



Policy and Operations Manual

Revised October 2016

Introduction:

This manual outlines the operations and working policies of the Yukon Curling Association. It cannot cover or anticipate all possible situations. In extenuating circumstances, the YCA's Executive Committee has the authority to override any of these sections. The manual is reviewed and revised annually and is on file at the Yukon Curling Association Office. It is distributed to the following Policy Manual Holders:

YCA Executive Committee and Appointees

YCA Club Presidents/Coordinators

YTG Sport Consultant

Definitions:

YCA means Yukon Curling Association

YT means Yukon Territory

YTG means Yukon Territorial Government

NWT means Northwest Territories

NWTCA means Northwest Territories Curling Association

Y/NWT means Yukon and Northwest Territories

CCA means Canadian Curling Association

YRAC means Yukon Recreation Advisory Committee

BC means British Columbia

NCCP means National Coaching Certification Program

AWG means Arctic Winter Games

CWG means Canada Winter Games

Executive Committee means elected Directors of the YCA

RDC means Regional Development Coordinator

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Section 1: YCA Office

1.1 Location and Contact

Mailing address of the Association: Yukon Curling Association

4061-4th Avenue

Whitehorse, YT Y1A 1H1

Phone: (867) 668-7121

Fax: (867) 667-4237 (Sport Yukon)

E-mail address: executivedirector@yukoncurling.ca

Web-site: www.yukoncurling.ca

1.2 Staffing and General Responsibility

The YCA office is under the direction of the YCA Executive Director, a paid employee of the Association who is directly responsible to the YCA President.

Section 2: Role of the YCA

In addition to Yukon Territory, YCA's jurisdiction may also include bordering BC and NWT communities whose primary transportation route is through Yukon. The Yukon Curling Association is the sport governing body for the sport of curling within this area of jurisdiction. It works on behalf of its affiliated clubs throughout this area.

Formed in 1990 with the amalgamation of the Yukon Ladies Curling Association and the former Yukon Curling Association, the YCA is a non-profit sport organization. Its affairs are governed by a Board of Directors known as the Executive Committee and managed by the Executive Committee and appointees. The YCA, its member clubs and individual members shall be governed by the rules of the CCA, and by such YCA rules and policies determined by the YCA Executive Committee.

The YCA shall maintain a Regional Development Centre in conjunction with CCA and WCF. The Regional Development Centre shall be based in the YCA office and staffed by the RDC.

2.1 Mission Statement

To promote, encourage, coordinate and administer the sport of curling and to provide an opportunity for all curlers within the jurisdiction of the Association to participate at their appropriate level of ability.

2.2 Goals

The goals of the YCA shall be promoted and implemented by the RDC in conjunction with the Executive Committee and YCA Technical Coordinator.

- a. To assist curling clubs to establish and sustain CCA curling programs throughout the area of jurisdiction,
- b. To assist curling clubs to provide quality curling services,
- c. To assist curling clubs to increase their number of curling members each year,
- d. To ensure adequate resources and procedures are in place and functioning to meet YCA aims and objectives,
- e. To promote the advancement of coaching, officiating and ice-making skills through the arrangement of Canadian Curling Association sanctioned courses,
- f. To provide enough competitions and programs to meet the needs of all curlers,
- g. To establish and govern rules and regulations for curling in the Territory,
- h. To increase awareness of the sport in the YCA s jurisdiction.

Section 3: Benefits of Affiliation

3.1 Individual Benefits

- a. Eligibility to compete in Yukon School Curling Championships
- b. Eligibility to participate in the Yukon Curling Championships
- d. Eligibility to participate in the Canadian National Championships
- e. Eligibility to participate in the Arctic Winter Games
- f. Eligibility to participate in the Canada Winter Games
- g. Eligibility for travel grants to the above
- h. Access to the YTG Elite Athlete Assistant Program
- i. Access to the YTG High Performance Coaches/Officials Program
- j. A voice in the operation and development of the YCA
- k. A vote at General Meetings of the YCA
- l. Eligibility to sit on the YCA Executive Committee

3.2 Club or School Benefits

- a. Access to CCA Curling Development Fund
- b. Access to Junior Development Programs
- c. Access to Promotion and Marketing Programs
- d. Access to curling Resource Material
- e. Access to Elite Development Programs
- f. Information mailings from the Association
- g. The opportunity to host a Yukon Championship event, (schools excluded).
- h. Access to coaching courses of the Canadian Curling Association as requested

- i. Access to officiating courses of the Canadian Curling Association as requested
- j. Access to promotional brochures, displays and assistance in developing media relations
- k. A copy of the YCA Constitution and Policy & Procedures Manual with updates as they occur
- l. Club events and calendar circulated to other member clubs, (when YCA receives the information by either November 1 or January 1).
- m. Opportunity to post information on YCA web site

3.3 Resource Centre

Curling resource materials for all areas of individual, team and club development are available through the YCA office. The resource library includes videos and printed material for loan and suppliers catalogues. YCA orders resource materials for clubs and individuals who wish to purchase these items.

3.4 Information Distribution

The YCA distributes information such as bonspiel posters, club event calendars, entry forms, etc., on behalf of its member clubs. There will be a mail-out during the first week of November and the first week of January. Information for distribution must be at the YCA office by November 1 and January 1.

YCA maintains an active web site. Member clubs may submit information for posting.

Section 4: Conferences

4.1 CCA Meetings

The YCA will:

- a. Ensure representation at the Annual General Meeting of the Canadian Curling Association. The representation will be by a delegate(s) present, or participating by teleconference.
- b. Send at least one delegate to the National Curling Conference (funds permitting.)
- c. Send the Yukons Technical Coordinator and/or the Master Learning Facilitator to the annual Technical Coordinator s meeting (funds permitting).
- d. Send the Yukon s Promotion and Marketing Coordinator to the annual Promotion and Marketing Coordinator s meeting when the Executive Committee deems it beneficial to the Association. Travel funding for the above meetings is on a cost-shared basis between all the attending CCA Member Associations, based on the number of delegates per Association.

The YCA may send delegates or observers to other CCA sponsored meetings or workshops.

4.2 Travel Policy

Schedule of Allowances:

A) Transportation

Cost of Public Transportation such as airfare or, where air travel is not available, travel may be by bus or train or vehicle.

Whenever possible, arrangements for air travel are to be made far enough in advance to take advantage of any discount available on economy class air travel.

For the use of a private vehicle for travel within the Yukon, the rate will be 30 cents per kilometer.

Taxi fares to and from airports may be claimed if receipts are submitted.

B) Accommodations:

Cost of accommodations supported by receipts.

C) Daily Expenses:

- (1) Breakfast \$15.00
- (2) Lunch \$15.00
- (3) Dinner \$30.00
- (4) Incidental Expenses \$10.00

Charges for meals included in airfare or provided by the event being attended should not be claimed in the daily allowance expense claim.

Expense claims (Appendix 'A') are to be submitted to the YCA office within thirty (30) days of travel. Any claims submitted beyond this time frame will become the responsibility of the claimant and will not be reimbursed by the Association.

Unusual expenditures which may be incurred should be brought to the attention of the Association prior to claim.

Yukon Curling Association Travel Expense Claim Form

Name: _____ Appendix 'A'

Meeting Type: _____

Meeting Location: _____

Meeting Dates: _____ to _____

| | Number of Days on Travel | Total Amount ** | Paid by Claimant | Pre-Paid by YCA |
|---------------------------------------------------------------------------|--------------------------|-----------------|------------------|-----------------|
| Air Fare (attach receipt/copy) | | | \$ | \$ |
| Hotel Accommodations (attach receipt) | | | \$ | \$ |
| | | | | |
| | | | | |
| Per Diems | | | | |
| Breakfast | @ 15.00 | | \$ | \$ |
| Lunch | @ 15.00 | | \$ | \$ |
| Supper | @ 30.00 | | \$ | \$ |
| Incidentals | @ 10.00 | | \$ | \$ |
| | | | | |
| Only those meals not provided for during the conference will be paid for. | | | | |
| | | | | |
| Private Vehicle | km @.30 | | \$ | \$ |
| Taxi/Miscellaneous (attach receipts) | | | \$ | \$ |
| Other (specify and attach receipt) | | | \$ | \$ |
| | | | | |
| | | | | |
| | | | | |
| | SUBTOTAL | | \$ | \$ |
| | <i>Less Advance</i> | | \$ | \$ |
| | AMOUNT CLAIMED | | \$ | \$ |

Claimant Signature: _____ Date: _____

Approval Signature: _____ Date: _____

** All amounts are in Canadian dollars. Travel outside of Canada will be calculated in the local currency and paid out in Canadian dollars.

+ Approximate Amount.

Section 5: Development and Courses

5.1 Leadership Development

The Yukon Curling Association is involved in leadership development through coaching, officiating and ice technician courses sanctioned by CCA. Information on these courses and lists of certified personnel are available from the YCA Technical Coordinator.

5.2 Coaching Courses

Coaching and Instructional Courses

The Coaching Association of Canada launched in 1974 the National Coaching Certification Program (NCCP). It was originally a 5-level coaching development program to certify coaches from the club level up to the international competition level. Since 1997, the focus of the NCCP has shifted from “what a coach knows” to “what a coach can do” with a focus on coach training specifically tailored for the type of athlete they are working with. The NCCP is now based on three streams: Instruction, Recreational and Competitive. Curling has chosen to develop the Recreational and Competitive Streams.

The Coaching Association of Canada continues to provide multisport coaching modules to enhance the skills and knowledge of the individual coaches and also is the central database location for all coach training along with the maintenance of coach certification in Canada. Courses are designed based on the “Canadian Sport 4 Life” philosophy that reflects the “Long Term Athlete Development Model” of Sport in Canada

The Yukon Curling Association actively partners with the CCA, the Coaching Association of Canada, Yukon Government and other Member Associations to ensure that there is a minimum standard of knowledge for affiliated Curling facilities to provide instruction and coaching for their members and community. Coaching and instructional courses are provided on an as needed basis by Certified Learning Facilitators that have training and maintain currency within the sport in facilitating learning for participants. Curling facilities are requested to contact the YCA regarding their interest in hosting such courses.

Stages of Training and Certification

A coach is described as:

- **“In Training”** – when a coach has completed some of the required training for a context;
- **“Trained”** – when a coach has completed all required training for a context;
- **“Certified”** – when a coach has completed all evaluation requirements for a context

Difference Between Community Sport Stream and Competitive Stream:

- The primary difference between the Community Sport Stream and the Competition Stream is evaluation.
- In order for a coach to be deemed “certified” the coach must undergo a mandatory evaluation

Community Sport Stream:

Club Coach – Youth: Learning to create an environment where children can learn the fundamentals of curling in a fun and safe manner is the main focus of this workshop. Geared towards youth curlers in the Active Start and FUNdamentals stages of development, this is a `workshop for parents, grandparents, older junior curlers and other volunteers who want to work with children. At the completion of this workshop, participants will be a “Trained Youth Club Coach.”

Club Coach: The focus of this workshop is on learning to create an environment where junior curlers can continue to develop their skills, and adult curlers can learn the skills and etiquette of the game in a safe, non-threatening manner. It is primarily designed for instructors who will be working with adult or older juniors playing recreationally within the club or interclub leagues, and instructors who conduct Learn to Curl and Advanced Clinics within the club. At the completion of this workshop, participants will be a “Trained Club Coach”

Competition Stream:

Competition Introduction (“Competition Coach”): The focus of this workshop is on teaching the coach how to prepare a team to compete in regional/provincial level competition. Coaches will learn how to plan and execute a safe and effective practice, to teach advanced technical (brushing and delivery) and strategic skills, and how to analyze a skill and apply corrective drills. While participating in the training and prior to the successful passing of the “Making Ethical Decisions” online exam, participants are considered to be “In Training.” Upon completion of this workshop and successful completion of the “Making Ethical Decisions” Professional Development Module including successfully passing the online exam, participants will be a “Competition Coach – Trained”

Competition Development: The focus of this workshop is on supporting the coach to prepare teams to compete at a national level. Coaches learn advanced content in all of the areas introduced through the Competition Introduction workshops. This workshop is delivered and administered by the Canadian Curling Association.

Coaching Certification Requirements

For certain competitions, a coach accompanying a team is to be “certified” under the National Coaching Certification Program. The NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (i.e. Competition-Introduction) as defined by the sport and be considered “trained”. To become “certified” in a coaching context, coaches must be evaluated on their

demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition. The level of certification required will be event specific and stated in the competitions technical package or similar document. Coaches will be responsible to provide to the YCA evidence of their certification or access to verifying their level of certification through the Coaching Association of Canada Database.

For Yukon Curling Championships - A “Trained” or “Certified” Competition Introduction Coach must accompany each team at the Yukon Junior Men s and Junior Women s Curling Championships. For all other Yukon Championships a coach is optional, but would be required to be a “Trained” or “Certified” Competition Introduction Coach for official recognition in the event.

Arctic Winter Games Trials – A “Trained” or “Certified” Competition Introduction Coach must accompany each team at the Arctic Winter Games Trials.

Arctic Winter Games – Please refer to the Arctic Winter Games Technical Package for acceptable certification level.

Canada Winter Games - Please refer to the Canada Winter Games Technical Package for acceptable certification level.

Criminal Records Check

All coaches working with athletes Junior age or younger must also have a current Criminal Records Check on file with the Yukon Curling Association. (Laura, you may wish to build on this more based on the other policies, or cross reference to the YCA policy on CRC’s like how often, etc.)

Maintenance of Certification:

Effective January 2014, in order for NCCP coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points over a period of 5 years. PD points can be earned through a multitude of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. The Coaching Association of Canada Database will document and track the accumulation of PD points over the 5 year time period. The number of PD points is determined by the Coaching Association of Canada.

5.3 Officiating Courses

Five levels of officials are recognized:

The YCA offers Canadian Curling Association sanctioned officiating courses leading to Level 1 and Level 2 certification.

a. Level 1 - Game Observer, Timing Official, and Hogline Official;

b. Level 2 - Provincial Supervisor;

Level 1 and 2 certifications each require a one-day officiating course and a practical component of working an event under a certified level 3 official (or higher) for the required 6 games. Information on higher levels is available from YCA Head Official.

5.4 Ice Technician Courses

Five levels of Ice Technician are recognized.

The YCA offers CCA sanctioned technical and theory, Ice Technician courses leading to Level 1 and Level 2 certification.

a. Level 1 - teaches ice maintenance after installation;

b. Level 2 - concentrates on installation.

5.5 Athlete Development

YCA assists clubs with athlete development through the following programs:

A. CCA developed programs:

a. Getting Started in Curling - separate programs for elementary school children and teens.

b. Learn to Curl Clinics - assistance with running Beginner and Intermediate Instruction at club level.

B. Camps:

YCA tries to run one camp each year. Camps, comprising on-ice and classroom sessions, can be at advanced or developmental level. Separate concurrent camps are run for adult and junior curlers. Topics covered include technical skills and analysis, strategy, team building and dynamics, training and nutrition. YCA arranges for high profile and nationally recognized coaches from other jurisdictions, assisted by experienced local coaches, to instruct at these camps.

5.6 Club Development

A. CCA developed programs:

a. The Business of Curling. This program is a curling club development program. It is a series of training and planning workshops for volunteer executives and managers, consisting of 3 phases:

i) The Club Business Assessment: Building for the Future

ii) Building a Club Marketing Plan: Marketing for Success

iii) The Complete Curling Club Business Plan: Planning for Success

b. Break the Ice: A marketing and promotion program to assist clubs with building their membership base.

B. YCA developed programs:

a. Curling on the Move: A program comprising components from The Business of Curling, Break the Ice and Learn to Curl Clinics (adult and junior). It is designed to help clubs market their sport, run their club and introduce new members.

Section 6: How a Club Requests a Course

5.7 Procedure to request a course

For Coaching (Technical), Officiating and Ice Technician courses, the club should notify the YCA in writing requesting that the Association provide qualified instructors to conduct the course on behalf of the club. YCA funding is available for the course conductor wages and transportation expenses.

5.8 Club Responsibilities to host a course

- a. Provide for meals, or reimbursement of same up to \$70.00 per day, for course conductors
- b. Provide hotel accommodation for course conductors where needed
- c. Promote course at community level
- d. Collect the course registration fee to be paid to the Yukon Curling Association

5.9 Director Discount Policy

A discount may be available to Yukon Curling Association (YCA) Directors' who enroll in an YCA hosted course or camp. The course or camp must have a direct benefit to the YCA as well as a certificate of completion or confirmation the camp or course was attended. In all cases the YCA board will make a motion to approve any discounts prior to the event.

5.10 Course Instructor Fees

Yukon Curling Association may pay Instructor fees for learning facilitators at the rate of \$100/day or \$50/half day. Rates may be adjusted from time to time by the Board.

Section 6: YCA Awards

6.1 Bert Boyd Memorial Award

This is an annual award given in memory of Bert Boyd. The original trophy, now retired, was dedicated in 1978 and presented for the first time in 1979. Bert Boyd is the only Yukon curler inducted into the CCA Hall of Fame. He was instrumental in replacing the original former Whitehorse Curling Club facilities in 1950 and was also the inaugural President of the former Yukon Curling Association (Men's) in 1956. Any

member or member club is invited to nominate candidates for the award. The nomination must be accompanied by a resume of the nominee's achievements. The Executive Committee selects a recipient whom it feels best meets the criteria in one of four categories -- curler, builder (administration), technical development (instructor, coach, official, ice technician), curler/builder/technical development -- in YCA jurisdiction.

Bert Boyd Memorial Award Recipients 1978-2003

- 1979 Bob Fleming Teslin Curling Club
- 1980 Herb Taylor Whitehorse Curling Club
- 1981 Art Shaw Takhini Curling Club
- 1982 Tom Patterson Carcross Curling Club
- 1983 Fulvio Roberti Keno Hill Curling Club
- 1984 Kip Boyd Whitehorse Curling Club
- 1985 Tom Kirkwood Atlin Curling Club
- 1986 Jim Pollock Whitehorse Curling Club
- 1987 Lionel Stokes Whitehorse Curling Club
- 1988 Clifford Lawrence Teslin Curling Club
- 1989 Perry Savoie Whitehorse Curling Club
- 1990 Ralph Simpson Whitehorse Curling Club
- 1991 Herb Wahl Whitehorse Curling Club
- 1992 Dave Kalles Watson Lake Curling Club
- 1993 William Crayford Dawson City Curling Club
- 1994 G. A. (Duff) Felker Teslin Curling Club
- 1995 Doreen Wahl Whitehorse Curling Club
- 1996 Jean Graham Whitehorse Curling Club
- 1997 Irene Hutton Mayo Curling Club
- 1998 Marg White Whitehorse Curling Club
- 1999 Henning Hansen Whitehorse Curling Club

2000 Wayne Lewis Atlin Curling Club

2001 Gary Hewitt Whitehorse Curling Club

2002 Elizabeth Friesen Whitehorse Curling Club/Mayo

2003 Akio Saito Dawson City Curling Club

2004 Laurel Baldwin Whitehorse Curling Club

2005 Anne Campbell Whitehorse Curling Club

2015 Doug Gee Whitehorse Curling Club

2016 Wade Scoffin Whitehorse curling Club

Section 7: Championships

7.1 Club Bidding Procedures

All clubs affiliated with the YCA are welcome and encouraged to bid for any YCA sanctioned event. The bidding procedure each spring is as follows:

- a. Letter, hosting agreement and bid application, sent from YCA to all affiliates invites bids for the upcoming season.
- b. Decisions made by YCA Executive Committee based on the applications received and possible date conflicts.
- c. Affiliates notified of acceptance or rejection of their bids. The Yukon Curling Association's Hosting Agreements set out each partner's responsibilities clearly with the respect to staging each championship.

Yukon Curling Championships Hosting Agreement

The host agrees:

- a. there is no charge, to the YCA, for ice or other physical facilities;
- b. to appoint a championship chairperson to liaise with YCA championship director;
- c. to exclusivity of sponsor's products during all relevant championships;
- d. to provide an adequate number of sheets of ice to complete the championship in the allotted time. The maximum number of games per team, per day is 3, (For senior competition the maximum is 2.) with the exception of tiebreaker games;
- e. to accept the assistance of a YCA appointed ice technician if the YCA determines a need for assistance;

- f. to provide ice maintenance (including 5th end sweep);
- g. to provide ice availability 30 minutes prior to game time, for pre-game practice, on ice designated for games;
- h. to provide access to facility 1 hour before game time;
- i. to provide each team with practice time prior to start of championship. Each team must have access to all relevant sheets for 10 minutes per sheet. (Schedule at convenience of host club);
- j. to provide an adequate area for the Team and Coaches Meeting held prior to start of the championship. The meeting is co-chaired by the YCA championship director or designate, and the head official;

k. All Yukon Curling Association member clubs will be required to pay a \$200.00 cancellation deposit for each championship event they agree to host. This \$200.00 cancellation deposit will be refunded once the event is complete. If the championship event venue becomes unavailable during the scheduled championship event for any reason, the \$200.00 cancellation deposit fee will go to the member club that agrees to host the event in place of the original host.

l. to provide the following personnel:

- i) officials, including a YCA approved head official. If no head official is available in the host community the host agrees to accept a YCA designate;
 - ii) a media contact: to notify media prior to event and to provide line scores, game scores and results, to the media and to home clubs of participating teams. (Media list to be provided by YCA.);
- m. to provide a substitute pool, meeting gender and age requirements (minimum 2: 1M & 1F for mixed.);
- n. to arrange for the display of all YCA approved sponsor banners at the host site and to return the banners to YCA;
- o. to provide access to a telephone and facsimile machine and internet access;
- p. to submit to the YCA office, at least one month prior to the championship, the following:
- i) A list of accommodations with facilities and prices; (not applicable to WCC);
 - ii) Names of chairperson, head official and media contact; including addresses and contact numbers;
- q. to provide a hosting event (lunch, dinner, or wine & cheese, etc.), co-hosted by sponsor where applicable, to participating teams, the head official, and one YCA delegate (if present).

The host may:

Operate concession stands and bar, retaining the proceeds of such operations for itself. offer for sale tickets for admission and the hosting event, retaining the proceeds for itself. provide complimentary tickets to hosting event to host guests and dignitaries. conduct opening and closing ceremonies if they wish, but is under no obligation to do so. negotiate sponsorship of Yukon Championships held in their club, providing there is no conflict with Y/NWT or National level sponsors. Final approval by the YCA is required for all sponsorship of all sanctioned championships. arrange and obtain licences for fund raising events, retaining the proceeds for itself.

The Yukon Curling Association agrees:

- a. to appoint a championship director or designate to liaise with the host;
- b. to the responsibility of approving the teams/players to participate in the championship;
- c. to provide a draw for the championship;
- d. to provide a list of officials required for each championship;
- e. to provide assistance with ice technology; *
- f. to provide a head official; *
- g. to approve non-conflicting sponsorship of individual championships;
- h. to provide a media list;
- i. to collect, award and prepare trophies, pins, etc.;
- j. to provide a list of sponsors requiring exclusivity;
- k. to advise visiting teams of accommodation and sponsors.

* Provision of an ice technician and/or head official by the YCA may be subject to a predetermined fee to assist with expenses.

7.2 Competition Format

Yukon Championships

2 teams

- A best out of 5 series
- No playoff

3-4 teams

- Double round robin
- Any undefeated team will be declared the outright winner without playoffs

- If all teams have a loss, top 3 teams advance to the playoffs
- 1st place goes straight to final; 2nd seed vs 3rd, winner to final
- Any team with 3 or more losses is automatically out of the playoff rounds

5 teams

- Single round robin
- Top 3 teams advance to playoffs
- 1st place going straight to final game; 2nd vs 3rd seed, winner to final
- Any team with 3 or more losses is automatically out of the playoff rounds

6-7 teams

- Modified triple knockout
- Seeding of placement for first draw will be determined by teams

8 teams

- True triple knockout
- Seeding of placement for first draw will be determined by teams

9 + teams round robin format as determined by the Executive Committee

Option 1: single round robin, followed by a page playoff

Option 2: 2 pools, with a playoff with top teams

The number of sheets of ice and the number of teams competing determine the start date, allowing some flexibility for the host club. Except in circumstances deemed to be extraordinary by the Executive Committee or its appointees, all Yukon championships must play to completion at the Host Site.

As the competition progresses, the Head Official has the discretion to modify the round robin draw in the event that the round robin games no longer have meaning towards determining a winner

Tie Situations:

Following the round-robin play, the win and loss records of those teams against each other will determine their seeding for tiebreaker games. If no such seeding is established then the CCA Skill Based Team Ranking Process is used. Elimination from the playoff rounds shall only be by loss of a game.

Three way tie (one berth): seed 3 vs. seed 2, loser eliminated; winner plays seed 1 for winning berth.

Three way tie (two berths): seed 1 vs. seed 2, winner earns first berth; loser plays seed 3 for second berth.

Four way tie (one berth): seed 1 vs. seed 4; seed 2 vs. seed 3, losers eliminated; winners play for berth.

Four way tie (two berths): Seed 1 vs. seed 4; seed 2 vs. seed 3, losers eliminated; winners advance and play to determine ranking of berths.

7.3: Residency/Eligibility, Notice of Entry and Team Make-up

Residency:

A. YCA Competitions

This sub-section directly relates to the CCA Statement of Principal regarding residency.

POLICY FOR RESIDENCY **2015 – 2016 CURLING SEASON**

The Canadian Men’s & Women’s Curling Championships

The Canadian Men’s and Women’s Curling Championships involves the participation of teams that are made up of individuals that are Canadian Citizens, residents of Canada and a minimum of three [3] of the team members [four [4] including the alternate] must be bona fide residents within the geographic area of the Member Association they are intending to represent. A maximum of one [1] “Free Agent” will be allowed per team. Teams requesting this exemption must identify their “Free Agent”, notify both Member Associations involved, seek their approval and provide the required documentation proving the remaining players [3 or 4] are bona fide residents of the Member Association they are intending to represent. To ensure that all individuals are treated equally, a policy has been established that clearly outlines what an individual must be able to provide to be considered a resident for play-down purposes. Individuals claiming to be bona fide residents of the curling jurisdiction they wish to represent and individuals engaged in the exemption process may be requested to participate in Curling Canada’s “Whereabouts” Program, as administered by the Director of High Performance to validate their residency or the merit of their request for an exemption.

It is understood that an individual can only participate in one province/territory in any championship season. This includes individuals that apply for and receive exemptions and individuals that have “free agent” status on their Scotties or Brier Team. All individuals must comply with the club membership criteria of the province/territory they wish to represent including the acquisition of a competitors card. (Explanation – an individual may only participate in the play-down process in one Member Association in one championship year – this includes all championships that lead to a national event. These include Masters, Juveniles, The Travelers Club Championship, etc. It is understood that the Canadian Mixed, held in November, will be part of the previous year’s group of competitions even though it is dated in the following year. For example – the 2016 Canadian Mixed held in November of 2015 will be considered a part of the 2014/15 Championship season for residency purposes.)

An individual claiming to be a bona fide resident of the specific curling province/territory whose play-down structure he or she wishes to enter, must be able to provide a minimum of three of the following four items to the Member Association (if requested):

- ** Current Drivers License (or valid travel picture ID) from that province/territory**
- ** Current Health Care Card from that province/territory**
- ** Letter from employer confirming employment within the province/territory**

- ** Statement from landlord (if renting) or bank (if owned) confirming residency within the province/territory – a copy of a property tax invoice for non-mortgaged property is also adequate. Recommend a statutory declaration be obtained.**

IN ADDITION TO PROVIDING THE ABOVE DOCUMENTATION AN INDIVIDUAL MUST SPEND THE MAJORITY OF THEIR NON-COMPETE TIME IN THE PROVINCE/TERRITORY IN WHICH THEY ARE CLAIMING TO BE A BONA FIDE RESIDENT.

Traditional, on-campus, full time students will be allowed to establish residency by providing a confirmation letter from their school's Registrar's Office confirming full time status and class enrollment for the academic year. This policy defers to the institution that the student attends in terms of defining full-time student status.

To participate in the Canadian Championships identified above, individuals MUST be bona fide residents of the province/territory in which they wish to enter play-downs prior to September 1st of the year preceding the championship season (for example – prior to Sept 1st of 2015 for the 2015/16 championship season). This time frame may be shortened in the following circumstances:

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

Exemptions may be made in exceptional circumstances if granted by two Member Associations where:

- Individuals live within a short distance of a provincial/territorial boundary
- Full-time on campus students that are attending a recognized post secondary educational institute may either play out of the province/territory in which they are attending school or the province/territory in which they are maintaining a residence. An individual may be requested to provide proof of registration and semester transcripts.
- Individuals that reside in province/territory "A" and conduct the majority of their work outside of province/territory "A", may represent province/territory "A" on the premise that they can validate that the majority of their non work and non train/compete time is spent in province/territory "A".
- Individuals that have a primary residence in province/territory "A", a temporary/secondary residence in province/territory "B" and conduct the majority of their work in province territory "B" may represent province/territory "B" on the premise that they can validate that the majority of their work related time is spent in province/territory "B". **(The individual must provide positive proof that their predominant employment from September 1st to March 31st, of the curling season the exemption is being requested for, will be located with the geographical area of province/territory "B").**

Process for Exemption Requests

- Exemption requests must be received by Curling Canada and applicable Member Associations a minimum of 30 days prior to the Member Association's entry deadline.
- Detailed information will be required with the exemption request
- The respective Member Associations will review all information and approve or deny the application. If Member Associations cannot agree on a decision, a committee that includes the

following three individuals will make the decision and their ruling will be considered final:

- CEO of the Curling Canada
- Director, High Performance of the Curling Canada
- Chair or Vice-Chair of the Operations (ED) Council
- Individuals who have employment in two curling jurisdictions may be required to participate in a formal interview that will include the identified employer, a representative of the Member Associations and the Director of High Performance of the Curling Canada.
- Individuals that meet exemption criteria will be considered bona fide residents of the province/territory granting the exemption. They are not considered free agents.

For Canadian championships that do not lead to World Championships, there may be unique circumstances that allows a curler to be residing outside of Canada and still be eligible to compete. In these circumstances, the respective Member Association[s] must provide approval. For example – Point Roberts, Washington residents may be eligible to compete in Curl BC events leading to Canadian Juvenile, Master and Travelers competitions if granted an exemption by Curl BC).

In the case when a team enters the Provincial/Territorial/Canadian Championship playdown process and are found not to be in compliance with the residency policy, the entire 4 person team shall be suspended for 1 year from Curling Canada and Member Association sanctioned events. Suspension shall only be implemented subsequent to due process and it is determined that residency and/or exemption related information has been provided in a fraudulent/negligent manner.

Process for Challenges

It is understood that this policy will be a national policy and, in the event the policy is challenged, Curling Canada will assist in the defense of any challenge at the MA level and/or protect Curling Canada's interest and its costs, as the Associations mutually deem appropriate.

Eligibility:

a) Yukon residents and 'free agents' wishing to compete in any Yukon Championship in a given season are required to have a YCA member club affiliation prior to the YCA entry deadline date for the championship event.

Students, entering junior competition, attending school on a full time basis outside their Province/Territory of permanent residence shall be permitted to compete for either their home Province/Territory or the Province/Territory in which they attend school. If they compete for the Yukon they are required to have a YCA member club affiliation prior to the YCA entry deadline date for the championship event.

b. Unless a club representative team, a team may comprise players from more than one club providing they meet the above conditions.

c. All competitors including fifth players, entering adult competition, must purchase a full fee competitors card by the relevant competition registration deadline. Players who do not use their card are eligible for reimbursement of card fees. (Participating as a spare from a designated player's pool

does not constitute use of card.) Juniors, Masters and CWG/AWG are excluded from competitor card fees.

d. Junior men and junior women must be a maximum of 20 years of age as of July 31 of the year prior to the Canadian Championship.

e. No age requirement for mixed, women s and men s competitions.

f. Senior women and senior men must be a minimum of 50 years of age as of December 31 of the year prior to the Canadian Championship.

g. Master s men and master s women must be a minimum of 60 years of age as of December 31 of the year prior to the Canadian Championship.

Notice of Entry:

A. YCA Competitions:

It is the team s responsibility to provide YCA with a team list of affiliated members, their signed player affidavits, participant waivers and appropriate fees by the applicable registration deadline. In all cases the entry deadline is 4:30 PM on the date specified in the championship entry form. The team entry fee and competitor fees, as determined by YCA, must be paid at time of entry.

Team Make-up and Alternate/Substitutions/Spares:

A. YCA Competitions:

N.B. If special rules are in effect for any competition, they shall take precedence.

Before the start of a competition a team must declare its personnel according to Section 7.3 Fifth players are recognized for men s and women s competition; however, a team shall designate the four eligible players to commence play for that competition. If the fifth member is registered as a player he/she shall be recognized as the alternate for that team. Alternate players will be subject to Section 7.3 Every team shall be composed of a minimum of four players except when a player(s) is unable to play because of illness, accident or other reasonably extenuating circumstances accepted by the Executive Committee or its appointee; the following conditions apply:

a. A team shall include a minimum of two players from the original team and an alternate, substitute(s) or spare(s). The playing position of the team shall be according to CCA Rules of Curling for Officiated Play. Under no circumstances may a team play with fewer than three players delivering stones.

b. A team may play with three players at any point in the competition according to CCA Rules of Curling for Officiated Play. Exception: Mixed play must have 2 male and 2 female players at alternating positions.

c. Alternates, substitutes and spares must meet age and gender requirements, be members of a club affiliated with YCA and must not have been registered in the same event with another team. An

Alternate is a fifth player (who must be registered with the team on the team entry form). A Substitute is a member in good standing from any YCA member club. A Spare is a player from the players pool, provided by the Host Committee.

d. Alternates and substitutes must have a competitor's card. (Players in the spare pool do not need a card, but non-competing carded players are first choice for a pool.)

e. If, before the start of a mixed competition, the Yukon Curling Association determines that one person of a couple cannot compete, the couple can be replaced by a pair.

f. Substitutes and spares will not be considered as part of a team.

g. Before the registration deadline for the competition, teams are free to change personnel after notifying YCA of such changes.

h. All YCA Territorial Championship events will have a deadline for registration set three (3) weeks prior to the start of the event. Registered teams are able to make changes to their roster beyond the registration deadline through written notice given to the YCA up to one (1) week prior to the start of the event.

Appeals to any ruling must be submitted in writing to the Executive Committee.

B. Yukon Competitions – Team Make-up:

As above and the following:

If, the YCA determines that two or more players of a competing team are unable to play, then a replacement team, complying with 7.3.1 (Eligibility) and 7.3.2 (Notice of Entry), may be selected by YCA.

C. Canadian Championship:

a. After winning Yukon and before competing at a Canadian Championship;

If an YCA team has not selected a fifth player (where applicable); or Subject to CCA Special Rules for all National Championships 4: if a player is unable to attend a National Championship; in order of priority, the following applies for selection of a fifth or replacement player:

i. A carded player from YCA jurisdiction, subject to 7.3.1;

iii. In extenuating circumstances, following Executive Committee approval, a non-carded member in good standing from YCA jurisdiction.

7.4 Travelers Curling Club Championship (formally known as the Dominion Championships)

We trust that all participants will respect the intent of this championship which is for curling clubs to engage their members to participate in a club championship to declare a club champion to represent the curling club. The event is formulated for true club championship teams, not past or present elite. The objective is to support the development of curling across Canada. We keep this objective in mind as we

set our eligibility requirements and on-ice rules, including the CCA Rules of Curling for General Play. Travelers Canada reserves the right, in its sole discretion, to exclude any team that violates this spirit and intent as it pertains to the rules below.

1. The curling club, represented by the team, must be affiliated with its provincial/territorial curling association and all dues must be paid in full. The players of any club champion team must be members in good standing of the affiliated curling club. Any player can be a member of more than one affiliated curling club, but shall declare one “home club” for this competition.

2. Each club will declare a men’s team and women’s team of FOUR (4) players to represent their club through either their normal league or club championship process, or through a designated Travelers Curling Club Championship competition within the club. The declared teams, through either process, MUST have at least three players who have played together in a sanctioned club league during the current season. If a replacement fourth player is used, (i.e., a player who did not play regularly on that team throughout the season) that player MUST play lead. Players who play exclusively in a major/super league without playing in another sanctioned club league are ineligible to compete. Clubs that only have mixed or open leagues (i.e., no men’s and women’s leagues) must contact their association for approval to participate.

3. Each team will be allowed only one player who has played in a Juniors’, Men’s (Brier), Women’s (Scotties) or Seniors’ **provincial/territorial** event in the current or previous four curling seasons or participated in a Grand Slam event in the current or previous four curling seasons (2010-11, 2011-12, 2012-13, 2013-14, 2014- 2015). * No player on the team can have played in a Canadian Juniors, Men’s, Women’s or Senior’s **Canadian** Championship for those years (i.e. national competitors are excluded as regular or replacement players on the team).

* Exception – Provinces/Territories with an open provincial/territory event will be permitted 1 player who has placed top 25% in a Juniors’, Men’s (Brier), Women’s (Scotties) or Seniors’ provincial/territory event in the current or previous 4 curling seasons, or participated in a Grand Slam event in the current or previous 4 curling seasons

4. Players who competed in the 2014 Travelers Curling Club Championship national event are ineligible to compete in the 2015 play downs.

5. All games will be 8 ends with ties being decided by a full extra end.

6. Once a four person team has been declared a club champion, a maximum of 1 replacement/substitute player from the club can play lead.

7. Each team must be comprised of 4 players aged 19 or over, as of November 1st, 2015. Provincial/Territorial curling associations may adopt a more restrictive age criteria if they choose.

8. Travelers Canada has the sole authority to grant exceptions to these rules in extraordinary circumstances. Before exercising this discretion, Travelers Canada will consult with the relevant provincial/territorial curling association, and will notify the provincial/territorial association in writing of any decisions regarding exceptions that are granted.

7.5 Guidelines for Conduct and Dress

Dress:

A. YCA Competitions:

- a. Teams are responsible for providing their own uniforms.
- b. Jackets or sweaters must be matching. If jackets or sweaters are removed, shirts must match in colour.
- c. Brooms, Stabilizers, Footwear, and general curling gear shall be in good repair.
- d. Anything causing debris on the ice surface will be removed from play.
- e. Advertising is permitted provided it is not in conflict with any local or national sponsors of the respective championship.

C. National Competitions:

All Yukon competitors in the National Championships must wear matching team uniforms according to CCA guidelines. YCA is the official Yukon supplier of YT on ice jackets for CCA national competitions, except the Scott Tournament of Hearts where the sponsor currently provides the uniform. YCA supplies jackets, subject to the following:

- a. YCA will supply the appropriate Territorial jackets and crests at no cost only to those players not previously issued a jacket of the current style, fabric and/or colour block. Exceptions to this may be considered upon proof of a replacement being needed. Limit four per team except Junior men s and Junior Women s, where the limit is five per team; and Men s where limit is six if required; and b. The jacket is required by a competitor or appropriately certified coach for an event sanctioned by YCA. To better preserve the life of the Territorial jackets, National competition jackets are to be only worn for National competitions and pictures only. YT pocket crests may be purchased from YCA.

D. Purchase:

Jackets may be purchased by individuals after receiving approval of Executive Committee.

Conduct:

A. YCA Competitions:

This is a summary only:

Competitors and Coaches are advised to read the YCA Code of Conduct and Discipline Policy (Section 9) and the YCA Harassment Policy (Section 10.)

- a. Junior Men, Junior Women and their coaches must not consume alcoholic beverages at the event site, during the competition. Violation will result in immediate and automatic suspension for a minimum of 1 year.

b. The YCA may suspend a player (or a team) from further play in a competition for unsportsmanlike conduct. More severe infractions may result in suspensions from play in future competitions or in future years. Suspensions are documented in writing, with the right to appeal. Unsportsmanlike Conduct includes: inappropriate behaviour or language, on or off the ice, and failure to provide insufficient notice to the YCA of changes in personnel.

c. Teams must participate in all events arranged by organizing committees, including the designated Competition Team Meeting, Opening Ceremonies, Banquets, Luncheons and Closing and Award Ceremonies.

d. Players must compete in all games assigned to their team in the draw for an event.

7.6 Rules for Competition

A. YCA Competitions:

Officiated Events

Rules and interpretations will be taken from the CCA, Rules for Officiated Play

Specific Rules for this competition that should be noted:

a. All games are ten ends.

b. Umpires supervise pre-game practice.

c. No player is allowed on ice within 1 hour of actual game time except for their designated pre-game practice.

d. Each team is permitted a maximum of 10 minutes practice on the ice that the game will be played on:
Last rock will practice from:

-25 until -15 minutes before game time.

First rock will practice from:

-15 until -5 minutes before game time.

Teams late for pre-game practice will lose the allotted time

Umpires will call the 10-minute time limit if necessary.

A team is allowed to use their own rocks during practice and not those of the opposition.

e. Both teams will use the rocks assigned to the sheet that the game will be played on.

f. Last rock advantage in championship events goes to the winner of the last stone draw.

h. Thirds will measure rocks, but may call an umpire if they wish.

i. If a replacement player is required the head official must be notified and the following options apply:

i. A fifth/alternate player may be used, if so allowed for the competition.

ii. An eligible substitute may be used.

iii. A spare from the player's pool may be used.

iv. Teams may play with three players.

j. Fifth end break is not optional and is for cleaning the ice. The break will last a minimum of five minutes or as long as it takes to clean the ice. Coaches may use the time to confer with their team. This break will not count as a time out. The delivering team's clock will start at the conclusion of fifth end break.

k. All games will be timed according to current CCA rules. If a team runs out of time, the points in the house are considered in addition to the score on the scoreboard in determining the game outcome or further play by the non-offending team.

l. Each team is entitled to two 90-second time-outs per game. Time-outs may only be called by players on the ice. If a coach wants a time out, he/she must signal to the players to call it. Time outs may only be called by the team whose clock is running. A coach and team alternate may confer with their team during any 60 sec. time-out. The coach and alternate of the team who called the time-out may access the playing area adjacent to or at the end of the sheet but shall not access the playing surface. The team that did not call the time-out may communicate with their coach and alternate at either end of the sheet but the coach and alternate shall not access the playing surface.

m. In the event of a tie game after 10 ends play shall continue for such additional ends as may be required to decide the winning team. An optional break of a maximum of 3 minutes is allowed after the 10th end. Each team is allowed additional time of nine (9) minutes, and a one 60 second time out for each extra end. No carry over of time outs is permitted between the regular game and the extra end or between the extra ends if more than one is required.

n. Team members are required to dress in matching jackets or sweaters. Colour matched second layers are required if the outer layer is removed. Advertising on clothing is allowed providing it does not conflict with local or National Sponsors for the event. The official may suspend a player until the dress code is met.

o. The head official is authorized to make decisions on matters not covered by the rules.

p. All games must be played.

q. Position of players. Line up changes cannot be used during a game but can be done half an hour before game time by notifying the head official.

r. Championship directors must supply a list of names for spare pool to head official prior to competition.

List must be posted.

s. Four-rock rule will apply in all games.

t. In the delivery of a stone, the stone shall be released before the stone has reached the nearer hog line.

u. Coaches must be declared at time of entry.

Non-Officiated Events

Rules for non-officiated competitions, as determined by the Executive Committee, are provided prior to each event.

Players are expected to exhibit sportsmanlike behaviour, play all games assigned to their team in the draw and abide by the YCA Code of Conduct and Discipline, for all competitions.

Section 8: Code of Conduct and Discipline Policy

This policy applies to all YCA teams competing in any YCA Sanctioned event.

8.1 Definitions

a. YCA: Yukon Curling Association including its, Competition Liaisons, Head Officials, Employees, Executive Committee and appointed representatives.

b. Competitor/Coach: Any person who is participating in or who has participated as a member of any team in, any competition or event sponsored, promoted, endorsed or supported by the YCA.

c. Decision: Any decision or rule interpretation made, or disciplinary measure taken, by the YCA.

8.2 Obligations of Competitors and Coaches

Each Competitor/Coach shall comply with all reasonable directions and instructions given to them by the YCA, its Competition Liaisons, Head Officials, Executive Committee and appointed representatives. Each Competitor/Coach is obligated to:

a. avoid any action or conduct that would reasonably be expected to reflect adversely upon the YCA and its athletes, teams, coaches, employees, officers, directors, member or sponsors and to conduct themselves in a manner which will bring credit to the YCA and the specific parties named above;

- b. rely upon and utilize the Appeal procedure established by YCA to resolve any issues, rulings, complaints or conflicts that may arise during any competition and to exhaust all such Appeal procedures before making any disputed issues, rulings, complaints or conflicts public;
- c. 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. avoid alcoholic consumption to a level, which would reasonably be expected to impair the ability of a Competitor/Coach to speak, walk or drive or to cause a Competitor/Coach to behave in a disruptive manner during any competition;
- e. avoid the use of drugs banned by the rules of the International Curling Federation, Sport Canada, Canadian Curling Association, and the YCA. (For an updated list of banned drugs, please contact the Canadian Center for Drug-free Sport at 1-800-672-7775 or Sport Yukon at (867)-668-4236.)
- f. submit to random substance control testing upon request by the Association or any person authorized by the Association for such purpose;
- g. avoid possession of anabolic drugs and to neither supply these drugs, directly or indirectly, to any other person nor to encourage their use in any way;
- h. participate in any substance abuse control education program approved by YTG, and the YCA if requested to do so by the YCA.
- i. abide by the rules of the competition.
- j. competitors shall attend all events arranged by organizing committees, including the designated competition team meeting, opening ceremonies, banquets, luncheons and the closing and award ceremonies. If a competitor must be absent from any of these functions because of illness, accident or other extenuating circumstances, prior permission must be granted by the Championship Director and the Head Official. Failure to do so will result in the competitor being dealt with according to 3a.
- k. All Junior Championships are completely non-alcoholic for Competitors. All Junior Competitors/Coaches will refrain from the use of alcohol from the time of arrival at the event site until

the time of departure from the event site. Violation will result in immediate and automatic suspension for a minimum of 1 year.

8.3 Disciplinary Measures

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The YCA shall have the right to administer disciplinary measures if there is contravention of any of the above-specified obligations by a Competitor/Coach. Such disciplinary measures shall include but not limited to:

- a. Informal reprimand (verbal);
- b. Formal reprimand (written);
- c. Temporary suspension from a competition;
- d. Permanent suspension from a competition;
- e. Disqualification from a competition;
- f. Dismissal from any team competing in a competition.

9.4 Appeal Procedure

A. For Non-officiated YCA Sanctioned Events

- a. The host club shall appoint a Competition Liaison to rule on any on-ice disputes. The Competition Liaison has the power to temporarily suspend the offending player(s) on behalf of YCA and immediately notify an appointed representative of the YCA. (The maximum suspension imposed by a Competition Liaison on behalf of YCA is limited to one game, or the remainder of an existing game; however, this does not preclude additional suspension being imposed by the host club.)
- b. The YCA appointee shall rule on any disputes arising at a non-officiated competition and may impose further disciplinary measures as in Section 8.3. Such disciplinary action is limited to the duration of the event.
- c. The decision of the appointee shall be final and binding on the YCA and the competitor/coach and there shall be no appeal from the decision of the appointee.

B. For Officiated YCA Sanctioned Events

a. The YCA approved Head Official shall rule on any on-ice disputes involving YCA competitors, arising at an officiated event.

b. A competitor/coach may appeal a decision of the Head Official to an Appeal Committee. The competitor/coach must notify the Head Official before the game is completed that an appeal is being taken and that the game is being played under protest.

c. The Notice of Appeal shall concisely state the reason and grounds for the appeal and shall be delivered orally or in writing to the Championship Director on the earlier of:

1 hour after the conclusion of the game; and immediately after the completion of the game if either of the teams involved in the decision being appealed is to play in a game scheduled immediately after the game involving the decision being appealed.

d. The Appeal Committee shall consist of the Championship Director and two persons appointed by the Championship Director for such purpose from the following:

The president of the YCA;

The Vice-president of the YCA;

The Past president of the YCA;

Any Executive Committee Member of the YCA; and

Such further person(s) as the president may appoint.

e. The appeal shall be heard at a time determined by the Championship Director.

f. All interested parties shall have a right to attend the appeal and be entitled to be represented at the appeal by an agent or by legal counsel and shall have the right to present evidence and arguments.

The Championship Director shall be entitled to refuse adjournments including those requested to enable an agent or legal counsel to attend.

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g. The decision of the Appeal Committee shall be final and binding on both the YCA and the Competitor/Coach. There shall be no further appeal from the decision of the appeal committee.

Section 9: Harassment Policy and Procedures

Note: For convenience, this policy uses the term complainant to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term respondent refers to the person against whom a complaint is made.

9.1 Policy Statement

a. Yukon Curling Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.

Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

Yukon Curling Association is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

N.B. A special provision in criminal law permits a pardon. An individual must apply for a pardon. A criminal

who has served her or his sentence is not considered pardoned .

b. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of YCA. YCA encourages the reporting of all incidents of harassment, regardless of who the offender may be.

c. This policy applies to harassment that may occur during the course of all YCA business, activities, and events. It also applies to harassment between individuals associated with Yukon Curling Association

but outside YCA business, activities, and events when such harassment adversely affects relationships within the YCA's work and sport environment.

d. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

N.B. At this point in the policy, YCA could also refer to the option of pursuing the matter through an external mediation/arbitration mechanism.

9.2 Definitions

a. Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.

b. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when: submitting to or rejecting this conduct is used as the basis for making decisions that affect the individual; or such conduct has the purpose or effect of interfering with an individual's performance; or such conduct creates an intimidating, hostile, or offensive environment.

c. Types of behaviour that constitute harassment include but are not limited to:

written or verbal abuse or threats;

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the display of visual material which is offensive or which one ought to know is offensive;

unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;

leering or other suggestive or obscene gestures;

condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes

performance, or adversely affects working conditions;

Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;

unwanted physical contact including touching, petting, pinching, or kissing;

unwelcome sexual flirtations, advances, requests, or invitations; or

physical or sexual assault.

d. Sexual harassment most commonly occurs in the form of behaviour by males toward females; however, sexual harassment can also occur between males, between females, or as behaviour by females toward males.

e. For the purposes of this policy, retaliation against an individual,

for having filed a complaint under this policy; or

for having participated in any procedure under this policy; or

for having been associated with a person who filed a complaint or participated in any procedure under this policy,

will be treated as harassment, and will not be tolerated.

9.3 Responsibility:

a. The Yukon Curling Association President and senior staff member are responsible for the implementation of this policy. In addition, the Yukon Curling Association President, senior staff member and harassment advisor(s) are responsible for:

discouraging and preventing harassment within Yukon Curling Association;

investigating formal complaints of harassment in a sensitive, responsible, and timely manner;

imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;

providing advice to persons who experience harassment;

doing all in their power to support and assist any employee or member of Yukon Curling

Association who experiences harassment by someone who is not an employee or member of Yukon Curling Association;

making all members and employees of Yukon Curling Association aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;

informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;

regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;

appointing advisors and providing the training and resources they need to fulfill their responsibilities under this policy; and

appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.

b. Every member of Yukon Curling Association has a responsibility to play a part in ensuring that the Yukon Curling Association sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, any member of Yukon Curling Association who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment advisor appointed under this policy.

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c. In the event that either the Yukon Curling Association President or the senior staff member is involved in a complaint that is made under this policy, the Yukon Curling Association president shall appoint a suitable alternate for the purposes of dealing with the complaint.

9.4 Coach and Athlete Sexual Relations

a. Yukon Curling Association takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on Yukon Curling Association's public image. Yukon Curling

Association therefore takes the position that such relationships are unacceptable for coaches coaching at all levels. Should a sexual relationship develop between athlete and coach, the Yukon Curling Association will investigate and take action, which could include reassignment, or if this is not feasible, a request for resignation, or dismissal from appointment.

9.5 Disciplinary Actions

a. Employees or members of Yukon Curling Association against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a related sexual offence.

9.6 Confidentiality

a. Yukon Curling Association understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment.

Yukon Curling Association recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

b. Yukon Curling Association shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

9.7 Advisors and Officers

a. Yukon Curling Association shall appoint at least one person and hopefully two, one male and one female, who are themselves members or employees of the sport organization, to serve as harassment advisor(s) under this policy. If more than two advisors are appointed, Yukon Curling Association shall ensure a gender balance.

b. The role of harassment advisors is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, harassment advisors shall be directly responsible to the

Yukon Curling Association President and shall be free to consult at any time with harassment officers.

c. Yukon Curling Association shall ensure that harassment advisors receive appropriate training and support for carrying out their responsibilities under this policy.

d. Harassment officers are persons who have received training which enables them to provide guidance to harassment advisors and to convene case review panels and hear formal complaints.

These officers may or may not be associated with a particular organization.

9.8 Complaint Procedure

a. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.

b. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment advisor.

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c. The harassment advisor shall inform the complainant of:

the options for pursuing an informal resolution of his or her complaint;

the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;

the availability of counseling and other support provided by Yukon Curling Association;

the confidentiality provisions of this policy;

the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;

the external mediation/arbitration mechanisms that may be available;

the right to withdraw from any further action in connection with the complaint at any stage (even though Yukon Curling Association might continue to investigate the complaint); and

other avenues of recourse, including the right to file a complaint with a human rights commission

or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

d. There are four possible outcomes to this initial meeting of complainant and harassment advisor.

i. The complainant and harassment advisor agree that the conduct does not constitute harassment.

If this occurs, the harassment advisor will take no further action and will make no written record.

ii. The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.

If this occurs, the harassment advisor will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the harassment advisor may also seek the assistance of a neutral mediator.

If informal resolution yields a result which is acceptable to both parties, the harassment advisor will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.

If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.

The complainant brings evidence of harassment and decides to lay a formal written complaint.

If this occurs, the harassment advisor will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.

The respondent will be given an opportunity to provide a written response to the complaint.

The harassment advisor may assist the respondent in preparing this response.

iii. The complainant brings evidence of harassment but does not wish to lay a formal complaint.

If this occurs, the harassment advisor must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.

When the harassment advisor decides that the evidence and surrounding circumstances requires a formal written complaint, the harassment advisor will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.

e. As soon as possible after receiving the written complaint, but within 21 days, the harassment advisor shall submit a report to the Yukon Curling Association President and senior staff member, containing the documentation filed by both parties along with a recommendation that:

No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or

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The complaint should be investigated further.

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

f. In the event that the harassment advisor's recommendation is to proceed with an investigation, the Yukon Curling Association President and senior staff member shall within 14 days refer the case to a harassment officer who shall convene a case review panel. This panel shall consist of the harassment officer and 2 other persons. There must be at least one woman and at least one man on the panel. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

g. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:

The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing.

The harassment officer shall be the chairperson of the panel.

A quorum shall be all three panel members.

Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.

The hearing shall be held in camera.

Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.

The complainant and respondent may be accompanied by a representative or adviser.

The harassment advisor may attend the hearing at the request of the panel.

h. Within 14 days of the hearing, the case review panel shall present its findings in a report to the Yukon Curling Association President and senior staff member, which shall contain:

a summary of the relevant facts;

a determination as to whether the acts complained of constitute harassment as defined in this policy;

recommended disciplinary action against the respondent, if the acts constitute harassment;

and

recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

i. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

j. A copy of the report of the case review panel shall be provided, without delay, to both the complainant

and the respondent.

k. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

the nature of the harassment;

whether the harassment involved any physical contact;

whether the harassment was an isolated incident or part of an ongoing pattern;

the nature of the relationship between complainant and harasser;

the age of the complainant;

whether the harasser had been involved in previous harassment incidents;

whether the harasser admitted responsibility and expressed a willingness to change;

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and, whether the harasser retaliated against the complainant.

l. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:

a verbal apology;

a written apology;

a letter of reprimand from the sport organization;

a fine or levy;

referral to counseling;

removal of certain privileges of membership or employment;

demotion or a pay cut;

temporary suspension with or without pay;

termination of employment or contract; or

expulsion from membership.

m. Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment advisor's files. These files shall be kept confidential and access to them shall be restricted to the Yukon Curling Association President, the senior staff member, and officers.

n. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

9.9 Procedure Where a Person Believes That a Colleague Has Been Harassed

a. Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to an advisor, the advisor shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 10.8c

9.10 Appeals

a. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

b. Permissible grounds for an appeal are:

the panel did not follow the procedures laid out in this policy;

members of the panel were influenced by bias; or

the panel reached a decision that was grossly unfair or unreasonable.

c. In the event that a notice of appeal is filed, the Yukon Curling Association President and senior staff member shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no

prior involvement in the dispute between them.

d. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment advisor and the case review panel, and the notice of appeal.

e. Within ten days of its appointment, the appeal body shall present its findings in a report to the Yukon Curling Association President and senior staff member. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

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f. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.

g. The decision of the appeal body shall be final.

9.11 Review and Approval

a. This policy was approved by Yukon Curling Association board of directors on October 04, 2000.

b. This policy shall be reviewed by Yukon Curling Association Executive Committee on an annual basis.

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Section 10: Travel Assistance Program

10.1 Program Components

The Travel Assistance Program is composed of three (3) components: YRAC, YCA and CCA

A. YRAC Travel Assistance

Only junior teams qualify for travel funding through YRAC to the Yukon Curling Championships.

Junior Travel: 75% of the actual cost of the air or bus fare to a maximum of \$275.00 per athlete (Coaches Included); or vehicle costs (at \$0.16 per kilometre per vehicle based on four people per vehicle) to a maximum of \$275.00.

B. YCA Travel Assistance:

- a. The Yukon Curling Association recognizes the need to assist teams wishing to compete at the elite level.
- b. The YCA may support teams wishing to travel to the Yukon Championships, up to the maximum amount of \$200.00 per team, to help offset travel costs.
- c. The YCA may support teams representing YCA at the Canadian Junior Championships, up to a maximum amount of \$200.00 per team.
- d. Since Masters teams do not have playoffs with NWT, the YCA may support teams representing YCA at the Canadian Open Masters Championships, up to a maximum amount of \$200.00 per team.
- e. Teams traveling to Yukon Championships, the Canadian Open Masters Championships and any other competitions deemed acceptable to the Executive Committee are also eligible to apply for any travel grants that may become available to the Association.
- f. The YCA will also assist competitive curlers by making application for lottery licenses for any fundraising initiatives competitive curlers may wish to coordinate.
- g. Additional funding may become available, from time to time, from fundraising activities organized by YCA to help finance team travel. Only those individuals who participate in these fundraising activities shall be eligible for any additional compensation.

Scott Paper Ltd. Funding

Priorities for allocation of Scott Paper Ltd. funding:

1. Hosting expenses for Yukon Women's Scott Tournament of Hearts Championship.
2. Travel to Yukon Women's Scott Tournament of Hearts Championship;
4. Promotion of Women's curling.

C. CCA Travel Assistance:

YCA arranges travel for YCA teams attending National Championships according to CCA guidelines.

The Canadian Curling Association will pay for the airfare and accommodation for teams competing at National Championship events as follows:

- a. Canadian Men s - funding for 5 players and 1 coach

- b. Canadian Women s - funding for 5 players and 1 coach
- c. Junior Men - funding for 4 players and 1 coach
- d. Junior Women - funding for 4 players and 1 coach
- e. Mixed - funding for 4 players
- f. Senior Men - funding for 4 players
- g. Senior women - funding for 4 players

Players competing in some championships also receive a per diem from CCA.

10.2 Payment/Disbursement of Assistance

The YRAC and YCA portions of the Travel Assistance Program are administered by the YCA Executive Director at the YCA Office.

10.3 Competitor s Responsibility

Teams and individuals are responsible for the following regarding travel under subsections 11.1 A. and 11.1 B. except for 11.1.B. iii.

- a. Booking flights
- b. Payment of tickets in advance
- c. Name changes
- d. Itinerary changes (unless requested by YCA)
- e. Extensions
- f. Cancellation fees
- g. Tickets purchased and not utilized
- h. Applying for any reimbursement under YCA travel policy
- i. Booking accommodation

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Section 11: Arctic Winter Games Trials, Arctic Winter Games, Canada Winter Games

11.1 Arctic Winter Games Trials

A. Competitors:

Must be under 18 as of July 1, prior to the competition.

B. Sport Yukon:

a. Distribute Suggested Guidelines For Hosting Yukon AWG Trials, and AWG Trial Request Form to all affiliates of YCA.

b. Distribute AWG Trials Technical Package, outlining requirements for athletes and coaches competing in Arctic Winter Games.

C. Hosting Club:

a. Develop and work with an AWG Trials budget. The cost of hosting the Trials beyond the transportation is absorbed by the sport governing body and the host community and may be offset by an additional registration fee.

b. Arrange facilities and any upgrading required.

c. Locate necessary equipment.

d. Secure officials

e. Coordinate the billeting of athletes, officials, and coaches.

f. Coordinate the opening and closing ceremonies.

g. Contact all media and advise of Trials details.

h. Contact medical personnel for the event.

i. Ensure transportation to and from the venues is arranged, if required.

j. Handle the logistics of registration and scheduling.

k. Host cultural and social activities, if desired.

N.B. The hosting club must have artificial ice.

D. YCA:

a. Selects a Trial Coordinator.

b. Prepares a draw

- c. In coordination with hosting community arrange for facilities and officials.
- d. Select coaches and include a statement of how selection process is set for coaches and athletes.
- e. Coordinate collection of registration fees and forward the money and team lists to Sport Yukon.
- f. Notify Sport Yukon of affiliate who will be hosting Arctic Winter Games Trials including dates and location.

N.B. Coaching criteria, categories and responsibilities for Arctic Winter Games Trials may change from one set of trials to the next.

11.2 Arctic Winter Games

Information on coaching criteria, categories and responsibilities for Arctic Winter Games is available from

Sport Yukon and YCA.

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11.3 Canada Winter Games Trials

Coaching criteria, categories and responsibilities for Canada Winter Games Trials to be developed.

N.B. The hosting club must have a minimum of three sheets of artificial ice if they intend to host both the Junior Men s and Junior Women s competitions.

11.4 Canada Winter Games

Teams planning to participate in the Canada Winter Games must be engaged in a two-year training plan leading up to the games. This plan includes the process for selecting athletes and coaches. The training plan must be approved by the Sport Yukon, Sport Consultant and by YCA. A technical package outlining eligibility (coaches and competitors), equipment, uniforms, etc., will be made available to YCA and their coaches through Sport Yukon.

Section 12: Pins

A. Canadian Curling Championships

Teams representing the YCA at the Canadian Curling Championships are given the following pins:

Junior Men/Junior Women 70 YCA pins per team

Senior Men s/Senior Women 56 YCA pins per team

Mixed 56 YCA pins per team

Ladies 80 YCA pins per team

Men s 80 YCA pins per team

Teams representing YCA at other national events for which competitor cards are required at the initial level of play may request a reasonable number of pins from YCA.

All teams representing the Y/NWT at the Canadian Curling Championships will receive double crested Y/NWT pins as above.

B. Arctic Winter Games

Teams representing the YCA at the Arctic Winter Games are given the following pins:

Junior Men/Junior Women - YCA pins as required according to entries

C. Canada Winter Games

Teams representing the Yukon at the Canada Winter Games will receive YCA pins as required according to entries.

D. Delegates

Delegates representing the Yukon Curling Association at Canadian Curling Association Meetings are given the following pins:

National Curling Conference - 100 YCA pins.

For all the above categories, additional pins can be purchased from the Yukon Curling Association at cost price.

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Section 13: Conflict of Interest Policy

13.1 Purpose

The purpose of this policy is to describe how members of the YCA will conduct themselves in matters relating to conflicts of interest, and to clarify how the YCA will make decisions in situations where conflicts of interest may exist.

13.2 Definition of Conflict of Interest

Conflicts of interest include both pecuniary and non-pecuniary interests. A **pecuniary** interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.

A **nonpecuniary** interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

13.3 Application

This policy applies to directors, officers, employees, contractors, committee members, volunteers and other decision-makers within the YCA (hereafter referred to as Representatives of the YCA).

13.4 Statutory Obligations

Yukon Curling Association is incorporated under the Yukon Societies Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the Association.

Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's interest and the interests of the YCA must at all times be resolved in favour of the YCA.

13.5 Additional Obligations

In addition to fulfilling all requirements of the Act, the YCA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the YCA will not:

- a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the YCA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- b) Knowingly place themselves in a position where they are under obligation to any person who

might benefit from special consideration, or who might seek, in any way, preferential treatment;

c) In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;

d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the YCA, where such information is confidential or is not generally available to the public.

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e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the YCA, or in which they have an advantage or appear to have an advantage on the basis of their association with the YCA;

f) Use the YCA property, equipment, supplies or services for activities not associated with the performance of official duties with the YCA;

g) Place themselves in positions where they could, by virtue of being a Representative of the YCA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;

h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the YCA.

13.6 Disclosure of Conflict of Interest

On an annual basis, all directors, officers, employees and committee members will complete a written statement disclosing any real or perceived conflicts that they might have.

At any time that a Representative of the YCA becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.

Any person who is of the view that a Representative of the YCA may be in a position of conflict of interest, may report this matter to the Board.

The President has the authority to declare if/when a board member is in a conflict of interest, based on the issue at hand. Once a member of the board either self declares as being in conflict, or is declared in conflict by the President, that board member will immediately withdraw from discussions and abstain from voting on the issue at hand, and they will as well refrain from any attempt at influencing any other board member on the issue at hand.

13.7 Resolving Conflicts in Decision-making

Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of the YCA may be considered and decided upon by the YCA, provided that:

- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
- b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- c) The Representative abstains from voting on the proposed decision or transaction;
- d) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
- e) The decision or transaction is in the best interests of the YCA.

13.8 Conflicts Involving Employees

The YCA will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with the YCA, provided that the employment, contract

or volunteer appointment does not diminish the employee's ability to perform the work contemplated in

their employment agreement with the YCA. Any determination as to whether there is a conflict of interest

will rest solely with the YCA, and where a conflict of interest is deemed to exist, the employee will resolve

the conflict by ceasing the activity giving rise to the conflict.

13.9 Enforcement

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Failure to adhere to this policy may give rise to discipline in accordance with the YCA s Code of Conduct and Discipline policy.

13.10 Review and approval

This policy was approved by the YCA Membership at the AGM on 30/06/2004 and will be reviewed by the

Board of Directors on an annual basis.

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Section 14: Dispute Resolution Policy

14.1 Preamble

The YCA supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with

and among members, and to avoid the uncertainty, costs and other negative effects associated with litigation.

14.2 Scope

This policy applies to disputes with and among members, where the term Member refers to all categories of members within the YCA, as well as to all individuals engaged in activities with or employed

by the YCA, including, but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).

This policy does not apply to disputes relating to:

- a) Matters of employment;
- b) Infractions for doping offences, which are dealt with pursuant to the *Canadian Policy on Doping in Sport* and the *Canadian Doping Control Regulations*;
- c) The rules of **Curling**, which may not be appealed; and

d) Discipline matters arising during events organized by entities other than the YCA, which are dealt with pursuant to the policies of these other entities.

14.3 Negotiation

The YCA encourages all Members to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques, and negotiated resolutions to disputes with and among Members are strongly encouraged.

14.4 Facilitation and Mediation

Opportunities for facilitation and mediation may be pursued at any point in a dispute within the YCA where

it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

Where mediation is pursued, it will be done so in accordance with standard mediation practice using trained mediators who are acceptable to the parties.

14.5 Appeals

Appeals within the YCA will be dealt with under the YCA Appeals Policy.

14.6 Arbitration

In the event that a dispute persists after internal avenues of decision-making, negotiation, facilitation, mediation and/or appeals have been exhausted, opportunities for independent arbitration may be pursued

by the parties.

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Where such independent arbitration is pursued, it will be done so in accordance with standard arbitration

practice using trained arbitrators who are acceptable to the parties

The parties involved in a dispute may also mutually agree to bypass internal avenues of dispute resolution

and may directly pursue opportunities for independent arbitration.

Where a dispute is referred to arbitration, all parties to the original dispute will become parties to the arbitration.

The parties to arbitration will enter into a written Arbitration Agreement that will specify that the decision of

the arbitrator will be final and binding upon the parties and not subject to any further review by any court

or any other body.

14.7 No Legal Action

No action, application for judicial review or other legal proceeding will be commenced against the YCA respecting a dispute, unless the remedies afforded by this policy have been exhausted.

Section 15 – YCA Finances and Reserves

15.1 YCA Reserve Policy

The Board of Directors may, by ordinary motion, authorize the expenditure of funds from any reserve fund for purposes appropriate to the reserve fund.

The Board of Directors may, by ordinary motion, authorize the movement of funds from general revenue into a reserve fund.

Contingency Reserve- Created to meet any unforeseen operational expenditures in any given year.

Member Reserve - Created to provide member funding as the YCA board deems appropriate.