



New Brunswick
Curling Club Championships

General Hosting Directives

Updated 2022

It is the responsibility of the event Chairperson to ensure they have read the most recent version of the Curling Canada-Rules of Curling.

Host Committee Responsibilities

1. Uphold NBCA policies
2. Using the correct name for the event:
New Brunswick Curling Club Championship
3. Respecting the NBCA's commitment to all provincial and event sponsors
4. Arranging adequate team accommodations – at the cost of the teams
5. Providing appropriate facilities for the event
6. Following directives provided by the NBCA

The first steps that the host club(s) needs to complete after being awarded this provincial championship event are:

- Appoint a Chairperson
- Inform the NBCA Executive Director and the New Brunswick Curling Club Championships coordinator who the Chairperson is with their contact information
- Contact your New Brunswick Curling Club Championships coordinator as your main point of contact with the NBCA. Should you have any questions/concerns throughout the planning and implementation, please contact that person. They are to be included in all committee meetings. (Wayne Cooper: nbcurlingchampionship@gmail.com)
- Form a Host Committee
- Assign responsibilities to committee members

The following is an example of what your host committee may look like and brief description of the responsibilities of each position:

1) Chairperson / Co-Chairpersons

- Responsible for the coordination and proper functioning of all committees.
- Review and communicate to ensure implementation of Directives and NBCA hosting guidelines with committee.
- Contact your Representative and ask for a copy of last year's report and/or event program (the NBCA Office may also have a report on file).
- Discuss the event within the host club and how the event will affect the club's regular schedule (leagues, ice maintenance, other events, etc.).
- A sufficient number of rooms should be blocked at the sponsor hotel for this event. Rooms should be held until one week prior to the event. Teams are responsible for making their own reservations and covering all travel costs.
- Following the registration deadline via the NBCA on-line registration system, the chair should send out a welcome letter/Email to teams informing them of accommodation arrangements and hotel contact numbers.
- Once the draw has been approved, the draw must be sent out to the teams along with any other information, i.e. availability of extra banquet tickets and cost.
- Send invitations, at least four (4) weeks prior to the Championship, to the sponsors, NBCA President and/or Executive Director, New Brunswick Curling Club Championships coordinator, and local dignitaries to attend the opening and closing ceremonies, banquet and any other social events, if applicable.
- Assure that awards, banners or trophies, if applicable are on site for closing ceremonies.
- At the completion of the event prepare an Event Report. This report should include members of qualifying/winning teams; other pertinent information and recommendations.

-

2) Treasurer

- To handle revenue and disbursements for the event. (New Brunswick Curling Club Championships coordinator will assist with budget).
- Pay all applicable bills/settle all accounts related to the event.
- Prepare and submit final budgets as well as final invoicing to accompany the Event Report to the NBCA and New Brunswick Curling Club Championships coordinator.
- Once final budget/actual is received, NBCA will forward payment to the host club.

3) Media/ /Marketing/Sponsorship Chairperson:

Media

We cannot over emphasize the importance of the media to our sport.

- A media package should be sent out to appropriate regional newspapers and radio, and television 1 - 2 weeks prior to the beginning of the event. Information will include the location of the event, name/clubs of the teams, draw, schedule, announce the use of livescore for the event and recognition of the sponsor(s), if applicable.
- Report results after each draw to media where possible. A media list is available at http://www2.gnb.ca/content/gnb/en/news/media_list.html
- Follow media post event checklist on page 14
- Collect/record media produced copy/mentions for inclusion in Event Report

Photography

- It is the Host Committee's responsibility to either hire a professional photographer or find a volunteer to take quality pictures during the event. The prerequisites for pictures are:
- Pictures of the winning teams following the final game. These pictures do have to follow certain guidelines. Please contact the New Brunswick Curling Club Championships coordinator for information – **NBCA REQUIREMENT**
- Pictures of the Club Division winners and runners-up. If applicable
- Event in progress photos if possible.
- **NEW: Must forward a photo and "one liner" to the Curling NB Executive Director immediately following each draw. (Please text to (506) 327-5112) Photo and text to appear on our multiple social media venues.**

Marketing

Program

NBCA REQUIREMENT – event program must be produced

The following items are required, but not limited to, for the program:

- Official messages from the Event Title Sponsor (if applicable), NBCA President, Club President/Event Chairperson, Mayor, etc.
- List of teams and clubs represented
- Schedule of events (ceremonies, lunch service)
- Full draw tree for players and spectators to follow along during the competition

Printing costs are the responsibility of the Host Committee. A sample can be provided to you by your New Brunswick Curling Club Championships coordinator.

Sponsorship

NBCA Provincial Sponsors must be honored by displaying and using their products in coolers, washrooms and throughout the curling club wherever possible. PLEASE cover/hide direct competition. A list of NBCA Provincial Sponsors can be obtained from the NBCA Executive Director.

- Sub sponsors are permissible but cannot conflict with current NBCA Provincial Sponsors.
- NBCA Provincial Championships and Qualifying Events are the Property of the New Brunswick Curling Association. All advertising and sponsorship opportunities for said events must be approved by the NBCA prior to implementation and may be subject to revenue sharing or registration fees.

FAQ: Fundraising

The NBCA does not have any stipulations with regards to fundraising so long as it does not interfere with the operation and enjoyment of the event by players and spectators alike, however we would like to remind you that there are Provincial Regulations regarding lottery draws.

For more information contact the Department of Public Safety – Lottery Permits and Licenses Unit at (506) 453-7472 or

<http://app.infoaa.7700.gnb.ca/gnb/pub/DetailOrgEng1.asp?OrgID1=3289&DeptID1=78>

- It is permissible, and encouraged, that spectators pay a cover charge. This practice has proven to be most successful in helping host curling centers raise additional funds while hosting these events

4) House/Entertainment Committee:

This committee is responsible for any social events including the opening/closing ceremonies, event banquet (if hosting), food service, team welcome/registration, sponsorship signage display and team favours.

- Host clubs should ensure that proper emergency medical procedures are in place.
- Arrange with full host committee for adequate volunteers for the duration of the event.
- Arrange for internet access during the event (if your club does not already have it). If the system is password protected, please ensure working passwords for the **livescore** volunteers.
- Designate change rooms for the participants and ensure that the facilities are clean (if your facility has lockers, please ensure that they are made available to the participants during the event).
- Designate seating for **livescore** volunteers (with table, accessible electrical for computer, view of scoreboards), Sponsors, NBCA delegates and New Brunswick Curling Club Championships coordinator.
- Canteen/kitchen that can provide light lunches for sale should be open if possible. This is appreciated by both the players and the spectators. This is at the discretion and call of the host committee. Please be sure to post and make an announcement if there is such a facility open in the curling centre during the event.
- The club should be decorated and tables assigned for playing teams to use when finished their games (i.e. table markers Sheet 1, Sheet 2 , etc).

- There should be favors provided to the teams after each draw (ie – coffee and tea if requested and snacks, etc). Snacks should be tailored to the participants and budget of the host and can range from popcorn and chips/cheezies mix to salsa & chips or veggies & dip.
- Formulate plans for all social functions.

Opening Ceremonies

- Designate a Master of Ceremonies.
- Ensure that the microphones and speakers work properly.
- Map out a plan for how the teams will be piped out on the ice and then piped from the ice back.
- Ensure that Sponsors and dignitaries are introduced on ice at opening.
- Decide with Draw Marshall if there is time for an opening rock to be thrown and by whom, with ceremonial sweepers etc. Invite and inform participants to come prepared with on ice wear.
- Ensure that Draw Marshall has correct timing information to pass along to teams for opening ceremonies (when to assemble and wear curling shoes, etc)
- Ensure that their winning trophies, jackets, medals, banner, etc. are properly displayed throughout the event if possible and ESPECIALLY during the closing ceremonies.

Registration / Information Desk

- A registration/information desk should be set up before the first draw.
- Teams must register as they arrive. The host committee should cross reference with the entry forms to ensure that the correct teams and names are registered.
- Obtain emergency contact numbers from each team (the team contact person, cell number, what hotel they are staying at and their room number, etc). **Forward this information to the event Chairperson(s) and Draw Master**
- **Inform the teams of their mandatory team meeting prior to their first game and direct them to the Draw Marshall.**
- Issue teams their event/welcome package(s). Package should contain event program, any pertinent information about area i.e. map, restaurant options .
- The registration/information desk should be set up in a convenient and easily accessible location and there should be personnel available to staff the desk during all draws. Items to be included are (restaurant options, map of area, etc)
- Parking spots should be designated for the competing teams if necessary.

Closing Ceremonies

- Designate a Master of Ceremonies.
- Ensure that the microphones and speakers work properly.

- Ensure that Sponsors are introduced and have an opportunity to present winning prizes.
- Ensure that their winning trophies, jackets, medals, banner, etc. are properly displayed during the closing ceremonies.
- Coordinate with New Brunswick Curling Club Championships coordinator for order of awards and photo requirements.

5) Competition Committee

The Competition Committee is comprised of three main groups – **Draw Marshall** (draw, games and spare pool), **Livescore** and **Ice Technicians** (ice house). All must work together closely in order for the competition side of the event to run smoothly.

Draw (in partnership with NBCA Drawmaster)

- Once registration has closed for entries (usually 14 days prior to the event), the NBCA will request the draw master to create a draw based on the number of sheets available at the host club and number of men's and women's teams entered.
- The Event Chairperson(s), Draw Marshall, Ice Technician and House Committee and **New Brunswick Curling Club Championships coordinator** should all review the draw to ensure it fits with all other activities during the event i.e. opening ceremonies.
- Once the draw is approved, all team contacts must be notified by telephone or by email (with confirmation of receipt) of the time and location of their first draw.
- A copy of the approved draw must be provided to the media committee for insertion in the program and media releases.
- A copy must be given to the house committee to provide the kitchen/catering for numbers on lunches and dinners and volunteer shifts.
- A copy of the approved draw must be posted in a visible area and large enough to allow the team names, game times and ices to be legible to players and spectators.

Ice Technicians

- Contact the New Brunswick Curling Club Championships coordinator for any sponsorship logos that need to be put in the ice/ice shed.
- The event must be started on new ice; i.e., flooded, etc.
- Rocks should be examined and modified where necessary. The NBCA Provincial Ice Technician can be consulted for this process if desired. (At cost to host club)
- Ensure that the Ice house is kept neat and free from garbage (water bottles, plastic cups etc).
- Ensure that there are adequate supplies of tissues and hand sanitizers at ice level at all times during the competition.
- **Rock handles need to be sanitized between games.** (disinfectant wipes work great)

- In cooperation with the Draw Marshall and Ice Committee, all ice must be swept and pebbled (nipped if possible) between each game. Full ice scraping to be completed as draw allows (i.e. beginning of day prior to play) and if possible before championship games.
- Assist Draw Marshall with team tags and other elements as necessary.

Draw Marshall(s)

As the New Brunswick Curling Club Championship is designed to promote grass roots and club play, not elite or super league play – the Championship is governed by CCA Rules of Curling for General Play as noted in the current **CCA Official Rule Book**.

The term Draw Marshall is used so as to imply that these volunteers are there to assist with the smooth running of the championship play but not to act as rules 'officials' or dispute resolution mediators and 'umpires'. Club play does not have "officials" but rather has other experienced club curlers on hand for players to ask questions of. Draw Marshalls must be of an age and experience level similar to those participating in the Curling Club Championships.

Each Club should assign at least one (max three) Club member (s) to act as Draw Marshalls for the duration of the event. If more than one club is involved in the championship, each club should have their own assigned Marshall and both Marshall teams are encouraged to communicate prior to the event and during the event to ensure that same information and guidelines are given to all participating teams.

Duties:

- Ensure that full draw is posted in a highly visible area;
 - Ensure that draw is filled out as event progresses; advise partner club of results for posting and receive and post their play results;
 - As the **LiveScore** recorders are in contact with the partner club on a regular basis during play, they can pass along the required information;
- Ensure that format of play and spare lists are posted in a visible area;
 - Maintain spare list with additions from outside teams as teams register and advise other partner club of additions and post their additions;
 - As the **LiveScore** recorders are in contact with the partner club on a regular basis during play, they can pass along the required information;
- Ensure that telephone access is available for teams to contact spares;
- Ensure that club measuring device and biter measure are in working order and easily accessible in the icehouse during all draws;
- Complete the coin toss for Last Rock Advantage (LRA) **15** minutes prior to play;
- Ask for rock colour selection from team **without** LRA;
- Post team names on scoreboard and in head house (if available) prior to play;
- Advise LiveScore recorders of which teams have LRA for each draw;
- Ensure teams have access to the ice and commence play according to the draw schedule;
- Remind teams to post scores after every end including the final end (for LiveScore posting);
- Remind teams to maintain timing of their games to the best of their ability.

Prior to each draw:

- Assemble at least one representative from each team to complete the coin toss to determine LRA. This can be done as soon as teams arrive at the Club for their next scheduled game and **must be complete 15 minutes prior to game time.**
- Complete and record the coin toss & rock colour selection for opposing team;
- Remind team to post all of their scores as soon as possible.
- Announce any other messages to team i.e. on the day of the opening ceremonies remind teams of their need to be on time at the designated assembly point for the parade of teams;
- Post team names on scoreboard and in head house (if available) prior to play;
- Advise LiveScore recorders of which teams have LRA / Colour for each draw;

Equipment:

- Coin Toss sheets
- Pens, pencils
- Clip board
- Current CCA Rules of Curling

Team Meeting:

Prior to a team's first game of the Championship, a team meeting **must** be held. This can be accomplished by gathering all of the teams prior to a specific draw. **ALL MEMBERS from each team must be present at the meeting.** This is where new and experienced players will receive the information for the event. In order for every team to participate in a meeting, the meeting will have to be repeated/duplicated for each draw until all first games are underway.

Items to cover:

- Introduction of Draw Marshall(s);
- Role of the Draw Marshall is to assist with play, not officiate it;
- Spirit of Fair play and rules of general play;
- As this is unofficiated play - there are no time clocks HOWEVER teams are encouraged to play in a timely manner so as to not delay next draw games;
- **Slow play warning system (suggested by host 2014 and initiated by host 2015)**

NBCA Guidelines page 18:

4. GAME DURATION

b) In the absence of time clocks, warnings MAY be given at the discretion of the event committee, if required due to tight scheduling. If warnings are given, they shall be delivered in ten end games at two hours and ten minutes mark. When warnings are delivered, teams will complete the end they are in plus one more end (an end is complete when the score has been determined; a measure is an official time out). The time warnings should be announced prior to teams going on ice.

- If a team has arrived with a spare they must post the spare on the spare list in order to access them;
 - Remind teams to post scores after every end including the final end (for LiveScore posting) their friends and relatives will be following their progress!;
 - Club Lunch availability and serving times will be posted
 - (when 2 clubs are used) Travel times between Club- PLEASE remember that there is an approximate 30 minute travel time between Clubs and to adjust their schedules to accommodate that;
 - Remember to have their curling shoes on for the opening ceremonies as the parade of teams takes place out on the ice;
-
- Complete and record the coin toss for last rock advantage;
 - Record rock colour selection for opposing team;
 - Advise LiveScore recorders of which teams have LRA/Colour for each draw;

Game Format:

- All games are 8 ends of play,
- Should a team wish to concede a game they may do so after the **6th end**,
- In case of a tie, a full end of curling to be played (9th end),
- After 9 ends a tie breaker to be decided by skip rocks with sweepers for closest to the button decision,
- As in club play, there is **no 5th end break**,
- As in club play, there is **no practice time** prior to the game,
- As in club play, teams should be allowed on to the ice up to 5 minutes prior to their game to allow slides to cool sliders but **practice rocks cannot be thrown**,

Spare Pool

Host clubs are to provide a minimum of 3 men and 3 women for a total of at least 6 spares for the spare list. This list is to be posted on the Draw Board of the host club(s) (both clubs if using 2) of the New Brunswick Curling Club Championships. Spare list to include name, Club Affiliation, telephone number and any special notes for the player (i.e. if the player has placed top 8, in the previous 5 years, in a provincial final event) that may affect their selection as a spare for a specific team. Host committee to provide telephone access for teams to contact spares.

Spare criteria:

- Spares **MUST** be members of a club affiliated with the NBCA and must not have been registered in the same level of the event with another team; (i.e. they can not already be curling on another team)
- Spares should be encouraged by the host club to post their name based on their ability to play and knowledge of the game in keeping with the level of competition being played;
- Spares should be able to play at and have transportation to host club;
- Spares should be able to accept to play when asked to the best of their schedule;
- Stick players are allowed to spare with their delivery preference noted on spare list;
- Spares **MUST** meet the minimum age requirement **(2018-19 – 19 years of age)**.

Spare List additions:

Club teams that arrive for competition with an extra player as a possible spare **MUST** notify the Draw Marshall and add that person's name to the spare list upon arrival in order to:

- allow all teams access to that player;
- allow that team access to that player as a spare if necessary during the competition;
- Draw Marshall(s) to update spare lists at all clubs used to host event.

Spare usage:

- A team shall include a minimum of two players from the original team.
- When a player is unable to play because of illness, accident or other extenuating circumstances deemed reasonable by the New Brunswick Curling Club Championship coordinator, the team may:
 - (i) play with the remaining three players, the first two players each delivering three stones in each end or
 - (ii) Choose a **spare** (replaces a player for one game, on a game by game basis) from the list posted at the host club(s). A different spare(s) may be selected for each game.
- **It is the responsibility of the team to insure that use of a specific spare does not render their team ineligible to play under the New Brunswick Curling Club Championship eligibility rules.**
- **Spares may be inserted into the team rotation prior to the start of their game at the lead position.** Skip position must be fulfilled by a player from the original team.

LiveScore/ www.playdowns.com

LiveScore is an on-line system that allows family, friends, home curling clubs, sponsors and media to follow an individual team's real-time progress during an event and follow the event as a whole.

It is the Host Committee's responsibility to find volunteers to run the Livescore site. Volunteers record the scores for each game after each end. The scores are then posted through the LiveScore website and displayed in real time to fans.

For the New Brunswick Curling Club Championship, if two clubs are required to host the event then at least one club should have wired/wireless access to utilize the LiveScore system. A minimum of two volunteers (in shifts) at each club should be dedicated to LiveScore.

Club Equipment

- Lap top and internet connection (hard wired or wireless)- **Primary (Wired) Club**
- **Password** and login instructions from NBCA
- Designated Table with direct line of sight of ice and Scoreboards
- Recording Sheets for marking scores, Pens, Pencils, clipboard
- Draw copy to record win/loss progress
- Cell Phone or access to telephone to communicate with other club (if applicable)

Prior to Draw

- Prepare Score Sheet for the draw of games being recorded (if not pre-completed)
 - Game number corresponds to posted draw schedule (livescore may have other game numbers but use posted ones)
 - Sheet corresponds to ice to be used for game as noted on Draw Ice Layout
 - Record Names of teams to be playing
- Consult with Draw Marshall
 - Obtain who has LRD (Last Rock Advantage) or Hammer to begin game;
 - Obtain who has what colour rocks to play with (this may be predetermined by placement of names on scoreboard)
- Call Partner Club to
 - Make contact with LiveScore volunteer at partner club & exchange phone numbers to share information if applicable;
 - Primary Club to ensure their score sheet has all the information needed to record the games being played at partner club;

Game Begins

- Record score per end on Recording Sheets as per illustration;
- **Do not record score until it is posted by the teams on scoreboard;**

- Partner Club to call primary Club with score information at regular intervals (suggested after the finish of each end; if 4 games are being played and one is lagging behind or has not posted their score, call with the information for the other three games);
- Primary Club to complete their recording sheet;
- Enter scores after every end into LiveScore using instruction provided;
- When game is complete, record final score on sheet;
- Record win/loss on draw sheets and move winners and losers to appropriate next games on draw tree
- Contact partner club to double check draw tree updates – if applicable;
- Advise Draw Marshall of Draw updates so that posted draw tree can be completed;
- Enter draw bracket updates into LiveScore using instruction provided.

Recording the scores:

- Record scores only when they have been posted on the scoreboard by the teams.
- Notify Draw Marshall if teams are not posting scores
- Once score sheets are completed, return them to LiveScore binder.

Indicate Hammer advantage

Correspond to Draw Sheet

Correspond to Draw Sheet

Game Number: A2 **Sheet:** H A

Teams	Rock	1	2	3	4	5	6	7	8	9	10	Final
H Heather CC	Blue	0	1	0	2	1	0	2	1	X	X	7
H St. Stephen CC	Red	2	0	1	0	0	2	0	0	X	X	5

Indicate rock colour to be played

Record the number of points won as posted on scoreboard by the teams

Record unused ends as null

Record final score

Notes:

- Sheet markers can be A, B and C or 1, 2, 3, and 4 depending on the Club
- Use "0" to indicate no score on ends played.
- Use "X" when ends not played.

- If the final rock(s) in an end are not thrown (i.e. one opponent has run the other out of rocks) then the end cannot be recorded as either team having scored and both areas are “X”d.
- A blank end is recorded as a “0” in both areas.
- **Do not record scores until teams have posted them – never guess “what did they get?”**

Post Event Checklist

Once the event is completed and results are available, below is a checklist of announcements that should be made:

Media:

- We cannot over emphasize the importance of the media to our sport. A media list is available at http://www2.gnb.ca/content/gnb/en/news/media_list.html
- Media Release with championship photos to all major media outlets.
- Media Release with championship and/or Club Division photos to specific media outlets of clubs involved
- Media release copy should also go to the home clubs of all teams involved in the finals- Men’s and Women’s.

Suggested wording:

Your club is receiving this media release since team(s) from your club all participated in the finals for the New Brunswick Curling Club Championship titles games. The provincial media release was circulated last evening HOWEVER we encourage you to also contact your local media to generate local interest and to encourage the media to provide coverage to your club and your teams.

If you are able to generate coverage for your club and your teams, we would appreciate a copy.

- Announcements to all Provincial Curling Clubs of who the current year’s Championships in all divisions. This should begin the next year’s campaign for participation in the New Brunswick Curling Club Championship.
- Send results (finals media release) to NBCA for web site and facebook update.

Please cc the New Brunswick Curling Club Championship coordinator on all media correspondence.

Administration:

- Assemble all team tags and arrange for their return to the New Brunswick Curling Club Championship coordinator.
- Transfer pictures of the winners to New Brunswick Curling Club Championship coordinator.
- Assemble suggestions and comments for Event report
- Prepare final actual budget and final invoice for billing.
- Forward event report, final budget and any final invoicing to New Brunswick Curling Club Championship coordinator.

Thank You's:

- To sponsors including sponsors that helped at your local level.
- To Club volunteers and especially their extended family and friends who helped out during the event.
- To any municipal officials and staff that may have helped ensure the event was a success in your community

NBCA Contacts

Susan Lankisch-Lister

New Brunswick Curling Club Championship coordinator

125 Charles Street

St. Andrews, NB E5B 2J4

Telephone: (506) 529-3595 Cell: (506) 467-6967

E-mail: ~~travelerscurlnb@gmail.com~~ transition to nbcclubc@gmail.com

Marg Maranda

Executive Director

New Brunswick Curling Association

Telephone: (506) 327-3445 Toll Free: 1-800-592-2875

E-mail: nbca@nb.sympatico.ca

Chris Tapley

Provincial Ice Technician

Home: (506) 472-1433

Cell: (506) 461-5932

Fax: (506) 457-9712

E-mail: crtapley@nb.sympatico.ca

Ben Smith

NBCA Drawmaster

Home: 849-7441

Work: (506) 644-3462

E-mail: ben.smith@ceoexpress.com