Jamaica Curling Federation

Code of Conduct and Rules Agreement

The following Code of Conduct and specific rules apply to all Members, Directors, Officers, Players, Coaches, Supporters and Volunteers of the Jamaica Curling Federation (Canada).

Definitions

Jamaica Curling Federation – a not-for-profit corporation incorporated in Canada on 2020-10-20, herein referred to as "Curling Jamaica, Jamaica Curling Federation Canada or JCFC".

Jamaica Curling Federation Limited – a not-for-profit corporation incorporated in Jamaica on 2021-11-21, herein referred to as "JCFL".

Curling Jamaica – the trade name of an organization globally comprised of Jamaica Curling Federation Limited (JCFL) and any of its membership affiliated organizations, including but not limited to Jamaica Curling Federation (Canada) (JCF/JCFC), and for which Curling Jamaica is a term that is a registered trademark in Jamaica under the JCFL.

Canada Not-For-Profit Corporations Act – herein referred to as the "Act, CNCA, NFP" covers the different rules for corporations whose main purpose is to not generate a profit. (Version S.C. 2009, c.23, last amended 2022-08-31)

Articles Of Amendment – As ratified on 2025-11-09.

Bylaws – the rules or Bylaws that governs the Jamaica Curling Federation (Canada) (Version 2026-04-25).

Code of Conduct – refers to the set of rules that guide all Members, Directors, Officers, Players, Coaches, Supporters and Volunteers of the Jamaican Curling Federation (Version 2026-04-25).

Corporate Logos - the Jamaica Curling Federation Limited (Shield) and Jamaica Curling Federation (Round) Logos are the sole property of Ben Kong and Ian Robertson and are on loan to JCF, JCFC, JCFL and Curling Jamaica. Any unauthorized use of these Corporate Logos will be strictly prohibited.

Member – an individual or organization who has been admitted as a Member of Jamaica Curling Federation (Canada) in accordance with the Bylaws (Version 2026-04-25).

Member (Voting) – a Member in good standing (as per Bylaws – Version 2026-04-25) that possesses voting rights at any Special Meeting or Annual General Meeting of Jamaica Curling Federation (Canada).

Director – a Member elected to serve on the Board of Directors of Jamaica Curling Federation (Canada).

Executive – the Directors who are elected to the positions of President, Vice-President, Treasurer and Secretary General.

Officer – a Director or Member appointed to serve a specific administrative function either on a volunteer basis or otherwise, including but not limited to the titles of President, Vice-President, Secretary General, Treasurer, Marketing, Membership, Regional Growth and Sponsorship.

Player – a Jamaican National, who need not be a Member and who is able to participate in the try-out and evaluation process for any Jamaican National Team(s) and if selected may represent Jamaica at all WCF and Olympic competitions for that season.

Coach – an individual who may not be a Member and who assists with any Jamaican National Team in a formal capacity (WCF or Olympic Events) and has been vetted to do so by Curling Jamaica, for that season.

Supporter – a Non Member JamFan who supports Curling Jamaica with not having to be a Jamaican National.

Volunteer – an individual who may not be a Member and, who assists a Curling Jamaica affiliated organization in any official or informal capacity, including but not limited to game officials, administrative duties, instructors, youth program or events support.

Media – refers to any newspaper, television station, radio station, podcast, streaming service, YouTube Channel, blog or other such information service that communicates information to the general public.

Social Media – refers to all generally accepted mediums of electronic communication and gathering applications, including but not limited to Slack, Facebook, Instagram, Snapchat, Twitter (“X”), Tik Tok, and any online comment section, chat room or message board.

Section 1 – Conduct (General)

a. All Curling Jamaica Members, Directors, Players, Officers, Coaches, Supporters and Volunteers are to provide and maintain a safe environment that welcomes everyone.

b. Curling Jamaica does not tolerate any form(s) of bullying, including but not limited to such behaviours as defamation, insinuation, infantilization, humiliation, disparagement, intimidation, sabotage, gaslighting, confrontation, threats of retaliation, harassment and discrimination, including but not limited to a sexual, racial, age, financial, cultural, political or religious nature and/or related to the areas of gender or disability.

c. All Curling Jamaica Members, Directors, Officers, Players, Coaches, Supporters and Volunteers shall, at all times, refrain from initiating and responding to topics in either written or verbal form that include but are not limited to a political, sexual, racial, age, financial, cultural or religious nature.

d. Any behaviour deemed to be considered physical or verbal abuse, stalking, grooming, coercion, extortion, manipulation or of a criminal nature will lead to membership termination and/or exclusion from Curling Jamaica activities.

e. All Curling Jamaica Members, Directors, Officers, Players, Coaches, Supporters and Volunteers are deemed to be representatives of Curling Jamaica and the Country of Jamaica, whether in an official capacity on or off the ice, or informally in the general public and are expected to conduct themselves and treat those in the general public with the same respect they would to each other.

f. Only the elected President, Competitions Director(s) or the Secretary General, will communicate on JCFC and JCFL's behalf with World Curling, Jamaica Olympic Association, and any other governing bodies or local government agencies.

g. Only the elected President or Secretary-General will communicate on JCFC and JCFL's behalf with the legal respective legal Counsel. All other Directors and Members may make a submission to the President or General-Secretary that may be forwarded to legal Counsel.

h. Only the elected President, Secretary-General and Sponsorship Director will communicate on JCFC and JCFL's behalf with a Sponsor.

i. All Curling Jamaica Members, Directors, Officers and Coaches are considered to be representatives of Curling Jamaica, JCFC and JCFL and are fully responsible for themselves and their actions, guided by this Code of Conduct and Rules Agreement. The core foundation of this Agreement is principled by integrity, respect, professionalism, communication and equity, all done in the best interest of Curling Jamaica. If it is deemed that any Curling Jamaica Member, Director, Officer Player or Coach has violated any Section of this Agreement then a process of disciplinary action, overseen by the Board and Compliance, shall be taken which may include but not limited to their membership suspension or termination from Curling Jamaica, JCFC, JCFL and any other Jamaica Affiliated Organization.

j. Curling Jamaica Code Of Conduct Violation Penalties:
First Offence:

- **a.** Suspension of Membership and from the National Team(s) for a period of one (1) year (until the next signup deadline date). During this suspension period, the player(s) are not allowed to associate with the names Jamaica Curling Federation, Curling Jamaica and/or the Country of Jamaica (when used as a bonspiel team name), and/or wear any Jamaican National team apparel, at any time during this period.
  AND

b. from serving in any Jamaica Curling Federation capacity for a period of two (2) years.

A Board decision on the Suspended Player(s) options (Membership Category / Player Category / Termination) after a Suspension is only determined after Mediation, a Board evaluation and final vote on Mediation results and a specific course completion process. If any of the above rules are not followed, then the matter will be taken up by the Board as this would lead to a second offence.

Second Offence:

a. Permanent Termination from Curling Jamaica.

Section 2 – Conduct (Media, Social Media and Communication)

1. Only designated Directors whom are authorized by Curling Jamaica are to speak and communicate publicly on behalf of the corporation.
2. All Members, Directors, Officers, Players, Coaches, Supporters and Volunteers shall refrain from slander through public disparagement of Curling Jamaica or the Country of Jamaica, whether it is via Social Media, correspondence with any Media outlet, or by any other means.
3. Social Media posts and comments, whether posted on an official Curling Jamaica Social Media channel or a personal social media channel or application of any Member, Director, Officer, Player, Coach, Supporter or Volunteer, must not contain any content that is considered offensive, controversial, libelous or inappropriate to anyone including but not limited to those affiliated with Curling Jamaica or the Country of Jamaica.
4. Any form of Fundraising (Soliciting) for personal or team purposes done through the unauthorized use of the name(s) Curling Jamaica and Jamaica Curling Federation or any likeness, along with the unauthorized use of the Corporate Logos for Curling Jamaica, JCFC, JCFL and any Curling Jamaica affiliated organization is strictly prohibited.
   Restrictions include but are not limited to personal or 3rd party use, such as a profile picture, cover picture, avatar, email signature, gif, background, meme, any post, all apparel in any picture or in-person, any GoFundMe or an equivalent platform, any Fundraising posters or flyers, or any other related uses on any personal Social Media channels, or in-person communication or any other applications.
5. “Curling Jamaica” is a trade name in the process of becoming trademark protected, and shall not be used as a username or alias on Social Media, or for private personal or business use.
6. Disclosure of Curling Jamaica related information to the Media and general public shall only be representatives that are authorized by Curling Jamaica, including but not limited to the President, Secretary General and Marketing Director of each Member organization.

Section 3 – Conduct (Confidentiality)

1. From time to time, Members, Directors, Officers, Players, Coaches, Supporters and Volunteers may be privy to sensitive and confidential information pertaining to JCFC and JCFL, and such information must be kept confidential from the public unless authorized by JCFC or JCFL.
2. Confidential information such as those pertaining to (but not limited to) coaching strategies, sponsorships, business transactions, trade secrets, financial information, reports of misconduct, correspondence or travel itinerary shall not be disclosed without proper written authorization from JCFC and JCFL.
3. For the above noted confidentiality reasons, Members, Directors, Officers and Coaches of JCFC and JCFL shall not simultaneously serve on any or all of the Board of Directors of JCFC and JCFL or Represent a Jamaican National Team or Coach a Jamaican National Team while also serving on any or all of another National or Provincial/State (or equivalent) Curling Association Board of Directors or Represent another National or Provincial/State (or equivalent) Curling Team or *Coach another National or Provincial/State (or equivalent) Curling Team.
   For transparency, any possible Conflict of Interest must be brought forward to the Secretary General and voted on by the Board of Directors.
   *Only allowed if Jamaica does not have a team(s) playing in the same discipline.
4. All Members, Directors, Officers, Players, Coaches, Supporters and Volunteers shall refrain from public disparagement of any and all associated with JCFC, JCFL and the Country of Jamaica, whether it is In-Person, through Social Media, or correspondence with any Media outlet, or by any other means.
5. All past or non current Members, if for any reason but not limited to letting membership lapse, resignation, suspension and termination are to not disclose, to anyone, any sensitive information that may disparage the JCFC and JCFL. This may lead to future permanent termination from JCFC and JCFL.

Section 4 – Rules (Finances)

1. All Curling Jamaica Members and/or Players may Fundraise (Solicit) on their own behalf. When an individual, team or any 3rd Party are soliciting funds (by any and all means) that are for personal gain only and will not financially benefit Curling Jamaica, JCFC or JCFL, then this is to be done without the aid of any Curling Jamaica or JCFL Corporate Logos or other Curling Jamaica, JCFC or JCFL props (National team apparel, Curling Jamaica / JCFC / JCFL on and off-ice apparel). It is always to be made clear that all Fundraising money received will not support Curling Jamaica, JCFC or JCFL in any way and is for personal use only.
2. All "Sponsorship" money that is received by Curling Jamaica will be 100% the property of JCFC and dispersed accordingly, based on the Curling Jamaica and/or Sponsors vision. All Sponsorship Funds will be overseen by the Curling Jamaica Executive.
3. Any Director or Officer expenses that are incurred during what would be deemed as official Curling Jamaica business must be approved in advance of incurring that expense.
4. All requests for individual team funding are to be in writing, to the Curling Jamaica Executive, and will be considered on an individual basis.
5. Year end financials (statement and balance sheet – October 1st - September 30th) will be made available for the AGM (Annual General Meeting) each year.
6. The Curling Jamaica Membership, Supporter and Player term is January 1st – December 31st.
7. Curling Jamaica Categories:
    1. *Competitive Member: $200.00/year
        - This Person must hold a Jamaican Passport, or has a Parent or Grandparent born in Jamaica (Birth Certificate) or has lived in Jamaica for two consecutive years (Residency).
        - This Person has full Membership privileges and may Vote, Run and Sit on the Board of Directors for Curling Jamaica.
        - This Person may try-out and play for the Jamaican National Teams.

    2. *Competitive Player: $125.00/Year
        - This Person must hold a Jamaican Passport, or has a Parent or Grandparent born in Jamaica (Birth Certificate) or has lived in Jamaica for two consecutive years (Residency).
        - This Person has no Membership privileges.
        - This Person may try-out ($25.00 non-refundable deposit) and play (balance of $100.00 due if selected) for the Jamaican National Teams.

    3. *Recreational Member: $75.00/year
        - This Person must hold a Jamaican Passport, or has a Parent or Grandparent born in Jamaica (Birth Certificate) or has lived in Jamaica for two consecutive years (Residency).
        - This Person has full Membership privileges and may Vote, Run and Sit on the Board of Directors for Curling Jamaica.
        - This Person may try-out, but must upgrade to a Competitive Category in order to play if selected for the Jamaican National Team(s).

    4. *JamFan Supporter: $25.00/Year

- This Person does not have to be a Jamaican National.
- This Person has no Membership privileges.
- This Person may not try-out for the Jamaican National Teams.

*****With payment of this Category, you are agreeing to all of the terms and conditions outlined and as written in the Jamaica Curling Federation (JCF) / Curling Jamaica Code of Conduct and Rules Agreement, Bylaws, Articles and the Act, along with any Board voted amendments that are added in the future.

Section 5 – Rules (National Teams – All Disciplines)

1. All Players must be either a Competitive Member or Competitive Player who is in good standing (as per the Bylaws – Version 2026-04-25 and Code of Conduct – Version 2026-04-25), with JCFC and JCFL, in order to be eligible to compete in the Jamaican Nationals or represent Jamaica in any other competition.
2. The "Season" to represent Jamaica at any WCF or Olympic competitions is defined by the calendar year with registrations taking place in January of that year.
3. All eligible Players will be able to tryout for a Jamaican National team (Men's, Women's, Senior Men's, Senior Women's, Junior's and Mixed) each year earning the right to represent Jamaica in the corresponding WCF or Olympic competitions for that season. A person must be registered by the imposed deadline* (January) in order to be evaluated at designated times in (February) by independent of JCFC and JCFL evaluators. Any people wishing to tryout, but unable to attend, may submit a completed video of the requested requirements to the evaluators.
   *Any Player that registers after the imposed deadline (January) will be deemed ineligible to tryout or play that current season in the disciplines with a defined registration deadline.
4. The Curling Jamaica evaluators will submit their reports and their recommendations of all of the Players registered to try-out. They will recommend who the four (4) or five (5) Players are that have earned a spot to represent Jamaica on the National team(s) for that upcoming season.
5. In the event that one (1) or more Players do not accept their National team invitation(s) to represent Jamaica, in any discipline, and it is viewed as a possible violation, then the matter will be reviewed by the Board.
6. All eligible Players will be able to form their own teams (Mixed Doubles) and must be registered by the imposed deadline (January) to be eligible to play in that season. If more than one team is registered then there will be a playdown against other eligible teams at the Jamaican Nationals (February) each year earning the right to represent Jamaica at the corresponding WCF or Olympic competition.
   *Any Player that registers after the imposed deadline (January) will be deemed ineligible to play that current season in the disciplines with a defined registration deadline.
7. All eligible Players may only compete in two (2) disciplines each curling season. The exception is when a team does not have enough eligible Players to compete.
8. Jamaican National Playdowns will follow the WC Rules, on and off of the ice. Variations of the rules may have to be implemented due to uncontrollable circumstances.
9. All National Team Players will need to sign a National Team Players' Agreement prior to representing any Jamaican National Team at any WC and Olympic sanctioned competitions. Any Curling Jamaica Competitive Member or Competitive Player who violates the Act, Code of Conduct, Bylaws or Players' Agreement will be removed from the National Team.
10. It is the full responsibility for all Jamaican National Team Members and Coaches to meet the required Jamaican National Team and World Curling deadlines for paperwork (registration, insurance, itinerary, biography, accreditation and headgear/equipment approval, etc.) along with all Jamaican National Team financial obligations (*Team Kit, Transportation, Hotel, etc.). If these rules are not followed then it will be reviewed by the Competition(s) Directors for possibly removal from all Jamaican National Team(s).
    *On loan for the Coaches, during the event, from Curling Jamaica.
11. All people interested in being a National Team Representative, including, but not limited to, a National Team Coach, a Team Manager or any other National Team position must be a Curling Jamaica Member, sign the Code of Conduct to be declared, and vetted for any and all conflicts of interest prior to being able to attend any WC or Olympic sanctioned event in order to represent Curling Jamaica / JCFC as a National Team

Representative. All National Team Representatives are 100% the responsibility of the team that they are representing both financially and ethically.

12. All people who are authorized to Coach will also sign a National Team Coaching Agreement prior to representing any Jamaican National Team at any WC and Olympic sanctioned competitions. All property, including but not limited to Curling Jamaica National Team Uniforms that are borrowed by any National Team Coach for the authorized use at World Curling and Olympic Events ONLY are the sole property of Curling Jamaica and must be returned to Curling Jamaica at the conclusion of any WC and Olympic sanctioned event.
13. All National Men's, Women's, Senior Men's, Senior Women's and Junior's teams may compete without an alternate. Alternates are not allowed in Mixed Doubles and Mixed.
14. If a qualified National Team Member (all four (4) and two (2) player competitions) is unable to compete in their designated competition, for any reason, then an alternate (any other Competitive Member or Competitive Player) may be selected by an evaluator/coach prior to the Competition to replace that Player. In Mixed Doubles, if both team members are unable to play in their designated competition then the Finalist from the most recent Jamaican Nationals would be offered the spot, prior to the competition.
15. All National Men's, Women's, Mixed Doubles and Mixed teams will be declared officially on June 30 with WC and Curling Jamaica. After this time the WC penalty is $1000.00USD to forfeit. Any fines are the responsibility of the team that forfeited.
16. All National Senior Men's, Senior Women's teams will be declared officially on December 1 with WC and Curling Jamaica. After this time the WC penalty is $1000.00USD to forfeit. Any fines are the responsibility of the team that forfeited.
17. All National Teams are responsible for their own finances, which include all expenses incurred.
18. All Jamaican National Team Members, in all disciplines, are only to use Jamaica brooms, at all events, when representing Jamaica. If this is not followed then the matter will go to the Board, in the best interest of Curling Jamaica.
19. Each National Team Uniform design (one (1) per year) shall be in use for a minimum period of three (3) years. Any new designs must be passed by the Board of Directors for approval. All uniform kits are the financial responsibility of each National Team Member.
20. Any disputes will be resolved by the Board in the best interest of Curling Jamaica.

Section 6 – Rules (All Meetings / Disciplinary Procedures)

1. The elected Board of Directors must always strive to make decisions that are in the best interest of the Corporation (Curling Jamaica, JCFC) at all times.
2. There will be twelve (12) meetings a year/one a month.
   The Director term will be May 1st – April 30th.
3. The Jamaica Curling Federation Annual General Meeting will aim to take place in April each year. Elections will be held to determine the next JCFC Board.
   Only Competitive Members (60 days of continuous Membership prior to the AGM) and Recreational Members (120 days of continuous Membership prior to the AGM) will be eligible to run or sit on the Board of Directors and vote at the AGM.
   Note: a JamFan and Competitive Player are not Members and therefore are not eligible to run or sit on the Board of Directors or vote at the AGM.
4. All meetings (member meetings and Board meetings) will be held electronically (likely by Zoom and chaired by the President with minutes kept by the Secretary General). Draft Board meeting minutes (distributed within two (2) days after the meeting by the Secretary-General) will be brought to the next meeting of the Board for approval. During consideration of the motion to approve the minutes, directors may suggest changes. These changes are subject to discussion and approval (vote if need be). A majority of the Board needs to approve the final version of the minutes.
5. To promote participation and engagement all Directors will be expected (unless unforeseen circumstances) to have their cameras on for the full meeting duration. This will also aid with non verbal cues and simulate being in-person. Microphones may be muted while not speaking. Any exemptions are to be sent to the Secretary General.
6. All Directors must (unless unforeseen circumstances) attend, at least, 8 of 12 meetings per year. A Director who is unable to attend a monthly meeting shall notify the Secretary General in advance and submit, to them, their monthly report, to be read at the meeting.
7. All Directors, will participate with the Board, in setting their own quarterly goals and objectives to achieve in their elected role of choice. The expectation is that all Directors will work towards fulfillment of their realistic goals each quarter. If goals are not met, each quarter, then a review might be undertaken, by the Board, for possible removal from that Directors role. It is each Directors responsibility to fulfill their job description all in the best interest of Curling Jamaica.
8. Director Reports will take place monthly.
9. All Directors must follow decorum and be respectful and courteous toward each other while they are speaking. Any interruptive, combative, argumentative or aggressive behaviour will not be tolerated and can lead to the removal from a meeting.
10. If necessary, meeting rules not adhered to will constitute a first violation, muted on second violation and removed from the meeting on the third violation.
11. If a Director has been deemed to have violated any rule in the Code of Conduct then an investigation will be taken up by the Board.
12. All Board votes require that a Director *must be present to vote. Directors may not provide proxies.
    *A Director who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action as stated in the corporate Bylaws.
13. Any resolution needed by a Board vote will require a quorum and a simple majority vote. Ties are not broken by the Chairman, so the *motion is defeated.

*In the case when a definitive result is required then a revote(s) is/are taken, to determine a winner.

14. Review Committee
    a. Appointment Of the Review Committee – The Board shall appoint the Directors of the Review Committee and its Chair.
    b. Formation of the Review Committee – It shall consist of a minimum of three (3) Board Members.
    c. Responsibilities – The Review Committee shall:
        i. Oversee implementation of, and compliance with, JCFC`s Code of Conduct and Conflict of Interest Policies;
        ii. Review, all complaints and determine all possible Act, Bylaw or Code of Conduct violations.
        iii. Initiate a violation file and forward to the Disciplinary Committee;
        iv. Review reinstatement of a previous offenders membership and confirm that they have completed the necessary courses for reinstatement into the JCFC;
        v. Report to the Board on all unethical issues, as defined in the Code of Conduct and Bylaws;
        vi. Review and investigate matters of ethical impropriety and make recommendations on such matters to the Board;
        vii. Review and provide guidance on ethical questions presented to it by the Members, Directors, Officers and Coaches.
15. Disciplinary Committee
    a. Appointment of the Disciplinary Committee – The Board shall appoint the Directors of the Disciplinary Committee and its Chair.
    b. Formation of the Disciplinary Committee – It shall consist of a minimum of three (3) Board Members.
    c. Responsibilities – The Disciplinary Committee shall:
        i. Review and adjudicate on any violations of the By-laws, Act or Code of Conduct that have been escalated by the Review Committee.
        ii. Follow the Disciplinary Procedures for complaints and appeals.
        iii. Report the final decision and outline their recommendations to the Board.
16. Complaint Process - All complaint issues shall be governed by the following procedure:
    a. The Complainant shall make a written submission to the Secretary General, of the JCFC, who will, after acknowledging receipt forward the same to the Review Committee.
    b. Within fifteen (15) clear days from the receipt of the complaint the Review Committee will make a decision whether to investigate further and reach out to the Accused regarding a violation or reply to the Complainant that no further action will be taken.
    c. Within fifteen (15) clear days of receiving the request in writing the Accused shall respond to the Review Committee in writing. The Review Committee will determine if the complaint should be escalated to the Disciplinary Committee or respond to the Accused in writing that the complaint is not warranted of discipline.
    d. Within fifteen (15) clear days of the receipt of the escalated complaint from the Review Committee, the Disciplinary Committee shall, meet to review the complaint and issue a violation letter to the Accused with options surrounding their violation.

17. Appeals Process – All appeal hearing testimony and audio shall be governed by the following procedure:
    a. Within fifteen (15) clear days of the receipt of a violation Letter from the JCFC, the Accused shall issue their intent to appeal to the Disciplinary Committee in writing.
    b. Within fifteen (15) clear days an Appeals hearing shall be scheduled between the Accused and the Disciplinary Committee.
    c. The outcome of the Appeals hearing shall be communicated (along with meeting audio) to the Board of Directors of the JCFC and the Accused, if requested;
    d. Within seven (7) clear days the Disciplinary Committee shall report all disciplinary decisions in writing to the Board and the bases thereof and shall stipulate such action as may be applicable in relation to the complaint which shall include, but shall not be limited to, the issue of a letter of reprimand, suspension, termination or expulsion of the Accused at the discretion of the Board.
    e. Within fifteen (15) clear days a decision, as voted on by the Board is sent to the Accused along with any future guidance.
    f. All decisions are FINAL.

Consent Form – Code of Conduct / Rules

I agree to all of the terms and conditions outlined, along with any amendments to this Jamaica Curling Federation (JCF) / Curling Jamaica Code of Conduct and Rules Agreement.

Name:_____(Print),

_____(Signature),

JCF Affiliation:_____

Date: _____

VERSION: 2026-04-25