

Curling NB

Hosting Directives for all Events Leading to a
National Championship



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Preamble

****It is the responsibility of the event chairperson to ensure they have review the most recent version of the Curling NB Rules for Provincial Play and to be familiar with the [Curling NB Policies](#).**

Also, host clubs must have a current copy of the Curling Canada- Rules for Officiated Play. Any rules-related questions are to be forwarded to the [Curling NB Umpires Coordinator](#).

I. Qualifying (Un-officiated) Events:

Junior Prelims

II. Championship (Officiated) Events:

Junior Finals, U18's, Scotties Tournament of Hearts, Tankard, Seniors, Mixed and Mixed Doubles.

III. Starting Steps:

The first steps that the host club need to complete after being awarded a provincial championship event are:

- Appoint a chairperson
- Advise the Curling NB Executive Director the name and contact information of the appointed chairperson
- Form a host committee
- Assign responsibilities to committee members
- Forward list of committee names and individual responsibilities to the Curling NB Competitions Director.
- Curling NB Competitions Director will set up a preliminary meeting with the host committee.

IV. Host Committee Responsibilities:

1. Must follow these Curling NB Hosting Directives
2. Upholding Curling NB policies
3. Using the correct name for the event
4. Respecting Curling NB 's commitment to all Provincial Sponsors
5. Providing appropriate facilities for the event (change rooms for athletes & umpires, location for live score operator, appropriate location for timers and, where applicable, commentators, etc.)
6. Communicate with the Provincial Draw Master & Competitions Director in a timely manner to ensure event draw schedules are released to teams within the timelines stated in the Curling NB Rules for Provincial Play.



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7. **Copy the Curling NB Executive Director (nbca@nb.sympatico.ca) and the Curling NB Competitions Liaison assigned to your event in all communications with teams & draw master regarding your event.** (Name and contact information of Competitions Committee Liaison will be communicated to the event Chair(s). This is the individual Host Chairs will communicate directly with regarding their event)

Host Committee Members Responsibilities

V. Chairperson / Co-Chairpersons:

- The assigned Curling NB Competitions Liaison is your first point of contact. Any questions you may have regarding your event must be forwarded to this individual. This individual is to be invited to all event planning meetings.
- Responsible for the coordination and proper functioning of all event committee members and/or event sub committees.
- When more than one club is required to run the bonspiel, representatives from both clubs are to be utilized. The liaison persons will find the necessary workers in their own club to run the event. Profits will be shared between clubs on a pro-rated basis.
- Review with committee and ensure implementation of Hosting Directives and Curling NB Rules for Provincial Play.
- Contact committee from previous year(s) and ask for a copy of their report and/or event program (the Curling NB Office may also have a report on file)
- Ensure all affected by the event are made aware of the dates. (leagues, ice maintenance, catering, etc.)
- Following the registration deadline date, the Curling NB Executive Director will forward a spreadsheet, containing team rosters and team contact information, to the event Chairperson, Provincial Draw Master, Competitions Director, Chief Umpire and Curling NB Event Liaison.
- Send e-mail to team contacts with any pertinent information. (i.e.: chair contact information, accommodations information, club meals availability, opening ceremonies and/or other special events.)
- Send invitations, at least three (3) weeks prior to the Championship Event, to the event sponsors, Curling NB Executive (President, Event Liaison, Executive Director), Chief Umpire and dignitaries to attend the opening and closing ceremonies, reception, and other social events, as applicable.
- Ensure that awards or trophies, for Championship Events, are on site for closing ceremonies. (contact previous year's championship team or home club) Engraving is the responsibility of the winner's curling club.
- At the completion of the event, prepare a report containing pertinent information and/or recommendations the event committee would like to share with the Curling NB. **Please forward this report to the Curling NB Executive Director and Competitions Director. This report must be received before the hosting grant cheque will be sent.**
- Confirm amount of Hosting Grant with the Curling NB Executive Director.



VI. Media/Marketing/Sponsorship Committee:

- A media package **MUST** be sent out to appropriate regional newspapers, radio, and television 1 - 2 weeks prior to the beginning of the event. Information will include proper event name, location, team names, draw schedule, event schedule, and don't forget the **sponsors!** (Proper event name can be found on Provincial Events Posters) Inform media that the link to end-to-end results can be located on the home page of our web site at www.curlingnb.com. **Forward a copy of all media correspondence to the Curling NB Executive Director.**
- **If the Curling NB Executive Director is not in attendance**, a photographer must be provided to take photos of championship team(s) and to forward photos to the Curling NB Executive Director within 1 hour of the event closing. (send to nbca@nb.sympatico.ca) NOTE: Championship Team Photo must be at least 300dpi and 3" X 5" in image size. Team line up as follows: Left to right, shoulder to shoulder, Skip, Third, Second & Lead. A plain background is required.
- Event Programs are necessary for championship events (see above) and must include the following: (printing costs are the responsibility of the Host Curling Club)
 - Get official messages from the Title Sponsor, Curling NB President, Club President, Mayor, MLA, etc.
 - List of teams and, if possible, team photo's.
 - Schedule of events (ceremonies, draw, etc)
 - Full draw tree
 - **Team Photos are a great idea for the program. For the Junior Final photos can be obtained at the qualifying event. All team photos should be taken against a blank background.**
- If applicable, the host curling club is to be decorated with Title Sponsor advertisement throughout the Championship Event.
- Curling NB Provincial Sponsors must be honored by displaying and using their products throughout the club wherever possible. **PLEASE** cover/hide direct competition. A list of Curling NB Provincial Sponsors can be obtained from the Curling NB Executive Director.
- Sub sponsors are permissible but cannot conflict with current Curling NB Provincial Sponsors.
- **Curling NB 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 Curling NB prior to implementation and may be subject to revenue sharing or registration fees.**
- The Curling NB does not have any stipulations with regards to fundraising during Provincial Events however you need to be aware that **there are Provincial Regulations regarding lottery draws**. For more information please contact the Department of Public Safety – Lottery Permits and Licenses Unit at (506) 453-7472:



<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 clubs raise additional funds while hosting these events.
- 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 multiple social media venues.

VII. House Entertainment Committee:

- This committee is responsible for all social events, opening/closing ceremonies (see below), reception, food service, team welcome & registration, sponsorship signage and favors. (table snacks are to be provided to teams following each draw)
- Formulate plans for all social functions.
- At the request of the participants, a team/event reception is no longer necessary. That said, it would be appreciated if host committees were to use the funds previously designated for this purpose to "add a little extra" to post game table favors. (NOTE: Banquet is still required for the U21 Championship event)
- Canteen/kitchen that can provide light lunches for sale should be open if. 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 club during the event. Ensure canteen/kitchen staff are made aware of event schedule. The Host Committee should ensure that morning coffee/tea available, at a cost if necessary.
- Host clubs should ensure that proper emergency medical procedures are in place.
- Ensure internet access and computer are available, and internet password provided, for live score operator.
- Curling NB Live Score Coordinator will provide live score instructions, log in information and related documents prior to the beginning of the event. (Sean Thompson: reachforthetop9@gmail.com)
- Ensure adequate volunteers are available during the event. (time keepers, statisticians, commentators (if applicable), live score operators, local umpires, bar tenders, kitchen/canteen operators, etc.)
- **Designate separate players and Umpire change areas. These are the only areas to be used for that purpose.**
- Designate seating, in consultation with Competition Committee, for timekeepers, statisticians, commentators (if applicable), live score operators, umpires etc)
- Designate seating for Sponsors, Curling NB Delegates, Coaches, and 5th Players.
- Arrange for a Host/Hostess to welcome/acknowledge and assist event sponsors and Curling NB executives in attendance and direct them to their assigned



seating. (These individuals are not necessarily members of your club and will appreciate any assistance you provide.)

- Parking spots are to be designated for participating teams, if necessary.

OPENING/CLOSING CEREMONIES (Championship Events Only)

- Designate a Master of Ceremonies (M.C. / emcee) for all events
- Arrange for piper or recorded piped music for opening ceremonies, cost to be absorbed by host club.
- Opening Ceremonies are to take place no later than after the event's first draw.
- Ensure working microphones and speakers.
- Map out a plan of how teams and dignitaries are to be piped on and off the ice. Ensure all involved are made aware of the plan.
- Where applicable, invite and provide speaking opportunity to event title sponsor, Curling NB President/delegate, Club President, local dignitaries, etc.
- Ensure Title Sponsor representative is provided the opportunity to present the championship team with trophy/plaque/tankards. Curling NB President/delegate is to present the Provincial crests, jackets, etc.
- Ensure awards, crests, etc. are displayed during the championship game. (Communicate with the Curling NB Executive Director for this requirement)

VIII. Competition Committee:

- Contact the Curling NB Executive Director for any sponsorship logos that may need to be placed in the ice.
- A Chief Umpire will be appointed by Curling NB for the following events: U18 Championships, U21 Championships, Men's Tankard, Scotties, Seniors Championship, Mixed Doubles and Mixed Championship. The Chief Umpire will require many local officials to assist with the event. It is the responsibility of the host committee to assist with recruitment.
- The Chief Umpire and team should have a separate area to store possessions, change for games and to rest and eat. This area should not be in the same area as the players.
- At all events, officiated and un-officiated, the Provincial Head Umpire is available to answer any questions regarding rules and procedures.
- At un-officiated events, an Umpire shall be appointed by the host committee. This person should be knowledgeable and up to date on all rule changes. The host committee should ensure that there is a minimum of one Umpire available per shift (Note –this person can also be “on-call”). Umpires cannot be an immediate family member of any event participant.
- All Provincial Events will be governed by the Curling Canada Rules for Officiated Play and the Curling NB Rules for Provincial Play.
- Team Meeting for Officiated Events will be the responsibility of the Chief Umpire. Team Meeting for un-officiated events will be the responsibility of the Host Committee and should be held prior to the team's first draw. (See Team Meeting Outline Appendix I)



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- Time Clocks will be used at all Championship Events. If training is required, please contact event Chief Umpire. Arrange with Curling NB Executive Director for delivery of Time Clocks and related equipment. All equipment must be accounted for by the Host Committee. A check list of items will accompany the shipment and this check list must be completed when equipment is returned. **NOTE: It is the responsibility of the event Chair to ensure Curling NB time clocks & other equipment are used ONLY in conjunction with the Provincial event.**
 - The draw will be completed and provided by the Curling NB Draw Master. When received and reviewed/approved by the Event Chairperson, Curling NB Competitions Director, Chief Umpire (if applicable), forward to the Media/Marketing/Sponsorship Committee for inclusion in the Championship Event program. **The Competitions Liaison will forward draw to all team contacts.** Prepare and post a copy of the draw large enough to allow the team names, game times and ices to be legible to players and spectators.
 - A "Standings Board" is to be maintained in a prominent location, preferably near the main entrance.
 - Prior to the first draw of the event, teams are to be provided with the opportunity to practice 10 minutes on each sheet of ice. The Practice Schedule is subject to the approval of the Chief Umpire.
 - Spare Pool: A list of local participants who are eligible and available to play must be posted. Spare pool is only required for the Mixed Championship as Mixed Doubles does not allow for replacement players and all other disciplines allow teams to register 5th players at the Provincial level.
 - Curling NB scoreboards and bumpers may be provided. If Curling NB Scoreboards are used the competitions committee must recruit people to put up the scores, (suggestions to have junior curlers to assist in this function)
 - All Championship Events must start on new ice. (burned, flooded, etc. within 5 days of event). Curling NB will provide a Provincial Ice Maker for the Men's and Ladies events. The competitions committee will need to recruit assistants to assist in preparing and cleaning the ice. This is an excellent opportunity for ice makers in the area to spend some time learning.
 - **Rocks must be sanded for all Championship Events. (as voted on Nov. 1, 2009, SAGM)** Rock "break in" should be a min. of 3 games and a max. of 5 games prior to event.
 - Provide the event Head Ice Technician with a draw schedule and ensure they will be available throughout the event and prepared to provide required ice maintenance.
 - The ice needs to be cleaned after practices and during the 5th end break.
 - Rock handles need to be sanitized between games. (disinfectant wipes work great)
 - Ice needs to be cleaned and pebbled as quickly as possible between games/draws.
 - Team names are to be posted on the scoreboard & in the club house. (large enough for everyone to view) If there is more than one event location, a copy of the draw is to be posted and maintained at all event curling centers.



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- A registration desk is to be set up in an easily accessible location. All teams must register as they arrive. The Host Committee is responsible for ensuring team information matches that received from the Curling NB Executive Director.
 - Obtain emergency team contact information. (Contact person, cell number, name of hotel and room number). This information is to be forwarded to the Chief Umpire and event Chairperson.
 - Provide teams with event welcome package (programs and other pertinent information)
 - The Curling NB Executive Director will remain after the closing ceremonies (Championship Events) to assist winning teams with necessary National Championship documents.

IX. Competition Committee (for un-officiated events):

- A team meeting is a Curling NB requirement and is held prior to the start of each competition, it is permitted to send this information to the teams prior to the event. If there are questions from the teams, they can be answered by email or forwarded to the NB Curling Competition Director or to the Provincial Umpire Coordinator. NOTE: If not, all teams play in the opening draw, it may be necessary to hold more than one team meeting. This will usually only occur during preliminary events.
- You should have already checked with the icemaker to ensure the ice is going to be ready for the scheduled start time.
- Be aware that all participants must attend the team meeting or receive the team meeting document. Remember there could be new players or experienced players that may not have all the information regarding this event. Stress any specific rules and requirements of your event/club.
- The Competition Chairperson will oversee instructing teams of the following information:
 - Inform participants that all Curling NB policies apply and will be enforced.
 - Practice time will begin 20 minutes before the game starts.
 - Coin toss prior to practice will determine practice order.
 - Inform participants that they should cool down their slides and may take one slide without a rock.
 - The Competition Chairperson will remind the players that if an Umpire is called to make a ruling, it is because teams are unable to come to a decision and, as such, are asking for a third-party decision. Teams then need to accept that decision.
 - All measurements are to be completed by a Host Committee designation. Ruling is to be agreed upon by both teams.

X. CURLING CLUB REQUIREMENTS FOR LIVE STREAMING:

***** Curling NB has developed a low key - live streaming solution to broadcast at minimum Mixed Men's, Women's, and U21 Provincials. The host may also choose to**



*live stream additional games during the event. The following are host committee guidelines needed to live stream effectively. ****

- 1) The most important requirement will be a strong connection to the internet, unobstructed by other users (either through a dedicated Wi-Fi link or directly connected to a router). If a strong link is unattainable live streaming video will experience choppiness, lag, and disconnect.
- 2) Find an unobstructed location for the equipment setup, the best would be on an upper level or second floor, always using the same sheet of ice where the finals will take place. This is where you'll place the computer, along with the cameras & tripods.
- 3) Two people would be preferred to provide commentary and operate the software. One person should be tech savvy and comfortable with video and computers. The software used is called OBS Studio and YouTube Studio.
- 4) Curling NB can go onsite for the initial setup; training and can remain during the first game to be streamed. Afterwards you'll be on your own with remote support by a designated Curling NB resource.
- 5) Detailed step-by-step instructions are provided to guide you on how to start and end a live streaming game.
- 6) At minimum you will need to give yourself at least 30 minutes or more before game time to get things set up and ready to go.
- 7) The instructions also tell you how to end the live streaming and turn off the equipment until it's to be used again.
- 8) At the conclusion of the event all equipment is to be dismantled and packed in storage containers per the instructions. It is to be returned to the designated Curling NB person as soon as possible.

Curling NB Contacts:

Each Host Chairperson will be provided with the name and contact information of the Curling NB Competitions Director, the Curling NB Event Liaison and, if applicable, Chief Umpire. They are your direct links to Curling NB about the event being hosted by your curling club. The Curling NB Executive Director will only respond to questions/concerns that come from those individuals unless otherwise stated in these Hosting Directives.



EVENT SPECIFIC HOSTING DIRECTIVES:

****The following are to be used in addition to the Hosting Directives for All Provincial Events above.**

XI. Qualifying Events (Junior Prelim):

- The Event Chairperson is to ensure they are in receipt of letters for each qualifying team from the Chairperson of the Championship event. (U20 Finals) These letters are to be presented by the Qualifying Event Chairpersons as teams qualify.
- The Event Chairperson is to take photos of all qualifying teams and forward to the Chair of the Championship event.
- Junior Finals: The chairperson must ensure letters are prepared and sent to the chairpersons of preliminary events (at least one week prior to preliminary event) for presentation to qualifying teams. The letter is to contain information regarding the following: accommodation, on-site team registration, opening ceremonies, etc. along with a congratulatory message from the championship host committee. **Also**, if available, include a draw schedule, practice times and team meeting times. If not available, make a note that this information will be sent by e-mail as soon as it becomes available.

XII. U18's, Juniors, Men's Tankard, Scotties, Seniors, Mixed & Mixed Doubles

Awards presented at the Junior Championship (U21) banquet:

- The Host Committee of Juniors Championships is required to provide medals for All Star Girls **and** All-Star Boys teams (Skip, Mate, Second & Lead) and plaques for the Irene Falkenham Sportsmanship Awards (1 Boy and 1 Girl). Players are to vote for the recipients of these awards. Please provide ballots with welcome package.
- Junior Championships Male and Female Asham Coaches Awards are to be voted for by coaches. Please provide ballots with welcome package. Coaches' awards are provided by Asham.
- The NB Youth Development Committee will provide certificates to participants "aging out" of Juniors.
- The Host Committee of Junior Championships is required to provide medals for championship & runner-up teams. If applicable, medals must include the title sponsor logo.



Appendix 1: Team Meeting Document

2021 - 2022 NB XXX Championships

Club Name _____

Date _____

Team Meeting

Confirmation that all teams have received the document. All teams must acknowledge receipt of the emailed team meeting document.

Introduction and welcoming comments

We will be using the Curling Canada rules for officiated play and expect all players and coaches to govern themselves accordingly.

Original Team line-up form

Complete and return to Head Official by email or no less than 45 minutes before the first game. Form is included with this e-mail.

Team game line-up form

If any changes are to be made to team line-up for any game, you must complete a change of line-up form and submit to an official no less than 15 minutes prior to the first pre-game practice. Otherwise, we will assume you are using your original line-up. Spares or substitutions are only permitted due to illness, injury or another circumstance that deemed extenuating by the Committee. There is no spare pool for this event so teams are responsible to find their own spare, but this person must meet all requirements for this event.

Games

All games will be # ends _____ ends.
Tied games will be decided by an extra end(s). Continuous direction.

Game Timing (Time clocks will not be used)

Please play as if you are using a time clock.

After 2 hours and 30 minutes of play for an 8-end game and 3 hours for a 10-end game the skips will be given a warning that they can finish the end that they are playing a play one additional end.

Please remember that the club volunteers need the time to prepare ice for the next shift.

Time Outs

Each team is allowed two sixty second time outs plus a maximum of 30 seconds travel time per time out per game and one sixty second time out and a maximum



of 30 seconds travel time per each extra end. In non-timed games a coach may access the ice in the same manner as a timed game. Coaches please do not abuse this to delay the game.

All measures will be taken by the teams.

Please post all scores as soon as the end is completed.

This will allow the live score operator to update the scores in a timely manner and prevent you from being interrupted by the umpire asking you to do so.

Game # 1 – Pre-game Practice Coin Toss.

45 minutes before the game, teams are asked to meet and make the toss for your first game for 1st or 2nd practice.

If you choose first practice, you will throw yellow stones (top of the score board): second practice red stones (bottom of the score board).

First practice will throw last stone draw with a clockwise rotation and the second practice will use a counterclockwise rotation.

After practice one player from your team will be asked to throw a draw to the button (Last Stone Draw) with full sweeping with someone holding the broom. You will have 1 minute to throw this draw. This draw will be measured and the shorter distance to the button will have hammer in the first end. Each player on the team will throw the Last Shot Draw in rotation.

Coaches and fifth players must stand on the backboards during this draw.

Stones not delivered (reaching the nearer tee-line before 00:00 appears) will be assigned 185.4 cm.

If the team in the first practice throws an LSD that is on the button (0.0) or recorded at 185.4 (not in the rings) please have another member of the team throw a second stone to allow for a tie-break for the current game. This will not be included in the team average.

It will be assumed that the team with the closer LSD will take last rock advantage in the first end, and this will be communicated by the umpire to the teams before being recorded in the live score application.

A draw to the button for last stone advantage that is moved by a team member prior to the measure will be assigned the distance to the next defined circle away from the button.

Practice routine



. If you choose first practice, you will throw yellow stones (top of the score board): second practice red stones (bottom of the score board).

First practice will throw last stone draw with a clockwise rotation and the second practice will use a counterclockwise rotation.

The host committee will determine the practice routine.

Suggestions include the following:

1. Each team member will throw two rocks up and back on the **assigned** sheet using the rocks that they have chosen. This is not to exceed 10 minutes.
2. **Each team will have 10 minutes to practice on the assigned sheet using the rocks that they have chosen.**

Hog line Rule

Please review and respect the hog line rule.

Game clothing and equipment storage

- Please only bring what is being used for the game into the ice shed. No broom bags or any other personal belongings are to be in the ice shed, leave these in the change rooms Exceptions are purses or wallets.
- All grippers, gloves, brushes must be stored on the backboards (not on the ice)
- At the conclusion of the mid game break, please return all unused snacks to the inside lounge.
- **All brooms must meet broom guidelines. No changing of brooms is permitted.**

Coaches seating has been assigned.

- Team Coaches must have either competition coach training or be certified.
- We ask that you sit in your assigned seats.
- Please be courteous and wait for the calling coach to access their team at the away end before beginning your home end discussions.
- Conclude your home-end discussions when the away end discussion concludes.

Mobile phones/electronic devices

- Turn off before entering the ice shed.

Fair Play Ideals

It is hoped that all the players conduct themselves in a fair and sporting manner and the officials will not have to get overly involved in the competition. If we are asked for a ruling it will be done with complete fairness and always according to the rules. Etiquette is the backbone of curling and if you need to review the code



of ethics for curlers, coaches and officials regarding conduct and fair play, please see the Curling Canada rulebook. Please review the zero-tolerance policy. We are required to enforce this policy at all NBCA curling championship events.

In conclusion

These events require work to prepare and execute. The local volunteers have worked many long hours preparing their club for your visit. Please enjoy their hospitality and make sure to thank them for all they are doing. They would appreciate acknowledgement of their efforts.

We wish you all “Good Curling.”



Appendix 2: Final Report

Event Name _____

Date _____

Chairperson _____

The _____ was held
from.

_____ to _____

at _____ Curling Club.

The report must include the following sections.

Chairperson Report

- Please include:
 - the # of teams
 - list of host committee
 - the # volunteers
 - Any suggestions to Curling NB for improvements of events or additional information to provide to host committees.

Media / Marketing Committee Report

- Additional sponsors that the host committee gained.
- Add photos to show provincial sponsors and participants at the event.

House / Entertainment Committee Report

- Opening Ceremonies
- Closing Ceremonies

Competition Committee Report

- Draw
- Ice preparation
- participant comments as applicable

Additional Comments:

- Including any additional committees, etc...

