ENGLISH CURLING ASSOCIATION



Policies Appendix Document 2023

[**1.** **EQUALITY POLICY** 4](#_Toc137537450)

[Policy Statement 4](#_Toc137537451)

[Positive action 4](#_Toc137537452)

[Implementation 4](#_Toc137537453)

[Responsibility, Monitoring and Evaluation 5](#_Toc137537454)

[**2** **CHILD PROTECTION POLICY and ADULT PROTECTION POLICY** 6](#_Toc137537455)

[Policy Statement 6](#_Toc137537456)

[Policy in Action 6](#_Toc137537457)

[**2.** **ETHICAL PRACTICE, CONDUCT AND FAIR PLAY** 7](#_Toc137537458)

[**3.** **HEALTH AND SAFETY POLICY** 8](#_Toc137537459)

[Preamble 8](#_Toc137537460)

[Procedures 8](#_Toc137537461)

[Training 8](#_Toc137537462)

[Equipment 8](#_Toc137537463)

[Plans 8](#_Toc137537464)

[Guidelines 8](#_Toc137537465)

[**4.** **COMPLAINTS POLICY** 9](#_Toc137537466)

[Complaints Procedure 9](#_Toc137537467)

[**5.** **DISCIPLINARY POLICY** 11](#_Toc137537468)

[Scope 11](#_Toc137537469)

[Lead Investigator 11](#_Toc137537470)

[Disciplinary Panel 11](#_Toc137537471)

[Formation 11](#_Toc137537472)

[Disciplinary Panel process 11](#_Toc137537473)

[Powers of the Disciplinary Panel. 12](#_Toc137537474)

[Temporary Suspension 13](#_Toc137537475)

[Reference to the DBS 13](#_Toc137537476)

[**6.** **APPEALS PROCEDURE** 14](#_Toc137537477)

[Right of Appeal 14](#_Toc137537478)

[Appeal Panel 14](#_Toc137537479)

[Notice of Appeal 14](#_Toc137537480)

[Panel Decision 14](#_Toc137537481)

[**7.** **COMPETITION AND GAME RULES** 15](#_Toc137537482)

[**8.** **NATIONAL AND INTERNATIONAL MATCHES** 18](#_Toc137537483)

[**9.** **ANTI - DOPING POLICY** 19](#_Toc137537484)

[**10.** **INTERNATIONAL TEAM SELECTION POLICY** 20](#_Toc137537485)

[Introduction / Background 20](#_Toc137537486)

[Eligibility to Represent England 20](#_Toc137537487)

[World Context 20](#_Toc137537488)

[ECA Championships 21](#_Toc137537489)

[Team selection – teams of 4/5 22](#_Toc137537490)

[Selection of alternative team if required 22](#_Toc137537491)

[*Changes to the winning team after an ECA Championship* 22](#_Toc137537492)

[*Withdrawal of the winning team after an ECA Championship* 23](#_Toc137537493)

[*ECA Championship not held* 23](#_Toc137537494)

[Principles of Selection of Alternative Team 24](#_Toc137537495)

[Team selection process – Mixed Doubles 24](#_Toc137537496)

[*Changes to the winning team after an ECA Championship* 24](#_Toc137537497)

[Changes to a Team in a *Force Majeure* situation 24](#_Toc137537498)

[Cancellation of WCF Event(s) 25](#_Toc137537499)

[**11.** **DATA PRIVACY POLICY** 26](#_Toc137537500)

[About this Policy 26](#_Toc137537501)

[The information that is collected and why 26](#_Toc137537502)

[How personal data is protected 26](#_Toc137537503)

[Who else has access to the information provided? 27](#_Toc137537504)

[How long is information retained? 27](#_Toc137537505)

[A member’s rights 27](#_Toc137537506)

[**13.** **ENGLAND TEAM CLOTHING and EQUIPMENT POLICY** 28](#_Toc137537507)

# **EQUALITY POLICY**

The ECA is the governing body for the sport of curling in England and is committed to ensuring that equality is incorporated in all aspects of the organisation, its policies, and operations.

## Policy Statement

The ECA is committed to developing and maintaining a diverse and inclusive environment where everyone is treated fairly, with respect and has the opportunity to realise their full potential and contribute to the ECA’s success. The ECA endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in curling, whether as casual participants, team members, volunteers, coaches, office-bearers in clubs or those within the ECA:

* has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, nationality, colour, socioeconomic status, or sexual orientation; and
* can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse

The ECA is committed to avoiding and eliminating unfair discrimination of any kind in curling and will under no circumstances condone unlawful discriminatory practices. The organisation takes a zero-tolerance approach to harassment.

## Positive action

The principle of sports equality goes further than simply complying with legislation. It entails taking positive steps to counteract the effects of physical or cultural barriers, whether real or perceived, that restrict the opportunity for all sections of the community to participate equally and fully.

The ECA will therefore seek to institute, support, or contribute to appropriate measures or initiatives that enable access to curling and participation in associated activities by people from any group that is under-represented in the sport or has difficulty accessing it.

## Implementation

The following steps will be taken to publicise this policy and promote sports equality in curling:

The ECA President will take overall responsibility for ensuring that the policy is observed.

The Council will take full account of the policy in arriving at all decisions in relation to activities of the ECA.

The ECA will collaborate fully with any surveys or other initiatives designed to assess the level of participation of different sections of the community in curling and will take account of the findings in developing measures to promote and enhance sports equality in curling.

The ECA will identify material to assist the Council and Committee in raising awareness of both collective and individual responsibilities.

The ECA will recommend all club coaches undertake equality and diversity training and will help to identify suitable courses when requested.

It will be a condition of ECA membership that member clubs:

* formally adopt this policy, or produce their own equality policy in terms that are consistent with it; and
* take steps to ensure that their committees, members, and volunteers behave in accordance with the policy, including, where appropriate, taking disciplinary action under the Club’s constitution; and
* ensure that access to membership is open and inclusive
* support such measures and initiatives that the ECA may institute or take part in to advance the aims of this policy

It will be a condition of ECA membership that individual and corporate members:

* commit to act in accordance with this policy; and
* support such measures and initiatives that the ECA may institute or take part in to advance the aims of this policy

## Responsibility, Monitoring and Evaluation

The Council will be responsible for ensuring the implementation of this policy.

The Council will review all ECA activities and initiatives against the aims of the policy on an annual basis, and any adverse outcomes will be reported formally at the AGM.

The President will review any measures or initiatives that the ECA may institute or take part in to promote and enhance sports equality in curling and will report any findings formally to the AGM.

The Council will review the policy itself at intervals of no more than three years, (or when necessary due to changes in legislation) and will report with recommendations to the AGM.

# **2 CHILD PROTECTION POLICY and ADULT PROTECTION POLICY**

## Policy Statement

The World Curling Federation (WCF) believes that it is a fundamental right of all athletes and volunteers to be able to participate and develop in a non-violent, safe, and respectful environment, free from all forms of discrimination, violence, neglect and exploitation.

As such, the ECA is fully committed to safeguarding the welfare of all athletes, staff, and volunteers, especially children, young people and adults in its care. Our Child Protection Policy considers the ‘Working Together to Safeguard Children’ guidance published in 2018 by the Department for Education and guidance from the Child Protection in Sport Unit.

The ECA recognises its responsibility to promote safe practice and to protect all athletes, staff, and volunteers, especially children, young people and adults from harm, poor practice, exploitation and abuse. The ECA is fully committed to a rights-based approach within curling. To that end the ECA recognises and implements the general principles of the UN Convention on the Rights of the Child (UNCRC).

Members and volunteers will work together to embrace difference and diversity, and respect the rights of children, young people, and adults.

## Policy in Action

The ECA’s Child Protection Policy can be found on its website at [www.englandcurling.com](http://www.englandcurling.com)

The ECA’s Adult Protection Policy is currently under review.

# **ETHICAL PRACTICE, CONDUCT AND FAIR PLAY**

English Curling expects its officers, members, and volunteers to always act with integrity and ethically in its dealings with other National Associations, Clubs and its members as well as players, coaches, guardians and spectators.

Respect for the universal fundamental ethical principles is the foundation of both Curling and in a wider sense Olympism.

These include:

1. Respect for the Spirit of Curling, which requires mutual understanding with a spirit of friendship, solidarity and fair play
2. Respect of the principle of the universality and political neutrality of the sport
3. Maintaining harmonious relations with local and national authorities
4. Respect for international conventions on protecting human rights insofar as they apply to the sports’ activities, and which ensure, in particular:
	1. respect for human dignity
	2. rejection of discrimination of any kind on whatever grounds, be it age, disability, race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth, or other status
	3. rejection of all forms of harassment and abuse, be it physical, psychological, sexual, or any physical /mental injuries
5. Ensuring the participants’ conditions of safety, well-being, and medical care favourable to their physical and mental equilibrium

The WCF has also published several policies which can be referred to. These can be found here <http://www.worldcurling.org/policies>

# **HEALTH AND SAFETY POLICY**

To promote health and safety within the ECA and affiliated Clubs and to proactively reduce incidents by establishing systems and practices to manage any risk.

##  Preamble

To encourage all affiliated clubs to ensure involvement in safe practices by employees, sub-contractors, volunteers, and club members.

##  Procedures

Basic safe work practices should be included in the orientation of all employees and volunteers of all affiliated clubs as well as all officials at National Competitions.

##  Training

Safety awareness should be emphasised to all club members.

##  Equipment

First-Aid kits should be maintained at all rinks used by the ECA and its affiliated clubs and, where a defibrillator is installed, that it has been regularly serviced and that staff have been trained in its use. Clubs should check that rinks they are playing at have necessary equipment for the safety of its members.

##  Plans

1. Affiliated Clubs should undertake, or check, the existence of the following at rinks they are playing at:
2. A Hazard Assessment of each area
3. An Action Plan for accidents/incidents - Site specific procedures
4. That procedures and regulations are followed for all accidents/incidents
5. That a first-aid log is maintained
6. Clubs should discuss preventive measures at their committee meetings
7. Clubs and/or rinks should maintain emergency response procedures; and
8. Building evacuation plan(s)

##  Guidelines

The commitment to health and safety is shared between staff, management, and volunteers together with the venues hired by the ECA. Effective Health and Safety programmes have been proven to reduce accidents, injuries, and illness.

# **COMPLAINTS POLICY**

The ECA aims to provide the highest possible standard of service to its members and volunteers in the sport of curling.

It is recognised that there may be occasions when the ECA does not meet with the expectations of a member, either in the quality of its service, in a decision it has made or in its treatment of an individual or a team, and when this happens, the ECA will seek to resolve the issue quickly and equitably.

All complaints will be thoroughly investigated and at all stages the response to the complainant will clearly set out the reasons for the decisions made and any recommendations on remedial actions to be taken for the benefit and development of the organisation and the sport.

The ECA will respect the privacy of the person or persons involved and will treat matters with the respect and confidentiality that is appropriate to each case.

## Complaints Procedure

Stage 1

Any complaint should be made either in person, by telephone or by letter / email to the most appropriate member of the ECA at the earliest opportunity and within 90 days of the cause of the complaint. He or she is best placed to deal with and resolve your complaint quickly. If you do not know who this person is, the Secretary will be contacted and will delegate the matter appropriately.

The ECA will acknowledge the complaint within three days and provide contact details for the person looking into the matter. The ECA will aim to provide a response as quickly as possible but within 14 days, but if longer is needed to consider the complaint, this will be explained with a timeframe for receiving a response.

If the complainant is unhappy with the response, the complaint can be moved on to stage two.

Stage 2

The complaint should now be made, in writing, to the Vice President or, if the complaint involves the Vice President, to the President, or, if they are also involved, to the Secretary who will delegate the complaint as appropriate. The complaint will be acknowledged within three days.

At this stage the process will require the issue(s) to be investigated impartially and to gather statements where required. The investigating officer may need to consult policies and procedures and may need to seek advice from specialists, depending on the nature of the complaint. The ECA will aim to provide a response as quickly as possible but within 21 days. If longer is required to consider the complaint, the ECA will explain why and advise when a response can be expected.

A written response will be provided. If the complainant is not satisfied with the response received then the complaint can be moved to stage three.

Stage 3

Upon receipt of a written request to advance your complaint to this stage the Secretary will convene a Panel consisting of three non-involved members of the ECA Council who will consider the evidence gathered in the previous stages and may call upon the complainant to present their complaint in person / virtually. A written response will be provided to the complainant within 21 days.

The ECA believes that this procedure will allow them to satisfactorily answer the complaint but acknowledge that it may not give the desired resolution. If the outcome of the investigation has not resolved the situation to the satisfaction of the complainant, then an appeal, against the decision, via the process as set out in the Appeals Procedure can be raised.

Should the complaint raise a matter that needs to be dealt with through the formal disciplinary procedures, the complainant will be informed and given the relevant details.

# **DISCIPLINARY POLICY**

This policy applies to all individuals involved in the sport of curling, including coaches, players, umpires, supporters, helpers, club members, committee members, executives, and council members: this is not an exhaustive list.

## Scope

The disciplinary policy has been written to govern incidents where persons involved in curling are involved in behaviour, conduct and actions that may bring the sport into disrepute. Examples of this may be misuse of authority, inappropriate behaviour, improper conduct, foul or offensive language, breaches of the Anti-Doping Rules, equipment abuse or wilful damage. Any violation may result in disciplinary action being taken against the offending person(s) by the ECA or the curling organisation having jurisdiction.

The consideration of disciplinary action may arise out of:

* the result of an investigation through the Complaints Policy into the conduct of a Member (s) of the ECA Council / the ECA and of any decisions undertaken by them
* a complaint (s) received regarding the behaviour of an individual (s) that comes within the scope of this policy as defined above. A Council Member will be appointed by the President to be the Lead Investigator who will decide whether this is a case which should be dealt with locally e.g., by the Club / Affiliated Body, or whether it should be dealt with by the ECA. A complaint regarding an incident at an ECA competition will always be dealt with by the ECA.

## Lead Investigator

The Lead Investigator will gather and review the complaint / report of an incident and decide whether there is sufficient information/evidence/justification for the appointment of a Disciplinary Panel.

The Lead Investigator will support the Disciplinary Panel and will be the main point of contact for both the complainant(s) and accused person(s).

Disciplinary Panel

### Formation

The Disciplinary Panel will consist of three members of the ECA Council to be chaired by the President (all of whom must have no conflict of interest in the matter at hand). If the President is conflicted, the Vice President will stand instead and, if he is conflicted, then another member of the Council will chair the Panel. Where possible Panel members will be chosen who have relevant experience in the issues behind the complaint.

### Disciplinary Panel process

The Panel will meet to consider the complaint and any supplementary information including any statements from the defendant: these may be written but the Panel may also call on the parties involved and any witnesses to make personal appearances before them.

The Panel can ask for further information, clarification of both written statements and witnesses if necessary.

The person or person(s) against whom the complaint has been made must:

1. be informed of the nature of the complaint in writing
2. be provided with a copy of any report or other information which will be considered by the Panel
3. be invited to attend a meeting which should be held at a convenient time for them whilst also being aware that some complaints will need to be acted on expediently
4. receive sufficient notice of the meeting
5. be given the opportunity to put their side of the story and call witnesses
6. be allowed to hear or see evidence supporting the complaint. Minors should not be required to give evidence in person and can provide evidence in writing. There may also be information which is confidential to the complainant or where the source has requested anonymity for fear of retribution
7. be informed of the outcome in writing, and
8. be informed of their right to appeal

When the Panel has reached a decision, it must:

1. inform the accused in writing with details of the decision and their right to appeal
2. inform all relevant parties of the outcome in writing, and
3. make sure that any actions arising from its decision are carried out

### Powers of the Disciplinary Panel.

The powers of the Disciplinary Panel will include deciding upon the appropriate sanctions which should be recommended to the ECA Council. These include, but are not restricted to, the following:

1. a written warning as to future conduct
2. disqualification from an event
3. a ban on representing England in WCF Championships
4. resignation from an Office-Bearer position in the ECA, or a Member Club
5. a requirement to change current practices
6. a requirement to change the rules of an Affiliated Club
7. a financial penalty
8. a written apology to those affected
9. coaching/ Umpiring / Competing under supervision
10. ordering the defendant to undertake relevant training / CPD such as:
	1. Relevant coaching course or update
	2. Sports coach UK Safeguarding & Protecting Children workshop or Positive Coaching Scotland (PCS) workshop
11. Undertaking umpiring training
12. temporary suspension - person(s) /club / group / organisation
13. permanent suspension / life-time ban - person(s) / club / group / organisation, and
14. any other appropriate sanction deemed suitable by the Disciplinary Panel

A combination of the above penalties, including a combination with a fine, is allowed.

## Temporary Suspension

It may be in the best interests of all parties, or necessary due to the nature of the complaint, that the individual concerned is temporarily suspended pending the conclusion of the matter. Temporary suspension is a neutral act and will not be used punitively. Support and advice will also be provided to the individual who is suspended as it is recognised that this can be a stressful process and while termed as “neutral” may not feel like this to the individual involved.

## Reference to the DBS

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with adults in England and Wales and in Northern Ireland.

The ECA will inform the DBS if the following action has been taken because an individual within the sport or an ECA Member Club has harmed a child (or adult) or placed them at risk of harm:

* + 1. permanently dismissed or removed an individual from regulated activity/work, or
		2. moved an individual to another role within the club/organisation which is not regulated activity/work

The ECA will also inform the DBS if they would have sanctioned an individual if they had not resigned or retired from their position or Membership of the ECA / Clubs.

***The ECA (and Clubs) has a legal responsibility to make a referral in the above circumstances and it is a criminal offence not to make such a referral.***

# **APPEALS PROCEDURE**

## Right of Appeal

Any appeal against a decision of the ECA Council must be made in writing to the Secretary and President of the ECA within 7 days of receipt of the decision.

## Appeal Panel

The President will convene a Panel to hear the appeal. If the President is involved on either side of the appeal, it will be handled by, and overseen by, an alternative senior Member of Council who will take charge of organising the Panel.

The Panel will consist of the President or senior Member of Council and two independent people.

## Notice of Appeal

The Notice of Appeal must set out the full details of the Appellant’s ground(s) of appeal including:

1. details of the decision which is being appealed
2. details of the ground(s) on which the decision is being appealed including the way the appellant alleges that such ground(s) apply, and
3. any documents or written evidence upon which the appellant relies in support of their appeal

## Panel Decision

The Appeal Panel will either:

* dismiss the appeal and confirm the original decision, or
* uphold the appeal and remit the matter back to the ECA Council, outlining the errors they have identified in the conduct of the original decision-making process, and request that a new decision is made within 48 hours

# **COMPETITION AND GAME RULES**

1. The ECA adopts the Rules of Curling of the World Curling Federation in respect of all games, matches and competitions among its members.
2. An Organising Committee will be convened for each competition in the absence of any individual being nominated and accepting the post of competitions convener.
3. The committee (or competitions convener) shall have discretion to amend the playing format in the event of late withdrawals and shall coordinate with all teams entered.
4. The ECA Championships will be organised following the guidelines below which may be modified where circumstances warrant.
5. The ECA will organise Championships to decide upon its representatives at WCF Championships to which the Association has made an entry. Teams entered in an ECA Championship must consist of eligible members of the Association as defined under the Constitution of the ECA and by any rules of the associated WCF Championship.
6. Entries from teams wishing to participate in an ECA Championship will be made direct to the address on the official entry form and must be received by the closing date, as specified at the Annual General Meeting, and listed on the entry form, accompanied by the appropriate entry fee and any additional money specified on the entry form for the advance payment of ice in the Championship.
7. There must be a minimum of 3 players included on the entry form, all of whom must have signed the form, except that entries to the Mixed Doubles Championship must name, and have signatures for, both team members. Note that there are no alternates allowed in the Mixed Doubles Championship. Where a minor (aged under **16** at the time of completion of the entry form) is an entrant, parental (or legal guardian) consent must also be obtained on the form AND that junior must be accompanied by a non-playing / coaching adult or parent, unless the parent is playing with them.
8. Changes or additions to the names submitted on the entry form, and confirmation of the full team line-up must be notified in writing / by email to the Competitions Convenor and Chief Umpire at least 24 hours before the start of an ECA Championship (the start of a Championship is defined as the time listed for the beginning of official pre-Championship practice or for the beginning of the pre-game practice for the first session of play, if there is no official pre-Championship practice) at which point at least 4 (2 in Mixed Doubles) players must be registered. No changes will be allowed after this time except in exceptional circumstances and with the approval of the Competitions Convenor or Chief Umpire. If a team requires to use a coach during the championship their identity must be declared to the Chief Umpire no later than the end of the pre-championship team meeting.
9. The level of entry fees will be determined by the Competition convener and approved by the committee, then communicated with the entry forms. The entry fee must be paid along with the submission of the entry form and will be non-refundable after the closing date for entries.
10. Should a team be found to have fielded an ineligible player in a Championship then the team will be disqualified from that Championship and the results of all their games in that Championship will be declared null and void. If this action should materially alter the outcome of the Championship, then the ECA Council will review whether any replayed or additional games are required to ensure fairness.
11. The maximum number of teams which may compete in the final stage of an ECA Championship (hereinafter called ‘the Finals’) will be 8. In the case of more than 8 teams entering an ECA, a draw by lots will be made to select X-7 teams where X is the total number of entries. Those teams selected will participate in a qualifying competition to reduce the number to 1.
12. The top 3 teams in the equivalent previous year’s Championship (if one took place) shall be exempt from this selection process if there are at least 3 members of the previous year’s team included in their entry. Any team eliminated in the qualifying competition shall have its entry fee less £20 returned. A player who has been a member of a team eliminated in the qualifying stages of a Championship will not be eligible to play for another team in the Finals.
13. Where there is only one entry for a particular ECA Championship that team shall be deemed to be England’s representatives at the appropriate WCF Championship if approved by the ECA Council. No prizes shall be awarded, and the Championship will be identified in official records as ‘Uncontested’.
14. All ECA Championships shall be played under the WCF Rules of Curling and Rules of Competition.
15. The length of the games in an ECA Championship shall be equivalent to those in the corresponding WCF Championship. Extra ends shall be played if the game is tied after this number of ends. One point will be awarded for a win and Zero for a loss. A minimum of 6 ends will be played.
16. The system of play at the qualifying competition shall, if possible, follow that for the Finals. In any event a team shall not be eliminated unless it has lost a minimum of two games.
17. In the Finals for all formats the preferred playing format will be as follows:
* 2 entries Best of 5 games
* 3 entries  Double Round Robin
* 4 entries Double Round Robin
* 5 entries Double Round Robin
* 6 entries Single Round Robin
* 7 entries Single Round Robin
* 8 entries Single Round Robin
1. Where a single round robin is played the top three teams will play a further mini round robin (Championship Round Robin) taking their records from the original round robin through to the Championship Round Robin stage. When a Championships Round Robin is played, in each match in the championship round robin the higher ranked team at the start of the championship round robin gets the option of either (a) choice of stones or (b) choice of first/second practice. The lower ranked team at the start of the championship round robin gets the option (a) or (b) not taken by the higher ranked team.

If at the completion of the round robin stages a team is unbeaten, they will be declared the champion (or after the extra mini round robin in the case of 6, 7 or 8 entries).

1. In the case of 3, 4 or 5 entries, or after the extra mini round robin, when at the completion of the round robin stages NO TEAM is unbeaten, a final will be played between the teams ranked 1 and 2 to decide the champion.
2. Where the draw leads to two teams playing three games on the same day those two teams will be drawn to play each other in the last session of the day if possible, considering the parameters that otherwise lead to a fair draw being made. These parameters which may not all be met include: equal number of first and second practices; no more than two consecutive first / second practices; allocation of games for each team equally across all available sheets and stone sets; no team shall play in consecutive sessions on the same sheet but may do so if they have a bye in between their participation.
3. Each team will play Last Stone Draws, as laid down in the WCF Rules, before each game in the Round Robin stage of a Championship to determine which team has choice of first or last stone at the first end.
4. The teams will be ranked after the Round Robin as follows:
5. Teams will be ranked according to their win/loss record
6. If two teams are tied, the results of the game(s) between them in the Round Robin will determine who is ranked higher. If in a double round robin, they have won one game each then they will be considered equal for this ranking step and step (iv) below will be used to rank them
7. Where three or more teams are tied, the record of the games between the tied teams shall provide the ranking (should this procedure provide a ranking for some teams but not all, then the record of the games between the remaining teams that are still tied shall determine the ranking)
8. For all remaining teams whose ranking cannot be determined by (i) or (ii) or (iii), ranking is determined using the Draw Shot Challenge (DSC). The DSC is the average distance of the Last Stone Draws (LSD) which were played by a team during the Round Robin portion of a competition. The team with the lowest DSC will be ranked highest. If the DSCs are equal, then the team with the best non-equal LSD receives the higher ranking
9. NO tie-breaker games will be played in any Championship

24 Teams in all ECA Championships should play their games wearing matching tops. This applies to any garment that will be at any point the outer layer when a player is on the ice

25 In addition to these rules, any additional specific rules for any ECA Championship will be issued to competitors at least 2 weeks before the Championship commences

# **NATIONAL AND INTERNATIONAL MATCHES**

* 1. The ECA will promote participation whenever possible in National and International Matches
	2. The ECA will provide such financial assistance as shall be deemed possible by the Council and the Treasurer, who will maintain and account through a separate budgeting line for this purpose
	3. The ECA Council must be notified of all financial awards by Sponsors to ECA representative teams
	4. No member will take part in any Curling event disapproved of by the Council or the WCF and so notified

##

# **ANTI - DOPING POLICY**

The ECA adopts the relevant Laws of the WCF which can be found on their website.

Clubs must include the following in the forms which they use to register new or confirm existing memberships:

“I, ……………………….. understand and agree to be bound by the Anti-Doping Rules of the English Curling Association for a minimum of 12 months from the commencement of my membership.”

The anti-doping rules of the ECAare the UK Anti-Doping Rules published by UK Anti-Doping Ltd (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of theECAwith the addition of the following supplemental provision:

It is acknowledged that there is an agreement in place between British Curling Ltd, the Royal Caledonian Curling Club (Scottish Curling), the English Curling Association and the Welsh Curling Association that Team GB Athletes will be subject to the jurisdiction of British Curling Ltd. whilst acting in their capacity as Team GB members, but that the result management process and investigation of possible anti-doping rule violations arising out of such Testing (including as to the conduct of any hearing and the imposition of any applicable sanctions) will be governed by and conducted in accordance with the anti-doping rules of the national governing body for the sport of Curlingin the country to which the Team GB Athlete is affiliated. For the avoidance of doubt, all Team GB Athletes therefore agree to submit to the jurisdiction of British Curling Ltd. for the purposes of Testing of Team GB members only and acknowledge that the result management process following such Testing will be conducted, in the case of a Team GB Athlete who is a member of:

* English Curling, by the English Curling Association in accordance with the English Curling Association anti-doping regulations
* Royal Caledonian Curling Club (Scottish Curling), by the Royal Caledonian Curling Club (Scottish Curling) in accordance with the Royal Caledonian Curling Club (Scottish Curling) anti-doping regulations
* Welsh Curling Association, by the Welsh Curling Association in accordance with the Welsh Curling Association anti-doping regulations

A Minor may not participate in curling unless a parent, guardian or ward of that Minor has consented to testing of that Minor (if applicable). For the purposes of this Policy, the consent of a parent, guardian or ward to testing of a Minor has been permitted by their parent, guardian or ward to participate in curling activities. Confirmation, in writing, of such consent may be required to be provided at any time.

The UK Anti-Doping Rules can be found at the following website:

[The Anti-Doping Rules | UK Anti-Doping (ukad.org.uk)](file:///C%3A%5CUsers%5CJMLB%5CDownloads%5CThe%20Anti-Doping%20Rules%20%7C%20UK%20Anti-Doping%20%28ukad.org.uk%29)

# **INTERNATIONAL TEAM SELECTION POLICY**

## Introduction / Background

### Eligibility to Represent England

To be eligible to play in an ECA Championship or to represent England in a Qualifying event or a WCF Championship, a curler must have been either:

i) born in England

OR

ii) must have a parent born in England

OR

iii) must have been ordinarily resident in England for a continuous period of at least two years immediately prior to the date of the ECA Championship or the WCF Championship

AND as well as one of the above

iv) must be a Full Member of the ECA

“Ordinarily resident in England” is defined as a person who has their main home in England, who is registered with a medical practitioner in England and who has been resident in England for a minimum of 6 months out of the last 12.

The Council may call for such evidence of qualification as it may think fit.

No person who has represented another country, which is a member of the WCF, in a Qualifying event / WCF Championship shall be eligible to play for England until at least two calendar years after their last representative appearance for that other country.

The above eligibility rules do not apply to those seeking to represent Great Britain in the Olympic or Paralympic Games, which is governed by the regulations of the International Olympic and Paralympic Committees.

### World Context

The English Curling Association (ECA) enters a number of teams into Championships organised by the World Curling Federation (WCF) – this is in line with its objective stated in the Constitution “....to ensure that English curling is represented in International competitions...”. The ultimate aim in each case is to have a team playing in the World Championship for each group.

The routes to the individual World Championships are different but basically there are three variations as shown on Figure 1:

* via a Regional Qualifier (Men and Women) or a World Qualifier (Junior Men and Women, Wheelchair, Mixed Doubles)
* direct based on previous performance (Junior Men and Women, Wheelchairs, Mixed Doubles)
* direct by open entry (Senior Men and Women, Mixed, Wheelchair Mixed Doubles)

The WCF send out entry forms to Member Associations (MA) a number of months before the Qualifying event / WCF Championships, and this may also be before the respective ECA Championship has been played. At this stage a confirmation of an entry from an MA is all that is required, with details regarding team members being an optional inclusion. Once the WCF entry date has passed an MA which withdraws from the Qualifying event / WCF Championship will be penalised financially and, if it is a persistent offender, will be barred from entering any Qualifying event / WCF Championship for a period of time. The penalties in 2023 are as follows:

* 1st withdrawal from any event = USD 1,000
* 2nd withdrawal (over a fixed period of 3 years, any events) = USD 2,000
* 3rd withdrawal (over a fixed period of 3 years, any events) = USD 3,000 plus a potential ban for all events of the following season.
* After a 3rd withdrawal the MA will be informed that a potential ban is to be discussed and the MA shall have the opportunity to inform the WCF Board of any mitigating circumstance. The Board will then make a decision on whether a ban is appropriate. The MA would have the right of an appeal to the Annual General Assembly (of the WCF).

It is important therefore that the ECA has in place an effective team selection policy which will be able to react to varying circumstances that may arise during a season.

About 6 weeks before the Qualifying event / WCF Championship various forms are sent out by the WCF to MA secretaries to confirm details of who is actually representing them in the event. The main team registration / release agreement form, which must be returned with details of the team members, has to be counter-signed by the ECA Secretary or President before being submitted to the WCF by the Secretary. In certain instances, the time between the issue of these forms and the Championship may be less than 6 weeks when consecutive championships follow each other closely in the calendar.

### ECA Championships

To select teams to participate in the Qualifying event / WCF Championships the ECA holds a Championship each season for each group.

The one exception to this is for wheelchair curling where the selection of a team to compete in the Qualifying event / WCF Championships is the responsibility of the English Wheelchair Curling Association (EWCA).

Entry to an ECA Championship is made via an entry form accompanied by the designated Entry Fee. The entry form for team events must contain the names of at least three ECA Full Members; for the Mixed Doubles there must be two names listed (one male and one female).

Changes or additions to the names submitted on the entry form, and confirmation of the full team line-up must be notified in writing / by email to the Competitions Convenor and Chief Umpire at least 24 hours before the start of an ECA Championship (the start of a Championship is defined as the time listed for the beginning of official pre-Championship practice or for the beginning of the pre-game practice for the first session of play, if there is no official pre-Championship practice) at which point at least 4 (2 in Mixed Doubles) players must be registered. No changes will be allowed after this time except in exceptional circumstances and with the approval of the Competitions Convenor or Chief Umpire. If a team requires to use a coach during the championship their identity must be declared to the Chief Umpire no later than the end of the pre-championship team meeting.

Team selection – teams of 4/5

The default position is that the team winning the ECA Championship as defined at the start of the competition will be selected to represent England in all of the respective Qualifying events / WCF Championship(s) in the forthcoming season for that group. Note that some or all of these Qualifying events / WCF Championships may take place the season after the ECA Championship has been played.

The team which is entered for a Qualifying event (Regional or World), as identified in Figure 1, will be expected to represent England in the subsequent WCF World Championship if it qualifies. If this team which played in the Qualifying event is unable to do so then the Team Selection Process described below will be initiated.

If only one team enters a particular ECA Championship then that team will be selected to represent England in the respective Qualifying event and / or WCF Championship.

An announcement of the selected team for each Qualifying event / WCF Championship will be made publicly as soon as it has been confirmed and registered with the WCF.

Selection of alternative team if required

There are a number of scenarios where the ECA Council may need to be involved in the selection of an alternative team to participate in a Qualifying event and / or WCF Championship.

Any proposed change or additions to the team which won the ECA Championships must be approved by the ECA Council before the team registration / release agreement form for the Qualifying event or WCF Championship is signed-off and submitted. The only exception will be in cases of *force majeure* after this date.

##### **Changes to the Winning Team**

There are occasions where changes are required or requested to the team which wins the ECA Championship:

* when proposed changes to the winning team after an ECA Championship are requested.

### Changes to the winning team after an ECA Championship

If one member of the winning team is unable to participate in the Qualifying event / WCF Championship and a replacement is required, or if a 5th player has to be added to a previously registered 4-person team, then the skip or coach of the team should inform the ECA Secretary of the identity of that person. The Secretary will inform the Council of the change / addition and if no objection is received from a Council member with 72 hours, then the change will be agreed.

If two or more members of the winning team are unable to participate, then the skip or coach of the team must apply to the ECA Secretary by email or post no later than 2 months before the start of the Qualifying event / WCF Championship. If the time between Championships is less than 2 months then a suitable date will be agreed between the team and the ECA Secretary. The submission from the team must specify the new line-up and must include a full explanation of why the change is being requested and how any issues with respect to uniform will be resolved.

The Secretary will, within 2 days of the receipt of the request, circulate the request and any additional background information to all the ECA Council and will form a Panel of 5 ECA Council members, chaired by the Secretary and including 4 others drawn at random. The Panel shall exclude any Council member who has a conflict of interest – for example if they are in any of the teams affected by this matter: the winning team or any team which might otherwise be selected in its place. If the secretary declares a conflict of interest, then the President will chair the panel, and if he is unable to do so then the Vice President or any other non-conflicted Member of the Council. The Panel will reach their decision and report back to the ECA Council within 72 hours unless they require additional information from the team. The decision on the proposed change will be by majority and any non-reply from a Panel member will be taken as approval.

The team will be notified within 24 hours of the Council’s decision and may appeal the decision within 48 hours of its receipt. If no appeal is forthcoming within that time period, then it will be assumed that the Council’s decision has been accepted.

If the decision by the Council is against the changes and no appeal is made, then the Council will select an alternative team within 72 hours of the end of the appeal period in line with the principles outlined below.

##### **Unavailability of a team**

There are occasions where no winning team from an ECA Championship is available to send to the Qualifying event / WCF Championship:

* withdrawal of the winning team after an ECA Championships, and
* when no ECA Championship is held.

### Withdrawal of the winning team after an ECA Championship

If the full winning team wishes to withdraw from its commitment to represent England in the Qualifying event / WCF Championship after it has been selected, then it must inform the ECA Secretary as soon as possible so that an alternative team can be selected. The reasons for this action must be submitted to the ECA Secretary and sanctions may be taken against the team if the reasons are assessed by the ECA Council to be trivial.

An alternative team will be selected by the ECA Council in line with the principles outlined below.

### ECA Championship not held

If for any reason it is not possible to organise an ECA Championship for a particular group before a team has to be selected for the Qualifying event / WCF Championship then the team which was selected for the respective Qualifying event / WCF Championship in the previous season will be selected, as long as 3 members in the team or both players in an MD pair are able to participate and are still eligible. If the previously selected team is unable to meet these requirements, then the ECA Council will select a team in line with the principles outlined below.

### Principles of Selection of Alternative Team

When considering the selection of an alternative team to represent England in a Qualifying event / WCF Championship several points will be considered by the ECA Council in this process, including:

* the finishing positions in the respective ECA Championship
* evidence of results in International competitions
* accumulation of points in International ranking lists:
	+ WCF World Team Ranking
	+ European Junior Curling Tour Ranking (for junior teams)
	+ World Curling Tour Ranking, and
	+ Scottish Curling Tour ranking
* the availability of eligible teams from other groups, and
* the time available to equip the team with the required ECA team uniform and meet other WCF requirements.

A guiding principle will be that any replacement team should have played together in an ECA Championship or other competitions on a regular basis. Selection of a team of individuals from different teams by the ECA Council will be a matter of last resort if all other avenues to select an existing team have failed.

## Team selection process – Mixed Doubles

The general principles which are described above in the selection of a 4/5 person team for a WCF Championship will apply to Mixed Doubles with the following variations:

### Changes to the winning team after an ECA Championship

In the event of any one member of the winning pair from an ECA Mixed Doubles Championship being unable to participate in the Qualifying / WCF Championship, the pair will be replaced in that Qualifying event / WCF Championship by another pair.

The only exception will be an allowance for the re-insertion of a player who was originally on the entry form for the ECA Championship but was substituted before the beginning of the ECA Championship by reason of illness or injury. Only one of the players may be replaced in this way.

## Changes to a Team in a *Force Majeure* situation

After the team registration form for a Qualifying event / WCF Championship has been submitted then further changes can only be made to the team if a *force majeure* situation arises. The time to resolve the issue may be extremely limited and so it may be necessary to short-cut the procedures described above and there may be elements of the process which have a different priority. These include:

* the availability of replacement player(s) at short notice
* the availability of compliant England clothing for a replacement player(s)
* the costs involved and their affordability

Unless otherwise conflicted the decision on the validity of the *force majeure* and the need for, and the identity of replacement player(s) will be a matter for the ECA President, Vice President, Secretary and Competitions Convenor to resolve through discussions with the team Skip and Coach. If any of the above Council Members declare an interest, then they shall be replaced by another Member of the Council. A decision on the identity of replacement player(s) will be communicated to the whole ECA Council as soon as it has been made and publicly announced as soon as possible.

## Cancellation of WCF Event(s)

When a Qualifying event / WCF Championship is cancelled for reasons outside the control of the ECA after the team to represent England has been chosen then that team loses its automatic right to represent England if a further ECA Championships takes place before the next staging of the Qualifying event / WCF Championship.

**Figure 1**



# **DATA PRIVACY POLICY**

## About this Policy

This policy explains when and why the ECA collect personal information about its members, how it is used, how it is kept securely and a member’s rights in relation to it.

The ECA may collect, use, and store members’ personal data, as described in this Data Privacy Policy and as described when the data is collected.

The ECA reserves the right to amend this Data Privacy Policy from time-to-time following consultation with its members.

The ECA will always comply with the General Data Protection Regulation (**GDPR**) when dealing with members’ personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, the ECA will be the “controller” of all personal data we hold about members.

**The Organisation**

 The English Curling Association who can be contacted at ecurlingsecretary@gmail.com**.**

## The information that is collected and why

|  |  |  |
| --- | --- | --- |
| **Type of Information** | **Purposes** | **Legal basis of processing** |
| Member's name, address, telephone numbers, e-mail address(es). | Managing the Member’s membership of the ECA. | Performing the ECA’s contract with the Member. For the purposes of our legitimate interests in operating the ECA. |
| Date of birth / age related information | Managing membership categories and entry to Championships which are age related | Performing the ECA’s contract with the Member.  |
| Gender | Provision of adequate facilities and competitions for members. | For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for all genders.  |
| Passport Details | Managing flight bookings for teams travelling to International competitions. | Performing the ECA’s contract with the Member. |

## How personal data is protected

 Personal data will not be transferred outside the EU without a member’s consent.

The ECA has implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note however that where information is being transmitted to the ECA over the internet this can never be guaranteed to be 100% secure.

For any payments which are taken online from a member, a recognised online secure payment system will be used.

The ECA will notify a member promptly in the event of any breach of personal data which might expose said member to serious risk.

## Who else has access to the information provided?

The ECA will never sell members’ personal data. The ECA will not share personal data with any third parties without prior consent (which a member is free to withhold) except where the ECA is required to do so by law or as set out in the table above or in paragraphs 5.2 below.

Personal data may be passed to the WCF for the purposes of entering International Championships when it is in the legitimate interest of the ECA to do so.

## How long is information retained?

The ECA will hold an individual’s personal data on its systems for as long as the individual is a member of a club that is a Member of the ECA and for as long afterwards as it is in the ECA’s legitimate interest to do so or for as long as is necessary to comply with legal obligations. The ECA will review a member’s personal data every year to establish whether they are still entitled to process it. If the ECA decides that it is not entitled to do so, the organisation will stop processing said personal data except that personal data will be retained in an archived form to be able to comply with future legal obligations e.g., compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

The ECA securely destroy all financial information once it has been used and it is no longer needed.

## A member’s rights

A member has rights under the GDPR:

(a) to access their personal data

(b) to be provided with information about how their personal data is processed

(c) to have their personal data corrected

(d) to have their personal data erased in certain circumstances

(e) to object to or restrict how their personal data is processed

(f) to have their personal data transferred to themselves or to another business in certain circumstances

A member has the right to take any complaints about how the ECA processes their personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

Tel 0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding the ECA’s data processing practices to the Secretary atecurlingsecretary@gmail.com

# **13. ENGLAND TEAM CLOTHING and EQUIPMENT POLICY**

Teams which represent England in WCF Championships must wear a team uniform that is approved by the ECA and ensure that it meets with WCF policy each year regarding both the design and to any sponsors’ acknowledgements that they wish to display on clothing and equipment.

The WCF issue comprehensive guidelines about both the design of uniform and the size, number and placement of sponsors’ badges and National Crests. The ECA will seek to ensure that the current England designs meet the requirements at the start of each season to ensure compliance.

The Current England base clothing design has been deliberately kept simple and “clean” – no use of any crests or emblems or logos other than the ECA crest is permissible (plus approved sponsor crests). Design of the clothing is at the end of this document for reference. The designs show lightweight jackets and short sleeve polo shirts but other designs of clothing (e.g. long sleeve tee shirts or different jacket designs) must follow the colour scheme illustrated as long as all players on a team wear identical designs in a specific WCF Championship.

If the ECA Council deems it appropriate for teams to receive some reimbursement for their team kit, teams must note that this reimbursement will **only** be for kit orders for up to 5 players and for jackets **only** for an appointed coach.

All athletes who represent England in WCF Championships must:

* wear the designated team clothing when playing for the National Team
* purchase team clothing that matches the ECA design template and is also compliant with WCF rules. Any kit design must be presented to the ECA council prior to ordering. This will allow some freedom of choice for teams to have brand preference but give the ECA some control over colour and brand identity
* wear the same uniform and all uniform must be identical under both ECA and WCF rules. (Current exception is to trousers which can be made by different manufacturers, but must all be identical in colour)
* not alter or amend the team clothing or equipment, except to improve the fit, and not to conceal or interfere with any supplier/sponsor logo or advertising material that has been applied to it, and
* not alter or make any technical or innovative changes to clothing or equipment which may bring the athlete or the team into disrepute and damage the reputation both of themselves and the ECA.

Normal delivery time for team clothing is at least 6 weeks from the date of payment of the invoice. It is therefore the responsibility of the team(s) to ensure the order is placed and payment made in good time to receive the garments for their respective WCF competitions.

Teams must also follow the WCF Cresting Policy about accessories such as hats, scarfs, belts etc.

The WCF policy also covers the placement of sponsors’ crests and national crests on wheelchairs and participants in WCF Wheelchair Championships must ensure that their wheelchairs comply with these rules.

All players who represent England in a WCF Championship must ensure that their brooms are compliant with the WCF policy regarding pad material and the restrictions in place regarding the use of different brushes / pads during a game and competition.

 

 