



REGION / QUALIFIER HOSTING GUIDELINES 2022-23

All playdowns will be conducted using NOCA Rules. Curling Canada Rules of Officiated play (2022-2026 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.**

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

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 coordinate all aspects of the event.

CHAIR:

- Book ice and hotel as soon as the playdown has been assigned.
- Book enough 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 Competition Coordinator. Obtain team names, phone #'s, email addresses from Competition Coordinator for communication purposes.
- Ensure completion of all paper or electronic work:
 - Send final results to the Competition Coordinator.
 - Complete final report using template provided.
- The chair or a club representative should be present and available throughout 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 Coordinator will make the draw within 5 working days from the closing registration date. The Competition Coordinator will forward the draw to the event chair. The draw will be posted on the NOCA website 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 must be approved by the Competition Coordinator and/or the Competition Chair.

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.

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OFFICIATING:

- NOCA will appoint a Chief Umpire for the event
- NOCA will provide you with 2 rule books
- Internet accessibility is to be provided to the Chief Umpire and anyone who will be updating live scores.
- NOCA will provide link and password to live scoring. Instructions on accessing this site will be sent by the Competition Coordinator. 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. It is recommended that timekeepers are also used at Regions in order to prepare teams for the next level of competition.
- The World Curling Federation program CurlTime must be used.
- If you are time-keeping:
 - Arrange to obtain NOCA's computers/laptops and monitors
 - Training may be required. Timekeepers should be trained in advance of the event. Online information regarding timer training is available at www.curling.ca/officiating-structure/
 - Schedule all necessary timekeepers.
- 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.
- Arrange to borrow a laser measure from the NOCA if the club does not have one
- Assist Chief Umpire to ensure there is 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 4th or 5th 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.
- 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.
- 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-competition 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.

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- 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. (Note, opening ceremonies are optional)
- A NOCA Provincial Ice Technician may be contacted to assist with the understanding and importance of these procedures.
- These procedures must be followed to ensure the highest quality of ice for the fields in NOCA events

SPONSORSHIP:

- Some events have banner sponsors that will be recognized from the Regional Playdowns to the Provincials. The Competition Coordinator 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 building 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.

Questions may be directed to the Competition Coordinator

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