



## REGION HOSTING GUIDELINES

All playdowns will be conducted using NOCA Rules. CCA Rules of Officiated play (2010-2012 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.**

Immediately upon being awarded a Playdown, a committee must be established to co-ordinate all aspects of the event.

### CHAIR:

- Complete the NOCA Playdown Hosting Information Sheet and return to Leslie Kerr, the Executive Director (ED).
- Book ice and hotel as soon as the playdown has been assigned.
- Book a sufficient number of rooms to accommodate the teams (smoking & non-smoking if applicable). Extra rooms may be required for Bantam and Junior Playdowns for parents. Provide a deadline date for these extra rooms.
- Each room must have 2 double beds (not a pull-out couch).
- Every effort will be made to work around the curling activities in your club during the event.
- Confirm draw times with the ED. Obtain team names, phone #'s, email addresses from ED for communication purposes.
- Ensure completion of all paper or electronic work:
  - Final results to the ED.
  - Complete final report using template provided.
  - Player survey distributed and collected from players & coaches (one per team).
- 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 Competitor Guide for the event.
- Send thank you letters to all sponsors.
- Develop a budget for the event.

### DRAW:

- NOCA competition chair or ED will make the draw within 5 working days from the closing registration date. The ED will forward the draw to the event chair. The draw will be posted on the NOCA website [www.curlnoc.ca](http://www.curlnoc.ca).
- Any changes in the draw, with the exception of starting times, must be approved by the NOCA ED and/or the Competition Chair.

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## OFFICIATING:

- The Head Official must be familiar with the NOCA rules as stated in the Competitor Guide.
- Establish internet accessibility, preferably at the facility. The NOCA will provide a website [www.playdowns.com](http://www.playdowns.com) where results will be posted. Instructions on accessing this site will be sent by the ED. If internet is not available at the club, results can be posted immediately after each game from an alternate location.
- Time keepers are suggested if available, but not mandatory. The NOCA approved Rock Clock™ timing program must be used. Contact the ED for a copy of the disk. If you are time-keeping:
  - Obtain computers/laptops and monitors for the timing program and the website.
  - Officiating clinic may be required.
  - Schedule all necessary time keepers.
- Update information on the website [www.playdowns.com](http://www.playdowns.com) for each game. A template for line score collection is provided by the NOCA. Curlers can view draw results on the NOCA website [www.curlno.ca](http://www.curlno.ca).
- Update the 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. A sample template for the team meeting is provided by the NOCA. Competitors may be required to show proof of age at this time.
- Run the Average Draw Shot Process before each game (scoring template supplied).
- Oversee the pre-game team practice and hammer designation process.
- Have a spare pool of eligible players if possible.

## ICE:

- Arrange for ice preparation and maintenance throughout the event.
- Display sponsor's banners and ice logos if available.
- Have 2 CCA approved measuring devices and 1 biter-measuring device on ice.
- Have a measuring device built for the officials to use for the Average Draw Shot. Instructions supplied.
- Make team names for the scoreboards.
- All sheets are to be cleaned, and pebbled before the practice.
- Arrange for ice cleaning at the 5<sup>th</sup> end break (4<sup>th</sup> 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.

## 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 for this event. 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. 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.

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## **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.
- 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).
- A spokesperson from the winning team(s) may say a few words.

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

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