



PROVINCIAL HOSTING GUIDELINES

All playdowns will be conducted using NOCA Rules. CCA Rules of Officiated play (current edition) will apply for rules not covered by the NOCA.

This information is provided as a **guide** only. All points are general, **and they may or may not apply to your club.** 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: minimum of 4 sheets of ice

Women: minimum of 4 sheets of ice for the Northern Ontario Provincial
5 sheets for the Ontario Scotties

Bantams: minimum of 3 sheets of ice

Juniors: minimum of 3 sheets of ice

Mixed: minimum of 3 sheets of ice

Seniors: minimum of 3 sheets of ice

Masters: minimum of 3 sheets of ice

Local accommodation: minimum 2 rooms/team

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

POSITION RESPONSIBILITIES

CHAIR/CO-CHAIR:

- Complete the NOCA Playdown Hosting Information Sheet and return to Leslie Kerr, the NOCA Executive Director (ED).
- 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 NOCA ED. Obtain team names, phone #'s, email addresses from ED for communication purposes.
- Have the Provincial trophy/plaque on site for presentation, if applicable. There are no trophies for the Provincial Master's Men, Master's Women, Senior Men's, and Senior Women's.

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- Ensure completion of all paper or electronic work:
 - Complete the CCA forms for the winning team(s) and forward to the CCA within 4 days.
 - Have the winning team try on jackets for sizing and fax info to the ED within 4 days.
 - Complete the final report using the template provided.
 - Distribute and collect the completed player's survey and return to the ED.
- Oversee and assist with all committees.
- Bill Charlebois, the NOCA Head Official will be in contact with you to assign a Head Official for the event.
- Maintain lines of communication with the facility Board of Directors/Manager, NOCA ED and the Competition's Chair.
- Appoint a player liaison who will be available to answer any questions or deal with any problems.
- Be familiar with the Rules Supplement and Competition Manual.
- Appoint a co-chair to assist and replace Chair in their absence.

SECRETARY:

- Will record minutes of all meetings.
- Will distribute information packages to the winning teams at the Inter-Regions. Examples of a Team Bio Sheet, congratulations letter and itinerary are provided by the NOCA. The secretary will make sure the teams return these information sheets.
- 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:

- NOCA competition chair or ED will make the draw within 3 working days of the completion of the Inter-Region competition or 3 days after the closing entry date for those advancing directly to the Provincials (i.e.) Masters Men & Masters Women. The NOCA ED will forward the draw to the event chair. The draw will be posted on the NOCA website www.curlnoc.ca.
- No changes in the draw, with the exception of starting times, are permitted unless approved by the NOCA ED and/or the Competition Chair.

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OFFICIATING:

- The Head Official will be in charge of the Playdown and should be available and identified at all times.
- The Head Official must be familiar with the NOCA rules as stated in the Competition Manual and Rules Supplement.
 - Level 2 Head Official is recommended.
 - Time keepers are mandatory using NOCA approved Rock Clock™ timing program.
 - Meeting room to be provided for the officials.
 - 2 on-ice officials are recommended.
- CCA/NOCA Rules & Guidelines will be followed.
- Any protest of the Head Official's decision must be addressed immediately, following CCA/ NOCA policy and procedures.
- The Head Official will conduct a compulsory team meeting (template provided).
- Run the Skill Based Team Ranking Process during the team practice session (scoring template supplied).
- Oversee the pre-game practice and hammer designation procedure.
- Schedule all necessary time keepers and on-ice officials.
- Teams are to do their own measurements if no on-ice officials.
- Officiating clinic may be required.
- Ensure there is a spare pool of eligible players.

ICE:

- Arrange for ice preparation and maintenance throughout the event.
 - It is recommended that the club have their ice evaluated by a certified Level 2 Ice-Tech. Monies are available (maximum \$300) from the NOCA for Tech support.
- Display sponsor's banners and ice logos if available.
- Have 2 CCA approved measuring devices and 1 biter-measuring device on ice.
- Measuring device for the skill-based team ranking process is supplied by NOCA.
- Make team names for the scoreboards.
- All sheets are to be cleaned, and pebbled before the practice.
- Arrange for ice cleaning at the 5th end break (4th end for Bantam and Masters).
- 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 Competition's Manual for rock selection in the Provincial Finals.)

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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, officials 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 and CCA. The host club may obtain sponsors who are similar to NOCA or CCA 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 sponsors, area curling clubs, etc. for donations.
- Coordinate with the Program committee and Technical Resource Committee regarding sponsor's logos in the program and on the website.

HOUSE/HOSPITALITY (if applicable):

- Obtain bleachers for the lounge & ice surface.
- Reserve seating for non-competing teams for tiebreakers, semi finals, and finals.
- 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.

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- Provide name tags for committee members, delegates, and officials.
- Discuss what extras your committee can provide.
 - 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.

ACCOMMODATIONS:

- Upon notification of hosting the Playdown, book a sufficient number of rooms to accommodate the teams (smoking & non-smoking if applicable). Extra rooms may be required for Bantam and Junior Championships for parents. Provide a deadline date for these extra rooms.
- Each room must have 2 double beds.
- Secure a hospitality room for the teams, officials and sponsors in the host hotel, if applicable.

PROGRAM/ADVERTISING/MEDIA:

- Arrange for the printing of the program. The ED has a 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 sponsors: Rock Clock™ and Bearskin Airlines. The men's Provincial program must include logos from The Dominion, while the Bantam and Junior Provincial programs must include logos from Nexcap. These will be provided by the ED of the NOCA.
- Co-ordinate with Sponsorship Committee to organize the ads for the Program.
- 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 the photographer.
 - Team photos are optional, but a picture must be taken of the winning team(s) and the runner-up team(s).
 - Picture(s) of the winning team(s) can be posted on the web-site and must be sent to the CCA as per the CCA binder instructions. (see below)

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Instructions:

- The digital photo must be at least 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): SKIP, THIRD, SECOND, LEAD.
- Please ensure that the photo is properly identified.
- Make sure there is no advertising in the background and have the players stand shoulder to shoulder in matching sweaters/jackets.
- Please have a photograph taken of the runner-up team in the event the winners are unable to participate.
- If you choose to use regular prints (4 x6 or 3½x5), then two glossy copies are required. The prints should come from a photo taken on a standard camera.
- Any event photos may be sent to the Executive Director (ED) to be placed on the website.

TECHNOLOGY RESOURCE:

- Internet service must be available (not necessarily at the curling club).
- Obtain computers/laptops and monitors for the timing program and the website.
- The NOCA will provide a website www.playdowns.com where results will be posted. Instructions on accessing this site will be sent by the ED 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.
- Arrange for communication equipment (headsets) for officials if required.
- Arrange for the distribution of team e-mails.

CEREMONIES:

- Please keep ceremonies as brief as possible.
- Book piper for opening ceremonies and for closing ceremonies (if applicable).
- 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.

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- 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). Bantam and Junior Provincials will have runner-up prizes.
- 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 Executive Director, Leslie Kerr, at the NOCA office.

Leslie Kerr

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