



NEWFOUNDLAND AND LABRADOR CURLING ASSOCIATION

GUIDELINES FOR HOSTING PROVINCIAL CHAMPIONSHIPS

PURPOSE

The following document is intended to provide Host Committees with some guidelines and suggestions on the various roles and responsibilities to help them plan, prepare, and operate NLCA provincial tournaments. For further information please contact your Zone Director as listed on the NLCA website.

COMMITTEE CHAIR

- Hold an initial meeting to determine committee chair and set up different sub-committees: Opening/Closing Ceremonies, Accommodations, Publicity/Media, Programs, Umpires/Officials, Timekeepers, Hospitality, and Ice Technician.
- Have a room available in your curling club for the Chief Umpire and NLCA Representative or Designate to hold a private meeting with teams that qualify for playoffs and the winning team after the competition of the event.
- Have a spares list available. A spares list must be presented at the team meeting for all teams; the spares list cannot be changed during the event unless it falls below the minimum of three. Note: Any curler registered with an NLCA affiliated club may spare in a provincial. (See the NLCA's Rules of Competition document for more information).
- Coordinate with the NLCA Tournament Coordinator regarding draw/ceremonies schedule and avoid conflicts with other club events.
 - Note that it is the expectation of the NLCA that clubs will give priority to provincial tournament play over club events during the full tournament date range, though accommodation can sometimes be made to work around club leagues to minimize disruption to club operations. Dates near the start of the tournament may be freed up after the registration deadline once participation numbers are determined.
 - Per the NLCA's Rules of Competition, curling other than event play will only be permitted during a provincial championship with the prior written approval of the NLCA Tournament Coordinator or NLCA designate. No non-event curling will be allowed during playoffs in any event.
 - Be sure to consult with ice makers when planning times of events, ceremonies, and practices as they will need time to prepare the ice surface!
- Shortly before the start of the event, advise the local medical facility (St. John Ambulance, nearby hospital, etc.) of the event taking place in case there is a medical emergency during the event and rapid response is required. It doesn't necessarily require a permanent presence, but their awareness of the event is helpful.
- Coordinate with your NLCA Zone Director for any questions.

NLCA REPRESENTATIVE OR DESIGNATE

- Provide support to the Chief Umpire with respect to the NLCA and Curling Canada Rules of Competition.
- If required, act as the Chief Umpire for the event.
- Have sizing jackets, trophies, and forms for championship team on hand.



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- In conjunction with the Chief Umpire, meet with all teams advancing to the playoffs after the completion of round robin play to discuss items such as sheets used for playoffs, hammer and rock selection, and any additional practice time.
- Enter line scores on the NLCA scoring page during the event.
- Give a speech on behalf of the NLCA at all ceremonies and for presentation of event winners.
- Once a winner has been declared, the NLCA Representative or Designate must sit down with the winning team including 5th player and coach, if applicable, and complete the following items prior to them leaving the club. All items below are to be forwarded to the NLCA Tournaments Coordinator for submission to Curling Canada immediately following the conclusion of the event!
 - Curling Canada's Competitor's package
 - Jacket sizing form (this may be Curling Canada's form or the NLCA's form, depending on the event)
 - Digital photo of team that meets the following requirements:
 - Photo should be in landscape orientation (i.e. wide, not tall);
 - Minimum 300 dpi to ensure acceptable event program quality;
 - Must have the following order (left to right): Skip, Third, Second, Lead, Fifth, Coach;
 - Ensure there is no advertising in the background;
 - Players should stand shoulder to shoulder in matching jackets.

ACCOMMODATIONS

- The chairperson or a committee member should check with local hotels/motels to ensure a sufficient number of rooms are available.
- Check to see if a group rate or sports rate is available.
- Rooms should be held available until a week prior to the competition. **Teams are responsible for making their own reservations.**
- This person has to advise the zone director of this information so it can be passed on to the competitors for their consideration.

TREASURER / SPONSORSHIP

- Responsible for sending out all sponsorship letters for the event.
- Ensure that all sponsors are displayed in an open area in the club for all to see.
- NLCA provides a certain amount of funding on a per-team basis. The amount of funding depends on the event being held. This will be paid prior to the championship once the Tournaments Coordinator has been advised of the number of teams participating.
- Trophies, jackets, and cresting will be provided by the NLCA.

PROGRAMS

- Get official messages from the Mayor, NLCA President, Club President, MHA, etc. as needed for the Program Booklet.
- Get official draw schedule from the NLCA Tournament Coordinator.
- List the names for each team, its members, and the club that each team represents.



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- Include a schedule of events, i.e. times of draws, opening ceremonies, banquet/luncheon, tie breakers, and final draw times.
- Add pertinent rules and add Curler's Code of Ethics, Coaches Code of Ethics, and Rules of Fair Play.
- The number of programs required depends on the number of curlers in the event, should print an extra 20 – 30 copies. **Suggestion:** Check with the Municipal Council, as they may print programs free of charge if expecting an influx of people into the community.

UMPIRES, TIMEKEEPERS, AND OFFICIALS

- Have the latest copies of Curling Canada's "Rules of Curling for Officiated Play" and the NLCA's Rules of Competition document available for the Chief Umpire.
- Ensure that time clocks are up and running.
- The NLCA will arrange to have a Chief Umpire on site for all draws (coordinate with NLCA Zone Director).
- The club is responsible for arranging to have timekeepers for all draws – 1 timekeeper per ice per draw.
- Have signs for chair backs for the timekeepers and coaches for each sheet of ice.
- Have team name sheets for posting behind each sheet to ID the teams on the ice.
- Have small tables for the Timekeepers for each sheet of ice.
- Have score sheets and pens ready for the Timekeepers for each draw. Score sheets are available on the NLCA's Official Documents website. Score sheets will be used at each game and shall be signed at its conclusion by the official score keeper and a member of each participating team.

HOSPITALITY

- Food or beverage served at NLCA-operated events should follow the NLCA Healthy Eating Policy, which can be found on the NLCA's Official Documents webpage.
- Coffee/muffins for the curlers are appreciated each morning. Donations could be encouraged here, i.e. Tim Horton's or from club members.
- Wine and Cheese if desired. Usually host this event after the opening ceremonies, but this will be left to the Host Committee's discretion if they choose to have one.
- Meal for curlers (usually one of the following):
 - Luncheon: Light menu; usually the making of sandwiches and soup.
 - Dinner: This is left to the discretion of the Host Committee.
 - Junior events: Usually subs, pizza, etc., at the discretion of the Host Committee.
- It is common practice to invite the Chief Umpire, NLCA Representative, Ice Technician, Committee Chair, and other key organizers to all events such as the luncheon or dinner.
- Have tissues, fruit, snacks on ice during the games. Fruit or snacks can be brought out for the mid-game break.
- Garbage cans at both ends of the ice surface where possible.
- Honour sponsors by displaying and using their products in the coolers, washrooms and club where possible.



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- Have lockers available.
- Decorations and welcome banner if desired.

PUBLICITY / MEDIA

- Arrange for internet access at the curling club. The club is responsible for the hook up or a wireless internet connection.
- The NLCA Representative or Designate will enter line scores and update information during the draws.
- Arrange for pre-event publicity, i.e. radio, newspapers, local TV channels, Facebook, Twitter, etc. Touch base with the NLCA Zone Director as they will have contact information for the person in charge of our Facebook and Twitter posts.
- Check to see if your tournament will be receiving decals for the ice surface.
- Issue invitations a few weeks prior to the competition to sponsors and dignitaries to attend opening and closing ceremonies, banquet and other social events scheduled if desired.
- If possible, have a photographer during the event and available following the final game to take pictures of the winners and runners-up teams. This person does not have to be a professional photographer. The photographer should coordinate with the NLCA Representative or Designate regarding acceptable places to take photos from. (See also information under “NLCA Representative or Designate”)

OPENING / CLOSING CEREMONIES

- Opening ceremonies can be held separately or can be combined with the luncheon or dinner during the event.
- Sound system for speeches (on or off the ice, depending on the club layout).
- Invite guests from town/city; i.e. Mayor, President of Curling Club, NLCA Representative, etc. as required.
- Arrange for music if desired (piper or recorded pipe music).
- Master of Ceremonies for the opening ceremonies.
- Closing ceremonies are usually held inside the club area, which consists of presentations to the winning and runner-up teams. This is usually done by both the Host Committee and the NLCA Representative.

ICE TECHNICIANS

- All host clubs are required to have a minimum of one (1) certified Level 1 Ice Technician present during provincial events held at their club.
- Have ice maintenance workers to clean ice surface during the mid-game break (after 4th end for 8 end competitions and after 5th end for 10 end competitions) and do ice maintenance between games.
- Coordinate with Chief Umpire or NLCA Representative at the end of round robin play regarding ice making requirements for tiebreakers, playoffs, and any practices awarded to teams.
- Coordinate with Host Committee Chair regarding planning times of events, opening ceremonies, and practices as you will need time to prepare the ice surface.