



**POLICY CATEGORY:** Finance

**POLICY TITLE:** ASSOCIATE ORGANIZATION

**Policy Number:** 3.13

**Date Approved:** December 10, 2023

**Purpose:** To outline the rights and privileges of an Associate Organization

**Definitions:**

In this policy, “Associate Organization” means a provincial curling association, representing a defined group of organized curlers. The Associate Organization shall be registered and in good standing with the Nova Scotia Registry of Joint Stocks. The Associate Organization must have a Provincial Championship.

**Policy Statement:**

This Policy outlines the formal relationship between the NSCA and an Associate Organization, describing the obligations and responsibilities of each party. The goal is for the NSCA and Associate Organizations to work cooperatively to grow the sport of curling in Nova Scotia in all its forms.

- 1. Communication:** The NSCA shall endeavour to keep each Associate Organization informed of any provincial or national initiatives impacting the activities of that Associate Organization. Similarly, each Associate Organization shall keep the Executive Director, NSCA informed of any known provincial or national curling initiatives that may significantly impact NSCA operations.
  - 1.1**The Associate Organization will provide the Executive Director of the NSCA with minutes of any annual/semi-annual meeting of its membership.
- 2. Representation:** An executive member/leadership representative of each Associate Organization shall be invited to attend NSCA Board of Directors meetings where there exist agenda items impacting the Associate Organization. Similarly, the Executive Director (or designated representative) of the NSCA shall be invited to attend any Associate Organization board/leadership meetings where there exist agenda items impacting the NSCA. In both instances, the visiting representative will be a non-voting, ex-officio member and will not participate in any discussions held in camera.

3. **Sources of Funding:** The Associate Organization shall inform the NSCA of any applications to external funding bodies and the objectives of that application. The NSCA shall support such applications, as the Provincial Sport Organization (PSO) for curling, except where there is a direct or perceived conflict with the written objectives or services of the NSCA.
4. **Sponsorship:** Through regular communication and collaboration an Associate Organization and the NSCA shall make every effort to avoid conflicting sponsorship efforts (e.g., named contributions from competing sponsors such as food and beverage retailers, manufacturers)
5. **Championships:** The NSCA and the Associate Organization shall work cooperatively to hold provincial-level championship events. The agreed-upon specifics and logistics for each event held may vary and be determined in consultation between the Associate Organization and the NSCA Executive Director within an adequate operational timeframe. The sub-sections to follow provide direction for that consultation.
  - 5.1. For a provincial-level championship event, the table below outlines the costs incurred by the NSCA for various services. The Associate Organization and the NSCA Executive Director will determine what services are to be provided for each provincial-level championship event, thereby establishing the cost incurred for that event.

Item	Description
Online Registration	Team registration and fee collection using Curling I/O
Online Draw & Scoring	Setting up online draw and scoreboards
Banners	Official banner for event winner(s)
Uniforms	Includes jackets & shirts
Officials	Includes umpires, timers, use of time clocks & cost can vary depending on site and length of event
Team Assistance	Where applications are received, Team Assistance is available
Hosting Grant	May vary on an event-by-event basis
Maritime Championship Entry Fee	Where an event-winning team advances to and plans to attend a Maritime Championship
Administrative	Includes website, communication with

	organiser and teams, uniform sizing, and other functions
Third Party Payment Vendor	Expense incurred for every registration fee paid through Curling I/O

- 5.2. For a provincial-level championship event the NSCA shall, unless otherwise determined in 5.1:
- Provide registration and fee collection through Curling I/O and the NSCA website
  - Provide the relevant Associate Organization with an accurate list of registrants, no later than 30 calendar days prior to the event, including email addresses for both active registrants and cancellations
  - Disburse the hosting grant to the club holding the event
  - Provide access to Curling I/O to record game results
  - Train event officials on setting up and modifying Curling I/O draws
  - Provide jackets and shirts to the event-winning team(s) who are attending Canadians
  - Invite event-winning team(s) to the annual NSCA Celebration of Excellence
- 5.3. For provincial-level championship events, the Associate Organization shall:
- Where registration fees collected on behalf of the Associate Organization by the NSCA are insufficient to cover all costs incurred, provide the NSCA with payment for the agreed-upon services from 5.1 by February 1 of the current year
  - Determine the team registration fee by May 1<sup>st</sup> for upcoming season, which will be collected by the NSCA through Curling I/O
  - Select a site, in coordination with the NSCA by June 1<sup>st</sup> for upcoming season, and work with the relevant club to execute the event
  - Prepare an event budget with the relevant club and provide funding for the event as required
  - Prepare a draw schedule for the event upon receipt of the registrant list from the NSCA
  - Have any event trophies engraved with winning team information, as appropriate
  - Provide any desired awards (i.e., medals, trophies) for winning and non-event-winning team(s). If patches are provided the patch design will not conflict with or imitate the NSCA/CCA patch design.
- 5.4. **Transferability:** An Associate Organization nor the NSCA shall assign or transfer the responsibilities outlined in this policy to another party unless expressly

agreed upon in writing and in advance by both the Associate Organization and the NSCA. This consent shall not be unreasonably withheld.

6. **Access to Development:** The NSCA shall facilitate access by members of the Associate Organization to an invitation to curling conferences and access to relevant training materials and programs that will benefit the Associate Organization.
7. **NSCA Website Exposure:** The NSCA will include a section on the NSCA website that contains information provided by the Associate Organization and provides a link to the Associate Organization website.

<b>Revision History</b>	
<b>Date Approved</b>	<b>Comments</b>
<b>December 10, 2023</b>	<b>Approved by the Board of Directors</b>