



REGIONAL PLAYDOWN 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 The Dominion Regional Curling Club Championship, a committee must be established to co-ordinate all aspects of the event.

CHAIR:

- Complete The Dominion Curling Club Championship Regional Hosting Information Sheet and return to Leslie Kerr, the Executive Director (ED) of the NOCA.
- Book ice as soon as the playdown has been assigned.
- All attempts will be made to work around **club** curling activities during the event.
- Confirm draw times with the NOCA ED. Obtain team names, phone #'s, email addresses from ED for communication purposes.
- Ensure completion of all paper work:
 - Final results to the Executive Director.
 - Complete final report using template provided.
 - Player survey distributed and collected from all players.
- Obtain a Head Official for the event. Level 1 is recommended. For a list of qualified individuals, please contact the NOCA office. The official in charge should be available and identified at all times. This person should not be participating in the Event.
- Be familiar with the NOCA Rules Supplement and The Dominion Competition Manual.
- Develop a budget for the event.

DRAW:

- NOCA competition chair or ED will make the draw. The draw will be posted on the NOCA website.
- 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:

- The Head Official must be familiar with the NOCA rules as well as The Dominion eligibility rules as stated in The Dominion Competition Manual and NOCA Rules Supplement.
- Update Team Standings board in the Curling Club.
- 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. Sample template provided by NOCA.
- If applicable (round robin draw), run the Skill Based Team Ranking Process during the team practice session. Scoring template supplied.
- Oversee the team practice and hammer designation process.
- Teams are to do their own measurements.

THE DOMINION CURLING CLUB CHAMPIONSHIP REGIONAL PLAYDOWN HOSTING GUIDELINES

ICE:

- Arrange for ice preparation and maintenance throughout the event.
- Display The Dominion banner 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.

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 with a much 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.
- Arrange for 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).

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

Leslie Kerr

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