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 reviewed the most recent version of the Curling NB Rules for Provincial Play and to be familiar with the Curling NB Policies.

Host clubs must have a current copy of the World Curling - Rules

Any rules-related questions are to be forwarded to the Curling NB Head Umpire .

Un-officiated Events:

- Masters
- Curling Club Championships

Championship (Officiated) Events:

- U20 Junior Championship
- U18s Championship
- Women's Championships
- Men's Championships
- Men's & Women's Senior Championship
- Mixed Championship
- Mixed Doubles Championship.

I. Starting Steps

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

- Appoint a chairperson or co-chairpersons
- Advise the Curling NB Executive Director the name and contact information of the appointed chairperson(s)
- Form a host committee
- Assign responsibilities to committee members
- **Forward list of committee names and/or individual responsibilities to the Curling NB Competitions Director.**

II. Curling NB Responsibilities

- Set up meeting with the Host Committee Chair
- Remind that copy of the Curling NB hosting directives are on the website for the Host Committee.
- Communicate the name and contact information of the Competitions Committee Liaison to the event Chairperson.
- 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.
- Confirm amount of Hosting Grant with the Host Committee Chair.
- Provide and list of Curling NB Provincial Sponsors and any event specific sponsors.
- Communicate to Host Committee details for displaying awards, crests, etc. during the championship game
- Provide to the Host Committee any Sponsor logos that need to be placed in the ice.
- Provide to the Host Committee any specifications required for the ice set-up (ex. Mixed Doubles)
- Appoint a Chief Umpire for the following events: U18 Championships, U21 Championships, Men's Tankard, Women's Championship, Seniors Championship, Mixed Doubles and Mixed Championship.
- All Provincial Events will be governed by the World Curling Rules and the Curling NB Rules for Provincial Play.
- Confirm with the Host Competitions committee if training is required for any timing officials.
- Team Meeting for Officiated Events will be the responsibility of the Chief Umpire, normally the file will be sent in advance of the event, but a meeting can occur if deemed necessary and should be held prior to the team's first draw. (See Team Meeting Outline Appendix I)

- Arrange with Host Committee for delivery of Time Clocks and related equipment.
- The approved draw will be completed and provided by the Curling NB Draw Master. When received and reviewed/approved by the Event Chairperson, Curling NB Competitions Committee, Event Umpire (if applicable), forward to the Media/Marketing/Sponsorship Committee for inclusion in the Championship Event program. **The Competitions Committee Chair will forward draw to all team contacts**.
- The Chief Umpire and the Competitions Committee will approve the practice schedule and provide to the host committee.
- Maintain an emergency contact list of the teams (Contact person, cell number, name of hotel and room number).
- The Curling NB Executive Director will remain after the closing ceremonies (Championship Events) to assist winning teams with necessary National Championship documents.

III. Host Committee Responsibilities

- Must follow Curling NB Hosting Directives
- Must follow Curling NB Policies
- Use the correct name for the event
- Respect Curling NBs commitment to all Provincial Sponsors
- Provide appropriate facilities for the event (change rooms for athletes & umpires, location for live score operator (and commentators), appropriate location for timers, etc.)
- **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 Curling NB prior to implementation and may be subject to revenue sharing or registration fees.**
- 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.
- **Copy the Curling NB Competitions Director (**nbcacompetitions@gmail.com**) Executive Director (**nbca@nb.sympatico.ca) Event Head Umpire **and the Curling NB Competitions Liaison assigned to your event in all communications with teams & draw master regarding your event.** The individual Host Chairs will communicate directly with regarding their event)
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IV. Host Committee Members Responsibilities

Chairperson / Co-Chairpersons

- The assigned Curling NB Competitions Committee Liaison is the first point of contact. Any questions must be forwarded to this individual. This individual should be invited to all event planning meetings or be provided minutes or updates from the 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.)
- 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.
- Get individual shadow boxes from the Curling NB office to be awarded to winning team members. Prepare, at the completion of the event, a report containing pertinent information and/or recommendations the event committee would like to share with Curling NB Competitions Committee. See Appendix B
- Confirm amount of Hosting Grant with the Curling NB Executive Director. The Curling NB hosting grant will be issued to the host committee once the Final Event Report is received and filed

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" (7.6 X 12.7 cm) 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) This can be virtual, displayed on TV's in the Club, printed and posted, printed as a brochure or booklet or as a QR code that can be downloaded on a phone or any other presentation that makes sense to the host committee and works for the event.
    - Get official messages from the Title Sponsor, Curling NB President, Club President, Mayor, MLA, etc.
    - List of teams and, if possible, team photos.
    - Schedule of events (opening and closing ceremonies, etc.)
    - Full draw tree
- 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 will be provided by the Curling NB Executive Director.
- Sub-sponsors are permissible but cannot conflict with current Curling NB Provincial Sponsors.
- Curling NB does not have any stipulations with regards to fundraising during Provincial Events; however, **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.

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.
- 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 or URL/QR code and other pertinent information)
- Snacks should be provided to teams following each draw
- 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. This is appreciated by both the players, officials, umpires and spectators. This is at the discretion 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 personnel and equipment are available.
- 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. (SD Thompson: reachforthetop9@gmail.com)
- Ensure adequate volunteers are available during the event. (timekeepers, statisticians, commentators (if applicable), live score operators, local umpires, bar tenders, kitchen/canteen operators, etc.)
- Designate areas for players only to store possessions, change for games, rest and eat.
- Designate a dedicated area for Chief Umpire and Umpiring, Timing and Stats team to store possessions, change for games, rest and eat.
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- Designate seating, in consultation with Competition Committee, for timekeepers, statisticians, commentators (if applicable), live score operators, and umpires
- Designate seating for Sponsors, Curling NB Delegates, Coaches, and 5th Players.
- Designate seating for Coaches on each end for all events covered under Curling Canada's Coach Interaction Rules.
- 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 possible.

OPENING & CLOSING CEREMONIES (Championship Events Only)

- Opening Ceremonies are to take place no later than after the event's first draw.
- 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.
- Ensure working microphones and speakers.
- Map out a plan of how teams and dignitaries are to be piped on and off the ice or if the ceremonies are in another space how the event will occur . Ensure all involved are made aware of the plan.
- Invite and provide speaking opportunity to event title sponsor, Curling NB President or 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 or delegate is to present the Provincial crests, jackets, etc.
- Ensure awards, crests, etc. are displayed during the championship game.

Competition Committee

- Confirm receipt of any sponsorship logos that need to be placed in the ice.
- Confirm receipt of any on-ice specifications that are required (Mixed Doubles)
- Recruit, if necessary, any local officials to assist the Chief Umpire for the event.
- Refer any questions regarding rules and procedures to the Chief Umpire assigned to the event.
- 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 should not be an immediate family member of any event participant.

- The host committee should have a copy of the World Curling 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 can be a document sent out prior to the event or a meeting that should be held prior to the team's first draw. (See Team Meeting Outline Appendix I)
- Time Clocks will used at all Championship Events.
- If training for timing officials is required, please contact the event Chief Umpire.
- Arrange with Curling NB Competition 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 committee, Chief Umpire (if applicable), forward to the Media/Marketing/Sponsorship Committee for inclusion in the Championship Event program. The Competitions Director will forward draw to all team contacts along with the team meeting, if applicable and rules documents
- 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 per sheet of ice. The number of sheets practiced on will be determined during the draw creation process 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, pulldown banners 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)
- Team names are to be posted on the playing sheet scoreboard & in the club house. (large enough for everyone to view). These must be in place before pre-event practice as a guide for which teams practice 1st/2nd If there is more than one event location, a copy of the draw is to be posted and maintained at all event curling centers.

Host Head Ice Technician

- All Curling NB Events must start on new ice. (burned, flooded, etc. within 7 days of event)
- **Rocks must be sanded for all Championship Events.** (Rock "break in" should be a minimum of 3 games and a maximum of 5 games prior to event.)
- **The Ice technician, Event Chair and the Chief Umpire will discuss if the rock maintenance need to be during the event. There should be at least 2 games remaining before playoffs or time for players to practice on sharpened stones after maintenance,**
- **Triangulation holes will be drilled on all sheets used in the event at the home end.**
- The event Head Ice Technician must be provided a draw schedule and ensure they will be available throughout the event and prepared to provide required ice maintenance.
- The ice must be cleaned after practices and during the 5th end break (4th end break) at a minimum.
- Rock handles must be sanitized between games. (disinfectant wipes work great) by host committee or ice volunteers
- Ice needs to be cleaned and pebbled as quickly as possible between games/draws.
- Ice must meet minimum standards throughout the event. At least 4 to 5 ft of curl and ice speed of 14 to 15 seconds hog to hog.

Competition Committee (for un-officiated events Club championships, Masters, Stick Curling 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 via e-mail 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 <u>all</u> 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.

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.

Appendix 1: Team Meeting Document

2026 - 2027 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 World Curling rules for and NB Rules for Provincial Play and expect all players and coaches to govern themselves accordingly.

Original Team line-up form

Complete and return to Competition Chair 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 (change of vice-skip, change of order, or using the alternate), 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 be meet all requirements for this event.

Games

All games will be _____ # of 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.

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.

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 (top colour on the score board) or 2nd practice (bottom colour on the score board).

Last Shot Draw.

Follow the Last Shot Draw Process Last Stone Draw Process

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 World Curling rulebook.

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

Please forward the final report to the Competitions Director:
Catherine MacLean (nbcacompetitions@gmail.com) & NBCA Executive Director: Marg Maranda (nbca@nb.sympatico.ca). T
his report must be received before the hosting grant cheque will be sent.

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...