



HOSTING DIRECTIVES

**NEW BRUNSWICK CURLING ASSOCIATION
HOSTING DIRECTIVES FOR ALL PROVINCIAL CHAMPIONSHIPS**

AND

PROVINCIAL JUNIOR CHAMPIONSHIPS

NEW BRUNSWICK CURLING ASSOCIATION

HOSTING DIRECTIVES FOR ALL PROVINCIAL CHAMPIONSHIPS

****It is the responsibility of the event Chairperson to ensure they have read the most recent version of the NBCA General Guidelines and Event Specific Guidelines. These documents are contained in the NBCA Guidelines Manual which is located at www.nbcurling.com under the Guidelines and Forms tab. Also, host curling centres must have a current copy of the CCA Rules for Officiated Play.**

Qualifying (Un-officiated) Events: U21 Prelims, Scotties Prelim, Men's Prelim, Men's Wildcard, U18 Championship, U15 Championship, Junior Mixed Championship and Little Rocks Provincial Jamboree

Championship (Officiated) Events: U 21 Finals, Scotties Tournament of Hearts, Tankard, Seniors Championship, Mixed Championship and Mixed Doubles.

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

- Appoint a Chairperson
- Inform the NBCA Executive Director who the Chairperson is with their contact information
- Form a Host Committee
- Assign responsibilities to committee members

Host Committee Responsibilities

1. MUST follow these NBCA Hosting Directives
2. Upholding NBCA policies (All policies and guidelines are included in the NBCA Guidelines Manual which must be reviewed by the Host Committee)
3. Using the correct name for the event
4. **Respecting the NBCA'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 in a timely manner in order to ensure event draw schedules are released to teams a minimum of 7 days prior to the event start date.
6. **Copy the NBCA Executive Director (nbca@nb.sympatico.ca) in all communications with teams & draw master, regarding your event.**

The following is an example of what your Host Committee may look like and a brief description of the requirements of the Host Committee and responsibilities of each position:

Chairperson / Co-Chairpersons

- The assigned NBCA Liaison is your first point of contact should you have any questions regarding your event. 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 NBCA Guidelines
- Contact committee from previous year(s) and ask for a copy of their report and/or event program (the NBCA 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.)
- Arranging adequate team accommodations. (With NBCA partner motel/hotel wherever possible, have a block of rooms set aside until two weeks prior to the event start date.) **Teams are responsible to make individual reservations.**
- Following the registration deadline date, the NBCA Executive Director will forward a spreadsheet, containing team rosters and team contact information, to the event Chairperson, Provincial Draw Master, Chief Umpire and NBCA Event Liaison.
- Send invitations, at least three (3) weeks prior to the Championship Event, to the event sponsors, NBCA 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 years championship team/curling centre) Engraving is the responsibility of the winner's curling centre.
- At the completion of the event, prepare a report containing pertinent information and/or recommendations the event committee would like to share with the NBCA. **Please forward this report to the NBCA Executive Director.**
- Confirm amount of Hosting Grant with the NBCA Executive Director.

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 end-to-end results will be posted at www.playdowns.com. **Forward a copy of all media correspondence to the NBCA Executive Director.**
- The following contacts must receive your Press Release but you may also forward to local media:
Daily Gleaner: sports@dailygleaner.com, fepas@nbnet.nb.ca
Times Transcript: sports@timestranscript.com, fepas@nbnet.nb.ca
Telegraph Journal: tjsports@telegraphjournal.com, ronald.joseph.barry@gmail.com
ATV: andy.campbell@bellmedia.com
CBC News for NB: allyson.mccormack@cbc.ca
- **A photographer must be provided to take photo/s of Championship team/s and to forward photo/s to the NBCA 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.**
- Event Programs are necessary for Championship Events (see above) and **all** Junior Events and must include the following: (printing costs are the responsibility of the Host Curling Centre)
--Get official messages from the Title Sponsor, NBCA President, Club President, Mayor, MLA, etc.
--List of teams and, if possible, team photo's.
--Schedule of events (ceremonies, draw, etc)
--Full draw tree
- The host curling centre is to be decorated with Title Sponsor advertisement throughout the Championship Event.
- NBCA Provincial Sponsors must be honored by displaying and using their products in coolers, washrooms and throughout the curling centre wherever possible. PLEASE cover/hide direct competition. A list of NBCA Provincial Sponsors can be obtained from the NBCA Executive Director.
- Sub sponsors are permissible but cannot conflict with current NBCA Provincial Sponsors.
- **NBCA Provincial Championships and Qualifying Events are the Property of the New Brunswick Curling Association. All advertising and sponsorship opportunities for said events must be approved by the NBCA prior to implementation and may be subject to revenue sharing or registration fees.**

- The NBCA 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 centers 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 any and 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 centre 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 curling centers 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.
- NBCA Executive Director will provide live score instructions, log in information and related documents prior to the beginning of the event.
- 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.
- Designate seating, in consultation with Competition Committee, for timekeepers, statisticians, commentators (if applicable), live score operators, umpires etc)
- Designate seating for Sponsors, NBCA Delegates, Coaches and 5th Players.
- Arrange for a Host/Hostess to welcome/acknowledge and assist event sponsors and NBCA executives in attendance and direct them to their assigned seating. (These individuals are not necessarily members of your curling centre and will appreciate any assistance you provide.)
- Parking spots are to be designated for participating teams and, if applicable, the NBCA Executive Director.

OPENING/CLOSING CEREMONIES (Championship Events Only)

- Designate emcee for both events
- Arrange for piper or recorded piped music for opening ceremonies, cost to be absorbed by host curling centre.
- 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, NBCA President/delegate, Club President, local dignitaries, etc.

- Ensure Title Sponsor representative is provided the opportunity to present the Championship Team with trophy/plaque/tankards. NBCA President/delegate is to present the Provincial crests, jackets, etc.
- Ensure awards, jackets, etc. are displayed during the championship game. (Communicate with the NBCA Executive Director for this requirement)

Competition Committee

- Contact the NBCA Executive Director for any sponsorship logos that may need to be placed in the ice.
- A Chief Umpire will be appointed by the NBCA for the following events: U21 Championship, Men's Prelim & Wildcard, Scotties Tournament of Hearts, Tankard, Seniors Championship, Mixed Doubles and, Mixed Championship. (Although the NBCA will appoint a Chief Umpire for the **Men's Prelim and Wildcard**, these are considered to be un-officiated events). 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.
- 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 CCA Rules for Officiated Play and the NBCA Guidelines Manual.
- 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. (See Team Meeting Outline below)
- Time Clocks will used at all Championship Events. If training is required, please contact event Chief Umpire. Arrange with NBCA 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 NBCA time clocks are used ONLY in conjunction with the Provincial event.**
- The draw will be completed and provided by the NBCA Draw Master. When received and reviewed/approved by the Event Chairperson, Chief Umpire (if applicable), NBCA Event Liaison, forward to the Media/Marketing/Sponsorship Committee for inclusion in the Championship Event program and 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.
- Spare Pool: A list of local participants who are eligible and available to play must be posted. (Not required for Scotties, Tankard and Seniors as 5th players are optional)
- Set up curtains, scoreboards, bumper pads, etc. for events to be broadcasted. (**see Event Specific Directives below for further broadcast requirements/information**)
- All Championship Events must be started on new ice. (burned, flooded, etc. within 5 days of event)
- **Rocks must be sanded for all Championship Events. (as voted on at Nov. 1, 2009 SAGM)** Rock "brake in" should be a min. of 3 games and a max. of 5 games prior to event.
- Provide the event Head Ice Technician with draw schedule and ensure they will be available throughout the event and prepared to provide required ice maintenance.
- Ice needs to be cleaned after practices and during 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 either on the scoreboard or in the club house. (large enough for everyone to view) If more than one event location, a copy of the draw is to be posted and maintained at all event curling centre's.

- A registration desk is to be set up in an easily accessible location. All teams must register as they arrive. Host Committee is responsible to ensure team information matches that received from the NBCA 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 NBCA Executive Director will remain after the closing ceremonies (Championship Events) to assist winning teams with necessary National Championship documents.

Team Meeting Outline (for un-officiated events)

- This is an NBCA requirement and is held prior to the start of each and every competition.
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 attend the team meeting. Remember there could be new players or experienced players that may not have all the information regarding this particular event. Stress any specific rules and requirements of your particular event/club.
- The Competition Chairperson will be in charge of instructing teams of the following information:
 - Inform participants that all NBCA policies apply and will be enforced.
 - Practice time will begin 20 minutes before game start time.
 - Coin toss prior to practice will determine practice order.
 - Inform participants that they should cool down their sliders and may take one slide without a rock.
 - Each participant may throw two rocks down and two rocks back. Once all 8 rocks have been returned to the house, one player is to throw the Last Stone Draw (LSD). If the LSD is thrown through the house or short of the house, a second and subsequent attempt may be made by an alternate participant. (2nd throw will come into effect ONLY if the opposing team also throws short or through the rings...185.4 measurement) Measurement is to be performed by the on site Umpire or House Committee designate. The purpose of the LSD is strictly to determine hammer.
 - 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 designate. Ruling is to be agreed upon by both teams.

NBCA Contacts

Each Host Chairperson will be provided with the name and contact information of their NBCA Event Liaison and, if applicable, Chief Umpire. They are your direct link to the NBCA with regards to the event being hosted by your curling centre. The NBCA Executive Director will only respond to questions/concerns that come through the NBCA Event Liaison or Chief Umpire, unless otherwise stated in these Hosting Directives. (nbca@nb.sympatico.ca)

EVENT SPECIFIC HOSTING DIRECTIVES.....begin on next page

NEW BRUNSWICK CURLING ASSOCIATION

EVENT SPECIFIC HOSTING DIRECTIVES

****The Event Specific Hosting Directives below are to be used in ADDITION to the Hosting Directives for All Provincial Championships above.**

QUALIFYING EVENTS (U21 PRELIMS, MEN'S PRELIM, WILDCARD, SCOTTIES PRELIM)

- Event Chairperson is to ensure they are in receipt of letters for each qualifying team from the Chairperson of the Championship event. (U21 Finals, Tankard, Scotties Finals, Seniors Finals) These letters are to be presented by the Qualifying Event Chairpersons as teams qualify.
- Event Chairperson is responsible to ensure all qualifying teams sign the NBCA Participant Agreement for Provincial Championships and fax signed copies to the NBCA Executive Director within 24 hours. This document is located and can be printed from the NBCA web site under the Guidelines and Forms tab.
- Event Chairperson is to take photos of all qualifying teams and forward to the Chair of the Championship event.

U21 FINALS, MEN'S TANKARD, SCOTTIES TOURNAMENT OF HEARTS & SENIORS CHAMPIONSHIPS

- 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. (4 letters each for Men's Prelim & Wildcard, 8 letters for Scotties Prelim) Letter is to contain information regarding the following: accommodations, on-site team registration, opening ceremonies, etc. along with a congratulatory message from the Championship Host Committee. **ALSO**, if available, include draw schedule, practice times and team meeting time. If not available, make a note that this information will be sent by e-mail as soon as it becomes available.
- Only four sheets of ice are to be used for Tankard and Scotties with the best rocks available are to be placed on those sheets.
- 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 opportunity to practice 10 minutes on each sheet of ice. Practice Schedule is subject to the approval of the Chief Umpire.
- Prior to each draw, teams are to be provided 10 minutes of practice time on the sheet of ice their game is scheduled to be played on plus 1 minute for LSD. Ice is to be brushed and swept after practices.
- Host Committee of U21 Championship is required to provide medals for championship & runner-up teams. If applicable, medals must include title sponsor logo.
Awards presented at the U21 Championship banquet:
- Host Committee of U21 Championship 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.
- U 21 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 Junior Development Committee will provide certificates to participants "aging out" of Juniors.

BROADCASTING REQUIREMENTS/INFORMATION

Bell Aliant Community One will provide live (where possible) web-casting of one game/draw, tie breakers, semi-finals and championship games during **the U21 Finals, NB Scotties Tournament of Heart and NB Tankard**. Below is what is required of the Host Curling Centre/Committee:

- Provide lift, if necessary, to install overhead on ice cameras (subsequent cost is responsibility of Host Curling Centre)
- Provide and set up curtains at far end of ice shed (subsequent cost is the responsibility of Host Curling Centre)
- Set up score boards and bumper pads as provided by the NBCA
- Commentators for each broadcast game
- Statisticians are required for broadcast games with results provided to commentators at intervals as requested. It is encouraged that "stats" be done for ALL games of broadcast events. This provides commentators history on how teams are playing and gives them insight to where potential "battles" for broadcast games may exist before the game even begins.
- Arrange for volunteers to put score up on scoreboard immediately following completion of each end.
- One sheet of ice adjacent to the "broadcast sheet" is left open for the use of the Bell Aliant Community One cameraman. The same sheet of ice will be used throughout the event for broadcasting
- Ample room in a fairly quiet location, with a good view of the "broadcast sheet", for commentators and Bell Aliant Community One computer technician and equipment.
- Ensure draw schedule is provided to Bell ASAP

CONTACT IS TO BE MADE WITH Bell Aliant Community One A.S.A.P. FOR SITE VISIT AND TO ENSURE THE ABOVE AND ANY ADDITIONAL REQUIREMENTS ARE MET.

**Csaba Domokos of Bell Aliant Community One can be reached at:
(506) 694-2758**

Csaba.Domokos@bellaliant.ca

MIXED CHAMPIONSHIP

- Teams are to be provided opportunity to practice 10 minutes on each sheet of ice prior to the first draw. Practice Schedule is subject to the approval of the Chief Umpire.
- Prior to each draw, teams are to be provided 10 minutes of practice time on the sheet of ice their game is scheduled to be played on. Ice is to be brushed and swept after practices.
- A "Standings Board" is to be maintained in a prominent location, preferably near the main entrance.

ALL JUNIOR PROVINCIAL EVENTS

- Programs are required for all Provincial Junior Events and must include the following:
 - Coaches Code of Ethics
 - Curlers Code of Ethics
 - Fair Play
 - Messages from the Chairperson, Sponsors (if applicable) and appropriate dignitaries
 - List of teams including players & coaches
 - Draw, Ice Allocation and "Go To" Chart
- The Junior Inclement Weather Policy (found under the Junior Section of the NBCA Guidelines Manual) will be in effect for all Provincial Junior Events.

END