



New Brunswick Curling Club Championships

Hosting Directives

Rev: Oct,2024

It is the responsibility of the event Chairperson to ensure they are familiar with the most recent version of the Curling Canada-Rules of Curling and be aware of all Curling NB Policies as they appear on the Curling NB Web Site.

Host Committee Responsibilities

- Uphold Curling NB policies
- Use the correct name for the event: **New Brunswick Curling Club Championships (As this event currently has a title sponsor, it will be publicly referred to as Huplaso Provincial Curling Club Championships)**
- Respect Curling NB's commitment to all provincial sponsors with emphasis placed on event sponsor, if applicable.
- Arranging adequate team accommodations – at the cost of the teams
- Providing appropriate facilities for the event. (Change rooms for athletes, location for live-score operator, etc.)
- Following directives provided by Curling NB

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

- Appoint a Chairperson
- Inform the Curling NB Executive Director and the Curling NB event liaison of Chairperson name and contact information
- The Curling NB event liaison is your main point of contact with Curling NB. Should you have any questions during planning and implementation, please contact that individual. Currently, Marg Maranda (nbca@nb/sympatico.ca) is the event liaison.
- Form Host Committee and assign responsibilities to each committee member
- The Curling NB event liaison or assigned designate is to be invited to event planning meetings and should attend at least one.

The following is an example of what your host committee should 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 these Directives and communicate appropriately with committee members to ensure full compliance.
- Contact event liaison or last season's Chairperson for a copy of event Final Report and/or event program.
- 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 are to be blocked at a hotel of your choice. Rooms should be held until one week prior to the event...if possible. Teams are responsible for making their own reservations and covering all travel costs.
- Following the registration deadline via the Curling NB on-line registration system, the event Chair is to forward a welcome letter by e-mail 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. (Ex: Opening Ceremonies & reception, etc.)
- Send invitations, at least four (4) weeks prior to the Championship, to event sponsors, Curling NB President and/or Executive Director, Curling NB event liaison and local dignitaries to attend the opening ceremonies, reception (if applicable) and any other social events, if applicable.
- Confirm with Curling NB Executive Director that awards are on site for closing ceremonies. (Heart Crests for Championship teams, trophies for "Club Division" winners, if applicable.)
- At the completion of the event prepare an event Final Report. This report should include members of qualifying/winning teams; other pertinent information and recommendations. (see attached template) **Note:** Hosting Grant will be issued upon receipt of Final Report.

2) 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, 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, livescore link for the event and recognition of the event sponsor(s), if applicable.
- Report results after each draw to media where possible.
- Follow media post event checklist in Post Event Checklist below.
- 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 photos during the event.

The prerequisites for photos are:

- Photos of the Championship teams following the final games. These photos do have to follow certain guidelines. Please contact the Curling NB Executive Director for information – **Curling Canada REQUIREMENT**
- Pictures of the Club Division winners, if applicable
- Event in progress photos if possible.
- **Please forward on-ice game photos to the Curling NB Executive Director at least once per day during the event. (Please text to (506) 327-5112) Photos to appear on our multiple social media accounts throughout the event.**

Marketing

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), Curling NB President, Club President/Event Chairperson, Mayor, etc.
- List of teams and clubs represented
- Schedule of events (ceremonies and other activities as applicable)
- 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 former Host Committees.

Sponsorship

Curling NB Provincial Sponsors must be honored throughout the event with specific emphasis on the the event **Title Sponsor**. 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 are the Property of the New Brunswick Curling Association. All advertising and sponsorship opportunities for said events must be approved by Curling NB prior to implementation and may be subject to revenue sharing or registration fees.

Fundraising

Curling NB 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 encouraged that spectators pay a cover charge. This practice has proven to be most successful in helping host clubs raise additional funds during these events.

3) House/Entertainment Committee:

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

- 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 provide working passwords for the **livescore** operators.
- Designate changing rooms for the participants and ensure that the facilities are clean (If your facility has lockers, please make available to the participants during the event if possible).
- Designate seating for **livescore** operators (with table, accessible electrical for computer, clear view of scoreboards), Sponsors, Curling NB delegates and Curling NB event liaison.
- 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 club during the event.
- The club should be decorated and tables assigned for playing teams to use following each draw. (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 light snacks, etc). Snacks should be tailored to the participants and the host club budget 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 onto the ice and then piped from the ice back in.
- Ensure that Sponsors and dignitaries are introduced.
- 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)

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 Marshall.**
- **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, etc.
- 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/Awards Presentation (whichever is applicable)

- Designate a Master of Ceremonies.
- Ensure that attending Sponsors, if applicable, are introduced and have an opportunity to present championship awards.
- Ensure that championship awards are properly displayed during the closing ceremonies.
- Coordinate with Curling NB Curling Club Championships coordinator for order of awards and photo requirements.

4) Competition Committee

The Competition Committee is comprised of three main groups – **Draw Marshall(s)** (draw, games and spare pool), **Livescore Operators** 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 Curling NB Drawmaster)

- Once registration has closed for entries (usually 21 days prior to the event), Curling NB will request the draw master 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, if applicable, 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 Curling NB Provincial Ice Technician or other qualified curling 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)

The New Brunswick Curling Club Championship is designed to promote grass roots and club play, not elite or super league play and as this event is not officiated – the Championship is governed by CCA Rules of Curling for General Play.

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:**
As time clocks are not in use for the NB Curling Club Championships, 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 10 end games at two hours and ten minutes mark with appropriate adjustment for 8 end games. 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) 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;
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- 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 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 Curling NB Affiliated Club 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 of 19 years.

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 Curling Club Championship eligibility rules.**
- **Spares may be inserted into the team rotation prior to the start of their game.** Skip position must be fulfilled by a player from the original team.

LiveScore

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. LiveScore instructions will be provided by the Curling NB LiveScore Coordinator.

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 NBCCA
- Designated Table with direct line of sight of ice and Scoreboards
- Recording Sheets for marking end by end scores, Pens, Pencils, clipboard
- Draw copy to record win/loss progress
- Cell Phone or access to telephone to communicate with other club (if applicable)

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.

Post Event Checklist

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

Complete & submit Final Report (See Appendix 1) to Curling NB Executive Director at nbca@nb.sympatico.ca. **NOTE: Hosting Gant will be issued upon receipt of Final Report.**

Media:

- Media Release with championship photos to all major media outlets.
- Media Release with Championship teams photos and Club Division winners 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 delivery to next season's host club.
- Transfer pictures of the winners to New Brunswick Curling Club Championship coordinator.
- Assemble suggestions and comments for Event report

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

Curling NB Contacts:

Marg Maranda-Curling NB Executive Director

Telephone: (506) 327-5112

E-mail: nbca@nb.sympatico.ca

Ben Smith-Curling NB DrawMaster

Home: 849-7441

Work: (506) 644-3462

E-mail: ben.smith@ceoexpress.com

S. D. Thompson-Curling NB LiveScore Coordinator

Cell: (506) 608-2820

E-mail: reachforthetop9@gmail.com

Appendix 1: 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 event or additional information to provide to future 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...