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# CTF NATIONAL POLICY MANUAL

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2020 Update



JULY 1, 2020

CANADIAN TENPIN FEDERATION

**CANADIAN TENPIN FEDERATION  
NATIONAL POLICY MANUAL**

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## A. POLICY MANUAL INTRODUCTION

### 1. GENERAL

Each member of the Board will have a copy of this manual. The manual will be electronically available to each member of the Board.

### 2. UPDATES

Updates to the electronic manual are the responsibility of the Governance Committee. Board members printing hard copies of the manual are responsible to ensure it is updated when the electronic manual has been updated.

Updates resulting from Board meetings will be consolidated from the minutes of those meetings, and the Executive Director will forward to the Governance Committee for updating the electronic document. Board members will be advised via email once the update(s) is complete. The electronic version will supersede a hard copy.

## B. CTF BOARD REPRESENTATION & STATUS

This section describes CTF Board formation as well as procedures for joining or leaving the CTF Board.

### 1. ELIGIBILITY

Eligibility for the 9 elected positions on the CTF Board. The 9 directors who are elected by the CTF Delegates and any individual appointed to fill these vacancies must:

- a) Demonstrate a working knowledge of the sport of bowling and the bowling industry.
- b) Have a record of leadership as it pertains to CTF Board responsibilities.
- c) Be a CTF Member and not bowling in an unsanctioned American tenpin league.
- d) Demonstrate the ability to think strategically as it pertains to CTF Board responsibilities.

A proprietor may be considered as long as the maximum number of two proprietors on the CTF Board at one time is not exceeded by Non-Athlete Board positions. (See Article V – CTF Board, Section A – Eligibility and Composition of the CTF National Bylaws for proprietor definition.)

### 2. TERM

Term for 9 elected CTF Board positions. The positions are divided into three groups and have a term of three years. (See Article V – CTF Board, Section C – Terms of the CTF National Bylaws.) The three-year terms follow a stagger system implemented in 2004 and are effective as of the following years:

- Positions 1-3 starting 2004
- Positions 7-9 starting 2005
- Positions 4-6 starting 2006
- Term for 1 elected Athlete Board position is for 3 years beginning in 2004.

### 3. ELECTION

- a) Election is open to eligible CTF Members at least 18 years of age.
- b) One vote per eligible Delegate, CTF Officer and Director.
- c) Individuals wishing to be nominated from the floor must have their credentials on file with the Nominating Committee at least 24 hours prior to the opening of the Annual General Meeting.
- d) Delegates from associations whose charter has been revoked are not eligible to vote.

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## **4. AT-LARGE DIRECTORS**

The President, with CTF Board approval, may appoint up to two Directors-at-Large. These Directors must have specific skills necessary for productive operation of the CTF Board. Proprietors may not be appointed to these positions.

## **5. CONFLICT OF INTEREST**

CTF Board members must sign a Conflict of Interest Statement annually.

CTF Board members who also are on Local or Provincial Association Boards must be conscious of potential conflict-of-interest situations. If there is any potential for an item to be voted on at one of those Local or Provincial meetings that could be perceived as a conflict of interest for a CTF Board member, then that member should remove themselves from the voting on that motion, stating a conflict of interest. It should be requested to have that information recorded in the meeting's minutes as well.

## **6. REMOVAL**

A Director or Officer may be removed for cause and/or ineligibility by a two-thirds vote of the CTF Board. This is to prevent use of arbitrary expulsion as a means of removal or stifling unpopular views. The following procedure must be followed when a complaint is filed to remove an Officer or Director.

- a) Within one week after receipt of the written complaint, the CTF President (or next highest-ranking officer if the President is involved) should schedule a meeting of the CTF Board and written notice of the same must be provided to the CTF Board. The meeting should be held within 30 days of receipt of the complaint.
- b) Written notice and a copy of the complaint shall be provided to the individual charged. Such notice should be sent by first class mail or be hand delivered at least ten days prior to the meeting. It must include the date, time and place of the meeting, as well as their right to attend and offer a defense.
- c) A quorum of the CTF Board must be present and a roster listing those present and absent must be included in the file. (See Article VII – Meetings, Section B – Meetings of CTF Board, Paragraph 5 of the CTF National Bylaws.)
- d) Minutes of the meeting and all documents and material relating to the charges must be maintained.
- e) A two-thirds vote of CTF Board members present and voting is required for removal from office.
- f) Within 5 days from date of the meeting, the individual involved shall be notified in writing of the CTF Board's decision and their right to appeal.

## **C. CTF BOARD POLICIES, DUTIES & OFFICES**

This section covers the guidelines, responsibilities and positions making up the CTF Board.

### **1. COMPENSATION**

Directors and Officers receive no compensation for serving on the CTF Board, but may be reimbursed for expenses according to policies established by the CTF Board.

The Executive Director is an employee and compensated accordingly.

### **2. EXPENSE REIMBURSEMENT**

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Board members are reimbursed under the CTF Board Reimbursement Policy. Non-Board members are reimbursed under the volunteer reimbursement policy.

### **3. BOARD AUTHORITY FOR MEMBERSHIP PROGRAMS**

The Board is authorized to test and implement membership programs. Specific bylaws, rules and regulations may be waived during testing or implementation.

### **4. BOARD AUTHORITY FOR SUSPENSION OR REVOCATION OF MEMBERSHIP**

A committee will be appointed by the President with the approval of the CTF Board to handle Suspension, Reinstatement and Re-rate Procedures. This will be an Executive Committee and will be part of the Regulatory Unit.

Anyone who is currently under suspension in the United States Bowling Congress (USBC) automatically loses the same privileges with CTF.

### **5. EXECUTIVE DIRECTOR**

- a) Is engaged or discharged as an employee by the CTF Board.
- b) Performs whatever duties and responsibilities are prescribed by the CTF Board or the President;
- c) Shall be invited to attend meetings of the Board in a non-voting capacity.
- d) Serves as Secretary/Treasurer of the corporation.

### **6. OFFICERS**

The President, Vice President and Executive Director serve as CTF's national officers.

### **7. STAFF**

The Executive Director is a required position of CTF. All other staff positions would be determined and under the direction of the Executive Director.

### **8. BOARD ACTIONS**

The National Bylaws provide for telecommunications, which could be either by telephone conference or e-mail. (See Article VII – Meetings, Section B – Meetings of the CTF Board of the CTF National Bylaws.)

### **9. MEETINGS**

The procedures at a meeting of either the CTF Board or a Meeting of Members such as notice, order of business, etc., should follow Parliamentary Procedures as specified in the Bylaws Article VII, Section B – Meeting of the CTF Board and Section C – Parliamentary Procedure.

The CTF Board will determine the site and dates for the Annual Meeting.

## **D. FUNCTIONAL UNITS, STANDING COMMITTEES, & NATIONAL OFFICE**

This section describes the Functional Units and Standing Committees.

The structure of CTF is one of Functional Units. Each of the Units are assigned to one of the Board Members, who is responsible for running and “chairing” that Unit.

### **1. MANAGEMENT UNIT**

This unit is responsible for the financial operations of the Canadian Tenpin Federation. The areas of responsibility include finance and budget aspects of the National organization as well as monitoring of

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proper business practices. This includes the Executive Committee to communicate with all integers of the bowling industry including the Provincial and Local Associations. Executive will always be part of this Unit.

## **2. YOUTH UNIT**

This unit is responsible for the development of programs specifically directed towards the CTF Youth membership.

## **3. HIGH PERFORMANCE COMMITTEE**

This unit is responsible for the development of elite athletes, both adult and youth, to represent Canada at International level competitions.

## **4. REGULATORY UNIT**

This unit is responsible to annually review Policies, By-Laws and Playing Rules of the organization and recommend suggested changes as they see fit. The unit will have both a Regulatory Committee and an Appeals Committee, each with a minimum of three members.

## **5. LANE CERTIFICATION COMMITTEE**

This unit is responsible for the development of programs at the National, Provincial and Local levels to assist all areas in identifying and developing volunteers to assist them in better functioning in their specific areas.

## **6. STANDING COMMITTEES**

The Standing Committees of the CTF Board per article VIII of the Bylaws are as follows:

- a) Nominating Committee
- b) Finance Committee
- c) Athlete Council
- d) Youth Committee
- a) Equipment Specification and Certification Committee

## **7. OTHER COMMITTEES**

The CTF Board or the President may appoint committees whose members will hold their offices at the will of the CTF Board. The President shall determine the duties of such committees and may fix, by resolution, any remuneration to be paid. Committees will be appointed based on the needs of the organization and will be composed of at least one Director and may include other CTF members who are not CTF Board members. Committees may include, but not limited to: Awards; Youth; Tournament; Legal; Hall of Fame; etc.

## **8. NATIONAL OFFICE**

The National Office is the recognized head office of the CTF. It acts as the central hub of the CTF organization, and is where much of the administrative and ongoing day-to-day operations of the CTF is conducted including ORS Software, Accounting, Budget, and Funding applications.

- a) Tournament Sanctions

CTF should attempt to process all tournament sanction applications to the best of their ability, regardless of the lead time (or lack of lead time) that is given. CTF's desire is to promote CTF and tournament sanctions as much as possible. Being flexible and understanding of special situations is critical.

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The general rule/policy is that all tournament sanctions should be submitted to CTF a minimum of two (2) weeks prior to the tournament date. This gives ample lead time to address any concerns or issues with the application beforehand. This should be specified in the tournament manager’s manual, and on the tournament sanction application forms.

CTF may not sanction a tournament if an application is not received prior to the start of the tournament.

In the case of applications that have less than a two (2) week lead time, CTF has a number of obligations and options:

- A reasonable attempt to process the application must be made.
- It is possible to supply a “conditional sanction” – that is, tell the applicant that the sanction will be approved if certain changes are made to the rules before the start of the tournament.
- If this is a “repeat tournament” (i.e. this same tournament was sanctioned the previous year), and it has the same general rules, then the tournament application can be “fast-tracked” and conditionally approved with the proviso that the application will be subsequently reviewed to ensure that it complies with CTF sanctioning guidelines.

In “special circumstances”, where it is uncertain if the tournament’s rules are in compliance with CTF rules and guidelines, the Regulatory Committee should be consulted for guidance.

- b) **Rules Queries, Violations, Enforcement, Appeals**  
All rule queries to CTF should be directed towards the Rules Department (National Office) for investigation and official CTF response. If the Rules Department cannot answer the question by a clear reference to an existing rule(s), then this should be brought forward to the Regulatory Committee for further investigation.

If a ruling by a League’s Board of Directors or Tournament Manager is appealed to CTF (as per Rules 119 or 329), then the appeal is given to the Hearing Committee for investigation and final ruling.

- c) **Legislations**  
Proposed changes to CTF Playing Rules must be put forward by the Regulatory Committee. Any suggestions for rules changes should be submitted to the Regulatory Committee for analysis, discussion, and proposal decisions.
- d) **Website**  
CTF will maintain a website to provide information and resources to the tenpin bowling community and to the general public.

**E. MEMBERSHIP DUES / STRUCTURE**

1. Membership Categories / Dues

<b>Category</b>	<b>National Dues</b>	<b>Local Dues</b>	<b>Provincial Dues</b>
Regular Membership	\$20.00	\$7.00 (Max – see Note 1)	\$3.00 (Max – see Note 1)
Affiliate Membership	\$30.00	\$0.00	\$0.00
Spring/Summer League	\$10.00	\$1.50	\$3.50
String Membership	\$20.00	\$7.00 (Max – see Note 1)	\$3.00 (Max – see Note 1)
Special Olympics Membership	\$10.00	Note 3	Note 3



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Note 1: This refers to the maximum that a Provincial or Local Association can charge for their portion of the membership dues. They are welcome to charge less than this maximum.

Note 2: Spring/Summer Leagues – Leagues starting after March 15.

A non-CTF member joining a spring/summer league shall pay one-half of CTF national plus any applicable provincial and local dues that are known to be in effect. On payment of the dues, the individual shall become a CTF member until completion of that, or any other spring/summer league that he/she is participating in, or until July 31, whichever is later.

Note 3: Special Olympics Membership – Local and /or Provincial Dues may apply

## **F. CENTRE CERTIFICATION FEES**

### **1. Fees Payable to CTF**

The fees payable to CTF is \$5.00 (plus GST) for the annual certification decal.

### **2. Fees Payable to Local Association**

The fees payable to the local association inspection committee for measurement and inspection is \$8.00 per lane.

## **G. AMENDMENTS**

### **1. AMENDMENTS TO CTF NATIONAL BYLAWS**

The CTF National Bylaws may be amended by the CTF Board at a meeting by a two-thirds majority vote provided at least forty-five (45) days prior written notice of that meeting is given to the Board and specific amendment language is included in the notice. (See Article IX – Amendments, Section C – Amendments to Bylaws of the CTF National Bylaws.) Amendments will include article, section and item numbers to change and a statement of the rationale for the amendment.

Amendments must be ratified by the Delegates at the next Annual Meeting.

### **2. GENERAL PLAYING RULES, ADULT LEAGUE OR TOURNAMENT RULES**

Any Member or chartered Provincial or Local Association may submit a proposed amendment to the general playing rules, adult league rules, or national tournament rules. (Article IX - Amendments, Section B – Amendments to Rules of the CTF National Bylaws.)

- a) Amendments must be received in writing including the rule number to be amended and a statement of the rationale for the amendment.
- b) Amendments must be received by the CTF Board on or before September 1 prior to the next Annual Meeting.
- c) Enactment of an amendment requires a majority vote of the Delegates, present and voting at the Annual Meeting where a quorum is present.
- d) Amendments enacted by the Delegates become effective as of August 1 following the Annual Meeting where they were adopted, unless otherwise specified by the Delegates.

### **3. YOUTH LEAGUE OR TOURNAMENT RULES**

Any Member or chartered Provincial Association may submit a proposed amendment to the Youth Committee for recommendation to the CTF Board.

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Note: Members may amend General Playing Rules, adult league and tournament rules as long as they don't conflict with USBC rules pertaining to the establishment of averages. This is necessary to protect the 'reciprocal average' policy adopted by USBC.

#### **4. CERTIFICATION & EQUIPMENT SPECIFICATIONS**

Amendments to Certification & Equipment Specifications must be submitted in writing to the chairman of the Regulatory Unit 60 days prior to the annual CTF Board meeting, for presentation to the CTF Board for approval. Proposed amendments must not be in conflict with the equipment standards as established by USBC or World Bowling.

#### **5. AWARDS QUALIFICATIONS**

Amendments to Awards Qualification must be submitted in writing to the chairman of the Regulatory Unit 60 days prior to the annual CTF Board meeting, for presentation to the CTF Board for approval.

#### **H. CORPORATE RECORDS**

The Executive Director oversees the maintenance of complete and accurate financial records, minutes of meetings of the CTF Board and committees, names and addresses of the individuals who are entitled to vote at CTF Board and Annual meetings and other records as provided by the CTF Board. The Executive Director shall retain these records in accordance with Canadian Revenue Agency (CRA) requirements.

#### **I. CHARTERING AND RE-CHARTERING PROVINCIAL/LOCAL ASSOCIATIONS**

For an association to be chartered they are required to:

- (1) Comply with all terms outlined in the Charter application previously submitted.
- (2) Comply with the bylaws, policies, procedures and performance standards of CTF.
- (3) Apply for renewal when they have made changes to their bylaws; relocated their regions or boundaries; amalgamation of locals; or upon request of CTF.
- (4) After an association is chartered, it must abide by the Bylaws, policies, procedures and performance standards as outlined by CTF. CTF will assist associations in meeting these requirements, which could include "on site" visits. Associations that meet these requirements will retain their charter.
- (5) The procedure to revoke a charter can be found in the Suspension and Reinstatement chapter.

#### **J. DUE PROCESS – SUSPENSION & REINSTATEMENT**

##### **1. ATHLETE**

The due process for athletes will follow Canadian Olympic Committee guidelines and procedures. In matters involving CTF Members' representation of Canada in national or international competition, including qualifiers for those competitions, CTF due process includes notice, hearing, expedited hearing, decision and appeals.

##### **2. REGULAR MEMBERS**

The following procedures have been established by CTF to ensure due process for any CTF Member against whom a complaint may be filed or whose right to CTF membership may be challenged, or who may be seeking reinstatement of membership. Upon written request, a copy of the file may be forwarded to the defendant and/or complainant.

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**3. SUSPENSION / REINSTATEMENT – COMMUNICATION TO/WITH USBC**

The CTF Executive Director shall notify the USBC of any suspensions or reinstatements that occur during the season. At the end of each fiscal year, CTF shall supply to USBC a list of all CTF suspended bowlers.

CTF shall check the list of USBC's suspended bowlers as the need arises.

**4. ASSOCIATION HEARINGS**

Provincial and Local Associations must comply with the following procedures when conducting a hearing. (The procedure does not apply when considering a tournament protest or an appeal from a league's decision). The CTF Executive Director may cause action to be instituted when an association does not conduct a hearing or the requested information is not submitted to CTF.

**4.1 FILING A COMPLAINT**

A complaint may be filed only in the current season or the season immediately following the alleged violation.

- (1) The complaint shall be in writing and set forth in detail the charges against the member(s) hereafter referred to as the defendant(s), and the CTF rule(s) involved.
- (2) The complaint shall be signed by the person(s) making the charges and be filed with the Association Manager or another officer of the association if the Association Manager is involved in the complaint.
- (3) When a CTF Member(s) files charges against another individual(s) and fails to appear, without sufficient cause, to testify at the hearing, the complaining member(s) shall be liable for suspension of CTF membership.

**4.2 RECEIPT OF COMPLAINT**

Proceedings must be started after a written statement of charges has been received.

- (1) The Association President or, in his/her absence or involvement, the officer in charge shall set a date for a hearing, which date should not be later than 30 days from receipt of the complaint.
- (2) Written notice of the time and place of the hearing shall be sent to the defendant(s) and complainant(s) at their last known addresses not less than 10 days prior to the date set for the hearing. The notice shall be sent by certified mail with return receipt requested or delivered by special messenger. A copy of the complaint shall be sent to each defendant with the notice. (Sample letters can be found at the end of this Policy Manual.)
- (3) The notice shall inform the defendant(s) and complainant(s) of their right to have counsel present and to produce witnesses in their behalf. The defendant(s) shall also be notified that he/she may file with the association secretary a written answer to the complaint prior to the hearing.
- (4) Each member of the board of directors or committee shall be given written notice to attend the hearing. Notice should be given not less than 10 days prior to the date of the hearing.

**4.3 WITHDRAWAL OF COMPLAINT**

Charges may be withdrawn at any time prior to the hearing.

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4.4 HEARING PROCEDURE

Hearings shall be conducted by the board of directors or the association may establish a committee of not less than seven (7) board members to conduct such hearings. The committee must include the Association Manager and the Association President who serves as chairperson. Hereinafter, any reference to the board of directors or committee will be referred to as the "fact-finding board" of the provincial or local association, as the case may be.

- (1) It shall be a closed hearing; therefore, the meeting place should afford privacy and comfortably accommodate the group. Adequate waiting room facilities should be available for witnesses.
- (2) A thorough report and well-documented information must be developed. The association can use a court reporter, a tape recorder or have the minutes taken in shorthand. A transcript of the testimony and proceedings shall be sent to CTF. The transcript should contain a factual report of the questions and answers.
- (3) If a member of the fact-finding board is either a complainant or a defendant, he or she shall not act as a member of the board, but may be counted toward a quorum.
- (4) A QUORUM MUST BE PRESENT.
- (5) The fact-finding board should meet early on the hearing date to review the charges and the CTF rule(s) involved. It shall be decided at this time whether witnesses for the defendant(s) and complainant(s) will be allowed to remain in the hearing room or shall be called as needed.
- (6) The hearing shall proceed whether or not the defendant(s) appears. Proof must be established that proper notification of the hearing was given.
- (7) The defendant(s) and complainant(s) shall be called into the hearing. They should be present at all times with their counsel, if any. Counsel may be present at all times, regardless if the defendant or complainant appears.
- (8) The chair then states the procedure to be followed.
  - (a) The chair will read the specific charges to the defendant(s) together with the CTF rule(s) involved.
  - (b) The complainant(s) will be asked if these are the charges which were preferred.
  - (c) The defendant(s) will be asked if he/she understands the charges.
  - (d) Only one person may speak at a time and the name of each person shall be clearly stated for the record.
  - (e) All persons may speak only on and ask questions pertinent to the charges.
  - (f) The chair will rule them out of order if these rules of procedure are not observed.
  - (g) Each complainant will be heard individually and given the opportunity to introduce further written or oral evidence. After each complainant is heard, his/her counsel, if any, will be given the opportunity to ask questions, followed by the defendant, the defendant's counsel, if any, and the members of

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the fact-finding board. Witnesses for the complainant will be called for questioning by the complainant, the complainant's counsel, if any, the defendant, the defendant's counsel, if any, and the members of the fact-finding board.

- (h) Each defendant will be given the opportunity to be heard, present any evidence pertinent to the charges and introduce rebutting testimony or evidence. After each defendant is heard, his/her counsel, if any, will be given the opportunity to ask his/her questions, followed by the complainant, the complainant's counsel, if any, and the members of the fact-finding board. Witnesses for the defendant will be called for questioning by the defendant, the defendant's counsel, if any, the complainant, the complainant's counsel, if any, and the members of the fact-finding board.
  - (i) Witnesses may attend, regardless if the defendant or complainant appears.
- (9) The chair then conducts the hearing according to the stated procedure.
- (10) When all of the testimony and evidence have been submitted, the complainant(s) and defendant(s) shall be informed of the following by the chair.
- (a) The fact-finding board will study the testimony and evidence presented and sends its recommendation to CTF, Attention: Executive Director, for review by the CTF Board, Regulatory Committee or a committee established to review membership issues.
  - (b) Within 10 days from the date of the hearing, they will be notified in writing of the recommendation agreed upon.
  - (c) Membership privileges of the defendant(s) remain unchanged, whether or not an appeal is taken, until the CTF Executive Director sends written notification of the CTF Board /committee's decision to the defendant(s) at his/her last known address. However, if the defendant admits in writing or in the hearing that he/she misused funds or other property entrusted to him/her, he/she may be removed from office immediately by the fact-finding board.
  - (d) Either the defendant(s) or the complainant(s) may appeal within 15 days of the date of the letter notifying them of the recommendation by filing a notice of appeal and a statement of reasons for the appeal to the CTF Executive Director.
  - (e) The CTF Executive Director will advise the defendant(s) and the complainant(s) by letter of the decision of the CTF Board/Committee.
- (11) All persons present except the members of the fact-finding board, are then excused from the hearing. If a member of the fact-finding board is either a defendant or a complainant, he/she is also excused at this time. The fact-finding board then meets in executive session to review the testimony and evidence.
- (12) After thorough discussion, a ballot vote concerning each defendant shall be taken. As many ballots as are necessary shall be taken to obtain the required two-thirds vote. The fact-finding board can recommend:
- (a) Dismissal
  - (b) Not guilty.

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- (c) Guilty - warning. Imposition of penalty is withheld. Individual has a record; similar to probation. Individual can compete in sanctioned competition.
- (d) Removal from office.
- (e) Indefinite suspension.
- (f) One (1) year suspension.
- (g) Not to hold office (one year or indefinite).
- (h) Never to hold office.

**4.5 PROCEDURE AT CONCLUSION OF HEARING**

Within five days from date of the hearing, the defendant(s) and complainant(s) shall be notified in writing of the recommendation to CTF. This notice shall be sent by certified mail with return receipt requested or delivered by special messenger. (Sample letters can be found at the end of this Policy Manual) need to add.

NOTE: When money is involved, the fact-finding board shall make every effort to establish and document the amount due. If necessary, it must conduct an audit using the league/association records to determine the exact amount of shortage. The recommended penalty should then include the provision that \$\_\_\_\_\_ must be paid before reinstatement will be considered.

- (1) A report of the hearing shall be submitted within 15 days from the date of the hearing (unless an extension of time is granted by the CTF Executive Director) to the CTF Executive Director, for a decision by the CTF Board or committee, acting for the CTF Board, which decision shall be final.
- (2) The report shall include the following.
  - (a) Copy of the original complaint.
  - (b) Date the complaint was received by the association.
  - (c) All correspondence pertaining to the case.
  - (d) Minutes of the hearing.
  - (e) Fact-finding board's recommendation and a record of the vote.
  - (f) Original return receipts of certified mail as proof proper notice of the hearing and recommendation has been given to the defendant(s) and complainant(s).
  - (g) List of members of the fact-finding board, indicating thereon those present at the hearing and advising the required quorum was present.

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### **4.6 APPEAL**

Either the defendant(s) or the complainant(s) may appeal within 15 days of the date of the letter notifying them of the recommendation by filing a notice of appeal and a statement of reasons for the appeal to the CTF Executive Director.

### **4.7 REINSTATEMENT**

Applications for reinstatement must be filed in writing to the CTF Executive Director, (See Section 8.4 for nonpayment of league fees reinstatement procedure.) If CTF determines a reinstatement hearing is necessary, the association having original jurisdiction must follow these procedures:

- (1) The application should be considered within 30 days from date of receipt and must be acted on at a meeting of the fact-finding board.
- (2) The defendant shall be given written notice of his/her right to appear and be provided the opportunity to speak on his/her own behalf.
- (3) A quorum must be present and a majority vote of those present and voting is required for the recommendation to be forwarded to CTF.
- (4) Following the hearing, the association shall notify each applicant, in writing, of the association's recommendation. Such notice to include:
  - (a) The decision will be announced by CTF.
  - (b) The applicant's status is unchanged until a decision to reinstate is announced by CTF.
  - (c) The applicant has the right to appeal the recommendation of the association in writing to the CTF Executive Director within 15 days of the recommendation.
- (5) Within 10 days from the date the application is considered, the following shall be sent to the CTF Executive Director:
  - (a) Copy of letter requesting reinstatement.
  - (b) List of members of the fact-finding board, indicating thereon those present at the meeting and, if the required quorum was present.
  - (c) Recommendation, reason for the recommendation and a record of the vote.
  - (d) Copy of the letter notifying the application of the association's recommendation.
- (6) The status of the applicant shall remain unchanged until he/she is notified, in writing, by the CTF Executive Director of the decision.

## **5. ASSOCIATION WORTHLESS CHEQUE/CREDIT CARD**

Provincial and Local Associations must comply with the following procedures when handling a worthless cheque/credit card for membership dues. (The following procedure does not apply to cheques issued/credit cards tendered by individuals for other purposes or personal cheques issued by a league secretary for

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payment of membership dues for the league.) Associations should be advised they have the right to refuse any personal cheques/credit cards submitted for membership dues.

Upon notification of a bad cheque/credit card, these procedures must be followed:

- (1) The issuer is provided with written notice, which must be sent by certified or registered mail. The notice must include:
  - (a) Amount and number of the returned cheque(s)/charge draft(s).
  - (b) Amount of bank/service fees, if any.
  - (c) Total amount due.
  - (d) Notification of ineligibility to participate in any CTF competition.
  - (e) Payment must be made within a specified time period.
  - (f) Personal cheque/credit card is not an acceptable method of payment. (Cash, money order or cashier's cheque only.)
  - (g) Failure to make payment may result in disciplinary action under CTF Rule 17b(3).
- (2) The league(s) must be notified that the individual does not hold membership and cannot participate in CTF competition.
- (3) If no response is received by the specified date, forward the following to CTF Executive Director:
  - (a) A copy of the front and back of the cheque or credit card draft returned.
  - (b) The certified receipts and a copy of the notice sent to the individual requesting payment.
  - (c) Documentation of bank/service fees incurred.
  - (d) Copy of the membership application.
  - (e) Any other correspondence.

### **6. SPECIAL PROCEDURES**

The CTF President may appoint a special committee, which may include CTF Board members and non-CTF Board members to conduct a hearing or investigation within an association. At the conclusion of the hearing, the committee shall make a report and recommendation to the CTF Board/committee for a decision, which shall be final.

### **7. BONDING**

The CTF Executive Director shall cause action to be instituted against an association or league officer due to losses under CTF's bonding program. CTF may, if necessary, require that action be taken when misuse of funds or property is involved.

When charges of misusing funds or a bond claim have been filed against an association or league officer, the individual charged continues to be eligible to bowl in CTF competition, but CTF shall temporarily



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suspend the officer from all offices held until such matter has been considered by the CTF Board/committee acting on behalf of the board. The board of directors of the association/league shall appoint another officer to perform the duties of the officer who is under temporary suspension. This procedure applies in all such cases except when an appeal is made to the CTF Executive Director who may authorize the officer to resume the duties, pending action by the CTF Board/committee. The following rules apply.

### **7.1 FUND SHORTAGES**

When a fund shortage occurs due to misuse in a CTF league or certified Provincial or Local Association, the following applies:

- (1) The CTF league officer, adult supervisor or coach, or association board member who was entrusted with the funds shall be subject to indefinite suspension of membership.
- (2) The officer required to make monthly verifications of the account may also be liable for indefinite suspension of membership if found guilty of not performing this duty.
- (3) When false statements are deliberately made or filed with the bonding company in order to collect a larger sum than due under the bond, those responsible will be subject to suspension of CTF membership.

### **7.2 SUSPENSION ACTION**

When CTF is advised, after appropriate investigation, that a Member who is covered under the CTF Bonding Program was guilty of acts within the meaning of Items (1) or (2) or both under Fund Shortages, CTF shall cause the following action to be instituted:

- (1) The person(s) involved shall be notified that suspension charges are being preferred. Such notification shall be sent by certified mail and shall specifically state the cause of the action. The method and time limit for filing an appeal shall also be included.
- (2) The Local Association and appropriate league officers shall be notified that action has been initiated.
- (3) All available information shall be forwarded to CTF Executive Director.

### **7.3 REINSTATEMENT**

An application for reinstatement in cases where a suspension has been imposed under this rule must be filed with CTF and shall include proof of payment. If CTF determines a reinstatement hearing is necessary, the association having original jurisdiction must follow the procedures as specified in Section 4.5. The status of the applicant shall remain unchanged until the CTF Executive Director notifies him/her, in writing, of the decision of the CTF Board/committee.

## **8. NONPAYMENT OF LEAGUE FEES**

The following procedures shall be applicable in all cases of nonpayment of league fees and/or improper withdrawal.

### **8.1 LEAGUE ACTION**

A charge against a member for failure to pay league fees shall be filed only with the league, and the league shall follow the procedures outlined in Rule 115b.

### **8.2 ASSOCIATION ACTION**

Upon receipt of a recommendation from a league board of directors pursuant to Rule 115b, the local association secretary shall, within 30 days of receipt of said recommendation, furnish the CTF Executive

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Director with a copy of the minutes, league rules and all documents and materials considered at the league meeting.

### **8.3 CTF ACTION**

Upon receipt of said material from a local association manager, the CTF Executive Director will notify the league member that he/she has 30 days to request a hearing on the charge by submitting a written request to the CTF Executive Director. When a hearing is requested, the CTF Executive Director will direct the local association to handle the complaint in accordance with the association hearing procedure outlined in Item VIII Number 3. If the member does not request a hearing within the time set forth, the file will either be processed and administratively finalized or sent to the CTF Board/committee for a decision.

### **8.4 REINSTATEMENT**

Applications for reinstatement in cases of nonpayment of league fees must be filed in writing with the CTF Executive Director, and shall include proof of payment. The status of the applicant shall remain unchanged until he/she is notified in writing by the CTF Executive Director of the decision of the CTF Board.

## **9. REMOVAL FROM OFFICE**

The following procedure must be followed when a complaint is filed to remove an officer or director from an association office. (See Article V – CTF Board, Section D – Resignation, Removal and Vacancies of the CTF National Bylaws.)

- (1) Within one week after receipt of the written complaint, the association president (or next highest-ranking officer if the president is involved) should schedule a meeting of the association board of directors, and written notices of the same must be provided to the association board. The meeting should be held within 30 days of receipt of the complaint.
- (2) Written notice and a copy of the complaint shall be provided to the individual charged. Such notice should be sent by first class mail or be hand delivered at least 10 days prior to the meeting. It must include the date, time and place of the meeting, as well as his/her right to attend and offer a defense.
- (3) A quorum of the association board must be present, and a roster listing those present and absent must be included in the file.
- (4) Minutes of the meeting and all documents and material relating to the charges are maintained.
- (5) A two-thirds vote of board members present and voting is required for removal from office.
- (6) Within 5 days from date of the meeting, the individuals involved shall be notified in writing of the board's decision and of the right to appeal that decision to the Executive Director. An appeal must be filed within 15 days of the date of the notice, otherwise the decision of the board is final.

## **10 RE-RATE AVERAGES**

The CTF Board or a committee consisting of not less than 5 members, appointed by the CTF Board for that purpose may re-rate the league average of any member of the association, when there is evidence that this average does not represent the bowler's true ability. The bowler must report and use the re-rated average for all handicapped or classified competition until he/she has established an average in league play, which is higher than the re-rated average.

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After the re-rate has been in effect for a 12-month period, the bowler may apply to the average re-rate committee for an adjustment if he/she has not established a higher league average and she can also provide sufficient documentation to support a re-rate adjustment.

The following procedure must be used to re-rate any member of the association:

- (1) The bowler must be notified of the contemplated re-rate action by certified mail with return receipt requested at least 10 days prior to the meeting.
- (2) The bowler shall be given the opportunity to appear before the committee and present any testimony or evidence to show why such re-rate actions should not be taken.
- (3) When a bowler has been re-rated he/she must again be notified of the re-rated average by certified mail with return receipt requested.
- (4) The bowler shall have the right to appeal to the CTF Executive Director from the association's action providing the appeal is filed within 15 days after he/she is notified of the re-rated average. If no appeal is filed within the 15-day period, the re-rated average shall stand.

### **K. FINANCES**

Procedures will be established to ensure all CTF funds are protected and handled in accordance with generally accepted accounting procedures. The CTF Board may delegate this authority to the Finance Committee.

The CTF Board (or Committee) establishes policies for auditing, the execution of contracts, signatures required for cheques and financial drafts, and related administrative and financial matters.

### **L. JURISDICTIONAL DECISIONS**

Each association submits to CTF their proposed jurisdictional boundaries that must include at least one center. A center may only be represented by one association. CTF will mediate all special jurisdictional boundary disputes and facilitate a consensus resolution of boundary issues.

### **M. MEMBERSHIP CATEGORIES**

The following are the conceived membership categories established by CTF. This list is not “written in stone”, as some categories may be added or deleted as the need arises.

- (1) Regular membership – Normally applied for through a league secretary.
- (2) Affiliate – Also known as an unattached membership – not applied for through a league.
- (3) Collegiate
- (4) Hall of Fame
- (5) International
- (6) Lifetime
- (7) Member emeritus
- (8) Permanent
- (9) Honourary
- (10) Summer/Special Olympics
- (11) Youth
- (12) Family

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Professionals could be included depending on the category. This section will also include procedures to test new membership types.

### **N. MONITORING COMPLIANCE OF CTF PERFORMANCE STANDARDS**

CTF will monitor compliance with CTF performance standards at all levels. Meeting performance standards is required to maintain an association's charter. If an association charter status is threatened, CTF will work with the association prior to making a decision of not renewing or revoking a charter. CTF has the right to review an association's performance at any time.

### **O. PERFORMANCE STANDARDS**

#### **1. ASSESSMENT**

An annual self-assessment of provincial and local associations is recommended. CTF will use these assessments to determine educational needs and to provide assistance where necessary.

Some of the topics to be covered should include: membership recruitment and retention, membership processing, communication, tournaments, budget, taxes, training, etc.

#### **2. PROGRAMS/SERVICES/STANDARDS**

CTF will develop and support programs, services and performance standards for associations and members. These areas will be developed by the CTF Board and detailed in this section.

#### **3. RECOGNITION PROGRAM**

CTF's association recognition program will honor associations for excelling in specific categories, such as association championships, awards or youth program.

#### **4. TEAM CANADA**

CTF will continue to develop Athlete Teams for national and international competition known as Team Canada. These teams will represent Canada in international competition. CTF will provide all eligible Members the opportunity to participate.

To maintain our role as having the best athletes and teams in the world:

- (1) Adequate training prior to competition will be provided.
- (2) Necessary administrative staff before, during and after competition will be available, such as coaches, trainers and team leaders.

### **P. TOURNAMENTS**

To provide equal opportunity for participation in the sport and national team selection, there will be tournaments for men and women members (open), women members, youth members. Opportunities for other tournaments would be provided based on membership feedback and event evaluation.

#### **1. CANADIAN MIXED CHAMPIONSHIP**

- a. Rules will be reviewed annually and posted on the website
- b. Forms will be reviewed annually and posted on the website

#### **2. CANADIAN TEAM TRIALS**

- a. Rules will be reviewed annually and posted on the website
- b. Forms will be reviewed annually and posted on the website