20 & Under	\$180	No
Junior Mixed	\$140	No
Future Scotties	\$100	No
Women's	\$200	Yes
Men's	\$200	Yes
Mixed	\$200	Yes
Senior's	\$200	Yes
Master's	\$200	No
Stick	\$160	No
Dominion	\$160	No