



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 THE DOMINION CURLING CLUB PROVINCIAL CHAMPIONSHIP

3-4 Sheets of Ice

Sudbury, Thunder Bay or Sault Ste. Marie

Local accommodation: minimum 2 rooms/team

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

POSITION RESPONSIBILITIES

CHAIR/CO-CHAIR:

- Complete The Dominion Curling Club Championship Hosting Information Sheet and return to Leslie Kerr, the Executive Director (ED) of the NOCA.
- 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 ED. Obtain team names, phone #'s, email addresses from ED for communication purposes.
- Confirm the Head Official with the NOCA Head Official (Bill Charlebois)
- Ensure completion of all paper work:
 - Have the winning team try on the NOCA jackets for sizing and fax the information sheet to the ED.
 - Complete the final report using the template provided and return to the ED.
 - Distribute and collect the completed player survey and return to the ED.
- Oversee and assist with all committees.

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- Obtain Club Official.
- 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 NOCA Rules Supplement and The Dominion Competition Manual.
- Appoint a co-chair to assist and replace Chair in their absence.

SECRETARY:

- Will record minutes of all meetings.
- 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 a final financial statement to the committee at the conclusion of the event.

DRAW:

- The NOCA competition chair or ED will make the draw. 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.

OFFICIATING:

- Select a Head Official who is in charge of the Playdown. The official should be available and identified at all times.
- CCA/NOCA Rules & Guidelines will be followed.
- The Head Official will run a compulsory team meeting. A sample template is provided by the NOCA.
- Any protest of the Head Official's decision must be addressed immediately, following CCA/ NOCA policy and procedures.
- Run the Skill Based Team Ranking Process during the team practice session. Scoring template supplied.
- Oversee the pre-game practice and hammer designation procedure.
- Teams are to do their own measurements.
- Provide a spare pool of players.

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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 may be available from the NOCA for Tech support.
- Display The Dominion banners and ice logos.
- 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 the NOCA.
- Make team names for the scoreboards.
- All sheets are to be cleaned and pebbled before the practice.

SPONSORSHIP:

- This event has a banner sponsor that will be recognized from the Regional Playdowns to the Provincials. The host club may obtain sponsors who are similar to NOCA or CCA major sponsors as long as The Dominion 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 in a much smaller/or less obvious banner or poster.
- Coordinate with the Program committee and the Technical Resource Committee regarding sponsor's logos in the program.

HOUSE/HOSPITALITY (if applicable):

- 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.
- 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.
 - Welcoming baskets.
 - Stocked hospitality room in the hotel.
 - 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 rooms to accommodate the teams (smoking & non-smoking if applicable).
- 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 program may include: message from The Dominion; 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.
- Coordinate 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.
- Arrange for the photographer.

TECHNOLOGY RESOURCE:

- Establish an Internet service.
- Obtain computers/laptops for the website. Playdown results can be posted on the www.playdowns.com website. NOCA will provide a manual for the operation and access to the website. Curlers can find results through a link on the NOCA website.
- 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 the distribution of team e-mails.

CEREMONIES:

- 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 Dominion, the NOCA, mayor and the host club. MC will introduce each team.
- Throwing of the "opening rock" – arrange for thrower, broom holder and 2 sweepers.

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- 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 representative from The Dominion present the 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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