

Motion 3 – please note proposed changes are highlighted.

## **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 up coming year  
ii. circulate draft Event Calendar for up coming 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)

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### **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 PEICA's operation. Subsequently, the need for the development of such policy should be brought to the attention of the Executive.

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## Article 1 – AWARDS

### **PEICA's ADL/Sport PEI Sport Achievement Awards**

**Website:** [www.peicurling.com](http://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](http://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](http://Asham.com) to register and get \$400 worth of merchandise for your team and a chance to win another \$8,000.

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### **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](http://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

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**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.

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## 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.

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## Article 3 – COMPETITION DUTIES OF EVENT AND CLUB CHAIRS

The competitions shall be run by a member of the PEICA 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

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**Competition Event Guidelines** (*outdated tasks were removed*)

PEICA 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 PEICA 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.



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**Club Chairperson Event Checklist** (*outdated tasks were removed*)

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 PEICA 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 PEICA, 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 PEICA.

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## 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

Motion 3 – please note proposed changes are highlighted.

- This committee is to be chaired by the PEICA 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 “coach 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.

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- 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

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## 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 PEICA and will have focus on the “good of the game”;
2. maintain close liaison with PEICA 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 PEICA 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 PEICA;
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;

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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 PEICA 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

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### **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;

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- 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 30<sup>th</sup>;
- 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 30<sup>th</sup>;
- 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.*



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### **Event Coordinator: Job Description**

The Event Coordinator will:

1. Be responsible for specific provincial championship curling events put on by the PEI Curling Association (PEICA) 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 PEICA 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 PEICA 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 PEICA representative is present at event ceremonies. Organize ceremonies with the host club event coordinator and volunteers.

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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 PEICA 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 PEICA 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.

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## 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 PEICA 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 PEICA 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 PEICA;
  - 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*

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- 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)*

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### **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 PEICA;
- 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

Motion 3 – please note proposed changes are highlighted.

## Article 7 - EVENTS CALENDAR

Refer to the website [www.peicurling.com](http://www.peicurling.com)

Check the club event schedule at any club

| Event                                   | Location | Date | Entry Deadline | Entry Fee |
|---|----------|------|----------------|-----------|
| Juniors                                 |          |      |                |           |
| Masters                                 |          |      |                |           |
| *Scotties                               |          |      |                |           |
| *Tankard<br>Open #1<br>Open #2<br>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 PEICA Meetings:** To be determined yearly by the Executive

Motion 3 – please note proposed changes are highlighted.

## 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 PEICA 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)
- f) **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

Motion 3 – please note proposed changes are highlighted.

### Prizes per Provincial Event

It is the policy of the PEICA to provide prizes as follows:

|                        |           |  |
|------------------------|-----------|--|
| <b>Men:</b>            | Winner    | Prize as provided by provincial sponsor. Clothing as provided national sponsor. Crest and pins* provided by PEICA. |
|                        | Runner-up | \$50.00/player   |
| <b>Women:</b>          | Winner    | Prize and clothing as provided by Kruger Products. Crest and pins* provided by PEICA.                              |
|                        | Runner-up | Prize as provided by Kruger Products.  |
| <b>Mixed:</b>          | Winner    | Jacket with a crest for each player** and pins* provided by PEICA.   |
|                        | Runner-up | \$30.00/player   |
| <b>Seniors:</b>        | Winner    | Jacket with a crest for each player** and pins* provided by PEICA.   |
|                        | Runner-up | \$25.00/player   |
| <b>Dominion:</b>       | Winner    | Prize and clothing as provided by The Dominion. Crest and Pins* provided by PEICA.                                 |
|                        | Runner-up | \$25.00/player   |
| <b>Masters:</b>        | Winner    | Jacket with a crest for each player** and pins* provided by PEICA.   |
|                        | Runner-up | \$25.00/player   |
| <b>Stick:</b>          | Winner    | Jacket for each player** and pins* provided by PEICA.  |
|                        | Runner-up | \$25.00/player   |
| <b>Juniors:</b>        | Winner    | Jacket with a crest for each player and one (1) coach** and pins* provided by PEICA.                               |
|                        | Runner-up | \$20.00/player & one (1) coach   |
| <b>17 &amp; Under:</b> | Winner    | Jacket for each player and one (1) coach** and pins* provided by PEICA.  |
|                        | Runner-up | \$20.00/player & one (1) coach   |
| <b>15 &amp; Under:</b> | Winner    | 1 <sup>st</sup> Place trophies   |
| <b>12 &amp; Under:</b> | Runner-up | 2 <sup>nd</sup> Place trophies   |
| <b>Junior Mixed:</b>   | 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.  |



Motion 3 – please note proposed changes are highlighted.

\*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.

Motion 3 – please note proposed changes are highlighted.

**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 PEICA 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.

Motion 3 – please note proposed changes are highlighted.

## Article 9 – FORMS



### PEICA 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: \_\_\_\_\_

Motion 3 – please note proposed changes are highlighted.



## Prince Edward Island Curling Association

PO Box 302 Charlottetown, PE C1A 7K7

To:

From:

Date:

Regarding

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Please include a copy of this page with payment

Motion 3 – please note proposed changes are highlighted.



## PEI CURLING ASSOCIATION 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 [PEICA Rules of Play](#) for additional event rules and regulations.

Motion 3 – please note proposed changes are highlighted.



## PEICA Event Report

Event: \_\_\_\_\_ Club: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

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Officials:

**Revenue**

Fees:

Ticket Sales:

Other:

**Expenses**

Ice Rental:

Officials:

Food:

Prizes:

Other:

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**Incidents:**

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**Resolution:**

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**Comments/Recommendations:**

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Motion 3 – please note proposed changes are highlighted.



# PEICA 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 PEICA performance?    | Yes                | No            |                   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion 3 – please note proposed changes are highlighted.

**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:

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Motion 3 – please note proposed changes are highlighted.

## Article 10 – LETTERHEAD



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

Motion 3 – please note proposed changes are highlighted.

Article 11 – LOGO



Motion 3 – please note proposed changes are highlighted.

## Article 12- MEETINGS: HOW TO CONDUCT

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

Motion 3 – please note proposed changes are highlighted.

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,<br>Awards |

Motion 3 – please note proposed changes are highlighted.

## 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. PEICA 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

Motion 3 – please note proposed changes are highlighted.

## **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.

Motion 3 – please note proposed changes are highlighted.

### **Helmet Use**

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

### **Harassment**

The PEICA 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.

Motion 3 – please note proposed changes are highlighted.

## Article 15 – INVENTORIES

The following is an inventory of PEICA:

### CD's

Thanks Coach  
Enhanced Performance  
Curling 101

### Overheads

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

### 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

### 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)  
  
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)

9 Coaches Toolbox PEICA  
7 Coach Work PEICA  
8 Reference Material PEICA  
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 PEICA Pins (500 on order)