



PROVINCIAL HOSTING GUIDELINES 2022-23

All playdowns will be conducted using NOCA Rules. Curling Canada (CC) Rules of Officiated Play will apply for rules not covered by the NOCA (2022-2026 edition).

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.**

The Event Chair or Club Manager or a designated Club Representative **MUST be present** at the club throughout the whole event.

Immediately upon being awarded a Playdown, a committee must be established to co-ordinate all aspects of the event. A Chair should be named who will form a committee, which may or may not, require an individual to chair each of the responsibilities and duties listed in this document.

PREREQUISITES FOR HOSTING A PROVINCIAL PLAYDOWN

Men & Women: minimum of 5 sheets of ice (preferably arena)

U18: minimum of 4 sheets of ice

U21: minimum of 4 sheets of ice

Mixed: minimum of 4 sheets of ice

Seniors: minimum of 4 sheets of ice

Masters: minimum of 3 sheets of ice

Mixed Doubles: minimum of 4 sheets of ice

Curling Club Championships: minimum 4 sheets of ice

Wheelchair: club and ice must be fully accessible

Local accommodation: minimum 2 rooms/team (accessible for Wheelchair provincial)

Transportation: to and from the local airport, hotel/motel/ curling club

HOSTING ALLOWANCE:

Your club will receive a host allowance of \$300 as well as an additional allowance of \$50/team (\$25/team for Mixed Doubles). To receive this additional allowance, event chairs must submit a request to the NOCA Executive Director indicating what the money will be spent on (food, event, something for the teams, equipment rental, etc.). Clubs may also apply for a \$300 grant to assist in bringing a NOCA Provincial Ice Technician to the club to assess rocks, ice, and advise on ice/rock conditions. This is to be done via email to the Executive Director.

POSITION RESPONSIBILITIES

CHAIR/CO-CHAIR:

- Complete the Hosting – Player Information Package and return to the Competition Coordinator
- Book ice and hotel as soon as the playdown has been assigned.
- Cancel **all** club curling activities during the event.
- Get committee chairs and co-ordinate committees.
- Chair all meetings and monitor the progress of all committees.
- Confirm draw times with the Competition Coordinator. Obtain team names, phone #'s, email addresses for communication purposes.

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- Have the Provincial trophy (Men's only) and winner framed hearts on site for presentation.
- Ensure completion of all paper or electronic work:
 - Have the winning team try on jackets for sizing and fax or email info to the Competition Coordinator within 4 hours of completion of event (so that jackets can be ordered and delivered to teams in time for national event).
 - For Scotties and Brier provincials, send jacket and shirt sizing to Competition Coordinator
 - Complete the final report using the template provided and return to the Competition Coordinator
- Oversee and assist with all committees.
- Kim Beaudry or Claude Peloquin, NOCA Head Officials, will assign a Chief Umpire for the event.
- Maintain lines of communication with the facility Board of Directors/Manager, Competition Coordinator, and the Competitions Chair.
- Be familiar with the Competitor Guide for your event.
- Appoint a co-chair to assist and replace Chair in their absence.
- The chair, co-chair or a club representative must be on site for the duration of the event

SECRETARY:

- Record minutes of all meetings.
- Send thank you letters to all sponsors.
- Make sure the club office (whoever answers the phone at the club) is aware of the event details.

TREASURER:

- Develop a budget for the event with the input of all committee chairs. Maintain control of all committee expenditures and ensure all committees adhere to the budget.
- Set up proper procedures for all cash transactions including audit control.
- Ensure all invoices to be paid are approved by the committee.
- Provide final financial statement to the committee at conclusion of the event.

DRAW:

- The NOCA Competition Coordinator will create the draw at least one month prior to the event for any events with a set number of teams. The draw will have times only, not team names. The names will be added after all qualifying events are completed.
- For event with direct entry into provincials, the Competition Coordinator will create the draw within 5 days after the closing entry date for those advancing directly to the Provincials (Masters, Men, Women, Wheelchair, Mixed, Senior, Mixed Doubles, U21).
- The Competition Coordinator will forward the draw to the event chair. The draw will be posted on the NOCA website www.curlno.ca.
- Any changes in the draw, except for starting times, must be approved by the Competition Chair

OFFICIATING:

- CC/NOCA Rules & Guidelines will be followed at all provincial events
- ***Timekeepers are mandatory and will use the World Curling Federation's CurlTime Program***
- A meeting room is to be provided for the umpires.
- ***At least one game umpire is required if 1 or 2 games are scheduled in a draw, 2 game umpires required if 3 or more games are scheduled.***
- NOCA will assign a Chief Umpire for all Provincial events. The Chief Umpire will be in charge of the Playdown and should be available and identified at all times.

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- Any protest of the Chief Umpire's decision must be addressed to the Competition Committee Chair **immediately**.
- The Chief Umpire will conduct a compulsory team meeting (template provided).
- The pre-competition practice, pre-game practice and hammer designation procedure will all be overseen by the Chief Umpire.
- Schedule all necessary time keepers and game umpires. A list of all qualified people is available from the NOCA office or the NOCA Officiating Chair.
- Teams are to do their own measurements if there are no game umpires.
- An Officiating clinic may be required. Please contact Andrea Ronnebeck if you want to schedule an officiating course. Andrea.ronnebeck@curlnoc.ca 1-807-466-8351
It is not necessary to have an officiating course to train timers. Timers should be trained in advance of the event. Online information regarding timer training is available at www.curling.ca/officiating-structure/
- Assist Chief Umpire to ensure there is an adequate supply of clipboards, stopwatches, officiating forms etc.
- For the Wheelchair provincials, ensure that there are people scheduled for each sheet to assist the players with rock cleaning and placement.

ICE:

- Arrange for ice preparation and maintenance throughout the event - this includes pre-competition and pre-game practice as per the draw schedule, and 4th or 5th end break.
 - It is recommended that the club have their ice and rocks evaluated by a NOCA Provincial Ice Technician. Funding is available (maximum \$300) from NOCA for Ice Technician support.
- Display sponsor banners and ice logos if available.
- Have at least 1, preferably 2 CC approved measuring devices and 1 biter-measuring device on ice.
- Make team names for the scoreboards.
- Rocks assigned to each sheet at the commencement of play are to remain on the same sheets throughout the event with the exception of the Provincial Finals. (Refer to the Competitor's Guide for rock selection in the Provincial Finals.)
- Ice preparation and maintenance:
 - All sheets are to be cleaned and pebbled before the pre-competition practice, then also prepared for the pre-game practice
 - The ice needs to be cleaned at the 5th end break (4th end for 8 end games).
 - Ice will be cut for the following:
 - All pre-completion practice sessions
 - All Games (includes the pre-game practice)
 - All rock selection sessions
 - Game pebble will be applied and nipped to the above.
 - All games will have a:
 - Base pebble
 - Top pebble
 - Mid-game mop and pebble slide path (back line to hack only). At the discretion of the Ice Technician, the ice area around the hack may also be pebbled at the 4th or 5th end break.
 - Hack and rock areas will be cut and re pebbled at least once a day.
 - A clean dry mop will be used after any cutting/nipping is done as well as for mid-game break.
 - Base pebble will be applied for opening ceremonies, following ceremonies ice will be mopped, top pebble applied nipped and mopped again.
 - A NOCA ice tech team member may be contacted to assist with the understanding and importance of these procedures.

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- These procedures must be followed to ensure the highest quality of ice for the fields in NOCA events

TICKET SALES (if applicable):

- Have tickets printed for weekly, single games during the week, tiebreakers, semi-finals, and finals. Provide complimentary passes for teams/coaches, NOCA regional directors, media, sponsors, umpires and donors.
- Print tickets for luncheon/banquet.
- Ticket/Program sales at the door.
- Security at the entrance.

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. The host club may obtain sponsors who are similar to NOCA major sponsors (such as an insurance company or home buildings supplier) as long as the NOCA's major sponsor remains the banner sponsor. That means that 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 companies and organizations for sponsorships and/or donations.

HOUSE/HOSPITALITY (if applicable):

- Obtain bleachers for the lounge & ice surface.
- Set up for any function held at the club (i.e.) lunch, dinner, etc. keeping in mind the nutritional requirements of the competitors.
- Arrange seating for the teams after each game.
- Obtain adequate # of lockers for teams/coaches.
- Keep change area reserved for teams/coaches.
- Reserve viewing seats for timers, coaches, officials, sponsors and the media.
- Schedule clean up and workers at the end of the event.
- Ensure adequate food and bar service in the facility.
- Check that the sound system on the ice is working in the club and on the ice.
- Arrange for team signs for on-ice ceremonies.
- Supply a board or poster for team standings.
- Make sure water is available for the players (at their cost).
- If providing a hospitality room in the host hotel, have volunteers to supervise and stock with refreshments and/or snacks.
- Provide name tags for committee members, delegates, and officials.
- Discuss what extras your committee can provide – for example:
 - Welcoming baskets.
 - Stocked hospitality room in the hotel (recommended for Provincial Men's/Women's, Mixed, Senior's, and Master's Championships).
 - Entertainment.
 - Receptions, continental breakfast at the club, snacks after draws, extra luncheons, etc.

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ACCOMMODATIONS:

- Upon notification of hosting the Playdown, book a sufficient number of non-smoking rooms to accommodate the teams. Extra rooms may be required for U18 and U21 Championships for parents. Provide a deadline date for these extra rooms to be booked.
- Each room must have 2 double beds.
- Secure a hospitality room for the teams, officials and sponsors in the host hotel, if applicable.
- For Wheelchair provincials, ensure that there are enough fully accessible (including washrooms) rooms available in the community.

PROGRAM/ADVERTISING/MEDIA:

- If the event is to be streamed or televised, the host committee is to notify the Competition Coordinator immediately so that sheet assignments can be made accordingly.
- Arrange for the printing of the program. The NOCA has an 8 or 12 page program template available if needed. The program may include: sponsors' ads; messages from the mayor, the curling club, the president of NOCA, co-chairs, members of parliament; a list of participating teams; schedule of the draws and possibly the past winners (if available).
- Program must include logos from the NOCA official timing program sponsor CurlTime and the main sponsors of the event. Sponsor logos for the main sponsor of any event will be provided by the Competition Coordinator. Co-ordinate with Sponsorship Committee to organize the ads for the Program.
- NOCA will distribute a Media Advisory on the Monday of the week that the event starts.
- Contact local television, radio and papers and send information regarding the event.
- Post a copy of the printed draw in a visible area in your facility.
- Have the program available for sale at the door (if applicable).
- Arrange for a photographer.
 - Team photos are optional, but a high resolution photo must be taken of the winning team(s) and the runner-up team(s).
 - Please use a regular camera, not a cell phone camera.
 - Picture(s) of the winning team(s) can be posted on the website and must be sent to the Competition Coordinator within 4 hours of the end of competition

Photo Instructions:

- The digital photo must be high resolution - a minimum 300 dpi (dots per inch) in order to ensure acceptable event program quality.
- The team photo must reflect the team in the following order (left to right looking at the team): SKIP, THIRD, SECOND, LEAD, COACH (for U18 and U21)
- Please ensure that the photo is properly identified.
- Make sure there is no advertising in the background (blank wall, preferably light coloured) and have the players stand shoulder to shoulder in matching sweaters/jackets.
- The team should not have anything in front of them (ie. winner plaques, banner, etc)
- Please have a photograph taken of the runner-up team in the event the winners are unable to participate.
- Any event photos may be sent to the Competition Coordinator for use on the website/social media pages

TECHNOLOGY RESOURCE:

- Internet service must be available at the curling club, or use of a personal hotspot.
- Competition Coordinator and/or the NOCA Officiating Chair will arrange for laptops, monitors, and officiating radios, headsets, laser measure etc. to be delivered to the club.

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- NOCA will provide a link and password for live scoring. Instructions on accessing this site will be sent by the Competition Coordinator via e-mail.
- Update information (line scores) on the website for each game in real time. A template for line score collection is provided by the NOCA. Update Team Standings board in the Curling Club.

PROVINCIAL CEREMONIES:

- Please keep ceremonies as brief as possible.
- Book piper for provincial 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 provincial ceremonies prior to the evening game on the first day of the competition if possible
- 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 framed hearts to the winning team(s).
- A spokesperson from the winning team(s) may say a few words.

TRANSPORTATION:

- If possible, provide transportation to and from the local airport to the host hotel and from the hotel to the curling facility.
- Refer to Team Bio Sheet for arrival times and transportation requirements.
- Arrange for drivers and vehicles for player pick-up. Ensure volunteers have a valid driver’s license and insurance.

Questions may be directed to the Competition Coordinator, Laura Forget
705-358-3288
Laura.Forget@curlno.ca