



## REGION/ QUALIFIER / HOSTING GUIDELINES

All playdowns will be conducted using NOCA Rules. Curling Canada Rules of Officiated play (2014-2018 edition) will apply for rules not covered by the NOCA.

This information is provided as a **guide** only and provides as much information as possible. All points are general, **and they may or may not apply to your event or club.**

### HOSTING ALLOWANCE:

Clubs hosting a regional/qualifier playdown will receive a host allowance of \$200 from NOCA.

Immediately upon being awarded a Playdown, a committee should be established to co-ordinate all aspects of the event.

### CHAIR:

- Complete the NOCA Playdown Hosting Information Sheet and return to Leslie Kerr, the Executive Director (ED).
- Book ice and hotel as soon as the playdown has been assigned.
- Book a sufficient number of rooms to accommodate the teams (smoking & non-smoking if applicable). Extra rooms may be required for U18 and U21 Playdowns for parents. Provide a deadline date for these extra rooms.
- Each room must have 2 double beds (not a pull-out couch).
- Confirm draw times with the ED. Obtain team names, phone #'s, email addresses from ED for communication purposes.
- Ensure completion of all paper or electronic work:
  - Final results to the ED.
  - Complete final report using template provided.
- Obtain a Chief Umpire for the event. Level 1 is recommended. For a list of qualified individuals, please contact the NOCA office. The umpire in charge should be available and identified at all times. This person should not be participating in the Event.
- Be familiar with the Competitor Guide for the event.
- Develop a budget for the event.
- Send thank you letters to all sponsors.

### DRAW:

- NOCA competition chair or ED will make the draw within 5 working days from the closing registration date. The ED will forward the draw to the event chair. The draw will be posted on the NOCA website [www.curlnoc.ca](http://www.curlnoc.ca).
- Every effort within reason will be made to work around the curling activities in your club during the event.
- Any changes in the draw, with the exception of starting times, must be approved by the NOCA ED and/or the Competitions Chair.

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### OFFICIATING:

- NOCA will appoint a Chief Umpire for Qualifiers.
- For Region events, the club is responsible for securing their own Chief Umpire. A list of qualified people is available from the NOCA office.
- Region Events:
  - Notify the NOCA Executive Director who your Chief Umpire will be. The Chief Umpire must be approved by NOCA's Head Official (East or West) and be familiar with the NOCA rules as stated in the Competitor's Guide as well as the applicable officiating documents.
  - One of the Head Officials will contact the Chief Umpire prior to the event to review expectations and all officiating documents.
- NOCA will provide you with 2 rule books.
- Establish internet accessibility, preferably at the facility. NOCA will provide a section on the NOCA website where results will be posted. Instructions on accessing this site will be sent by the ED. If internet is not available at the club, results can be posted immediately after each game from an alternate location.
- For Qualifiers, timekeepers are mandatory.
- For Region events, it is strongly suggested that timekeepers be used so that the teams are prepared for their next event (qualifier or provincial).
- NOCA's approved Rock Clock™ timing program must be used. The instructions for downloading the timing program will be in your host forms information package. If you are time-keeping:
  - Obtain computers/laptops and monitors for the timing program and the website.
  - Officiating clinic may be required.
  - Schedule all necessary time keepers.
- Update information on the website for each game. Access to the online scoring program and instructions will be provided prior to the event. A template for line score collection is provided by the NOCA. Curlers can view draw results on the NOCA website [www.curlnoc.ca](http://www.curlnoc.ca).
- Update the Team Standings board in the Curling Club.
- Any protest of the Chief Umpire's decision must be addressed immediately, following CC/ NOCA policy and procedures.
- The Chief Umpire will conduct a compulsory team meeting. A sample template for the team meeting is provided by NOCA. Competitors may be required to show proof of age at this time.
- Oversee the pre-game team practice and hammer designation process.
- Have an adequate supply of clipboards, stopwatches, officiating forms etc.

### ICE:

- Arrange for ice preparation and maintenance throughout the event – this includes pre-competition and pre-game practice as per the draw schedule, and 4<sup>th</sup> or 5<sup>th</sup> end break.
- Display sponsor's banners and ice logos if applicable.
- Have 1 Curling Canada approved measuring device and 1 biter-measuring device on ice.
- Have a measuring tape available to measure for last stone advantage (hammer).
- Make team names for the scoreboards.
- All sheets are to be cleaned, and pebbled before the pre-competition practice, then also prepared for pre-game practice.
- Arrange for ice cleaning at the 5<sup>th</sup> end break (4<sup>th</sup> end for 8 end games).
- Rocks assigned to each sheet at the commencement of play are to remain on the same sheets throughout the event.

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### **SPONSORSHIP:**

- Some events have banner sponsors that will be recognized from the Regional Playdowns to the Provincials. The ED will provide a list of sponsors for NOCA and CC for this event. The host club may obtain sponsors who are similar to NOCA or CC major sponsors (such as an insurance company or home buildings supplier) as long as the NOCA's major sponsor remains the banner sponsor. The banner sponsor must be the most obvious/prominent during the event. Any similar sponsors can be recognized in a program or with a smaller/or less obvious banner or poster.
- Contact local sponsors, area curling clubs, etc. for donations.

### **HOUSE/HOSPITALITY** (if applicable):

- Arrange seating for the teams after each game.
- Keep change area reserved for teams/coaches.
- Reserve viewing seats for timers, coaches, officials, and sponsors.
- Schedule clean up and workers at the end of the event.
- Ensure adequate food and bar service in the facility.
- Supply a board or poster for the draw and team standings.
- Make sure water is available for the players (at their cost).

### **CEREMONIES - OPTIONAL**

- Please keep ceremonies as brief as possible.
- Book piper for opening ceremonies and for closing ceremonies (if applicable). If a piper is not available, taped music is acceptable. The traditional anthem is Scotland the Brave.
- Hold the opening ceremonies prior to the evening game on the first day of the competition.
- Arrange for the Master of Ceremonies (MC), National anthem and guest speakers. Speeches must be short.
- Arrange, with the ice chair, for any carpet on the ice and a podium if available.
- Teams should be piped onto the ice with sign carriers leading each team.
- MC should introduce the speakers which may include: chair of the event, a representative of the NOCA and host club, Mayor, and Sponsor(s). MC will introduce each team.
- Throwing of the "opening rock" – arrange for thrower, broom holder and 2 sweepers.
- Closing ceremonies/prize presentation. If piping teams onto the ice, the teams must be in curling clothes, and the winning team is piped on last.
- Have the sponsor present the trophy (if applicable) and NOCA plaques/medals to the winning team(s).
- A spokesperson from the winning team(s) may say a few words.

Questions may be directed to the Executive Director, Leslie Kerr, at the NOCA office.

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