

BC COMBINED MEN'S & WOMEN'S CHAMPIONSHIPS

EVENT HOSTING MANUAL

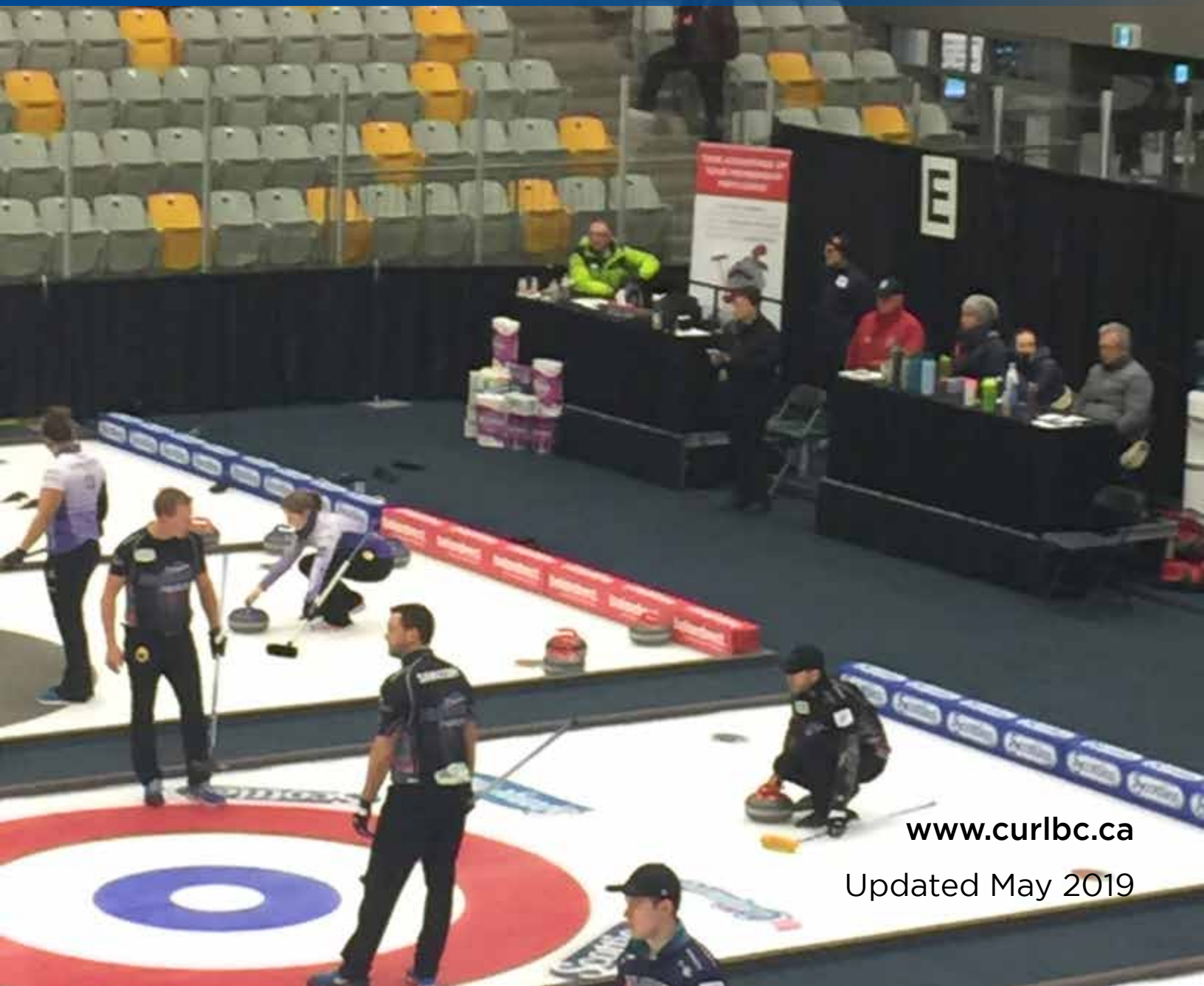


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INTRODUCTION

Provincial curling championships are the responsibility of Curl BC. Curl BC selects a local volunteer committee to assist in the organization and presentation of the event. Ongoing communication should occur between the Host Committee and the Curl BC office.

An agreement will be signed between the host facility committee and Curl BC, acknowledging hosting and financial obligations.

This manual identifies the major organizational requirements and related decisions required to successfully stage the event. A committee Chairperson should be assigned and receive a copy of the entire manual; each sub-committee should receive a copy of their respective section.

Goals & Objectives

Curl BC and the host committee commit to the following objectives:

- To stage a premium event that provides the best facilities and conditions in which the curlers may compete on an equal basis to the best of their abilities
- To make the volunteer experience as enjoyable as possible
- To ensure the event is organized in an efficient and cost-effective manner
- To promote the sport of curling

Curl BC Staff

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Curl BC is responsible for all technical aspects of the event and will assign the following technical staff for the event: Competitions Manager, Chief Umpire and Head Ice Technician.

An event Liaison will also be assigned by the Chair of the Curl BC Board. The liaison will be representing Curl BC at the event and should be invited to participate in committee meetings if they live in the area. However, the event planning and communication of technical information is an operational responsibility that will be carried out by the Curl BC office staff. Should Curl BC staff not be in attendance for the event, the Liaison will be responsible for all dealings with the title or presenting sponsors of Curl BC and Curling Canada.

The Chief Umpire will handle all on-ice issues and the Curl BC Liaison will be responsible for any off-ice decisions that are made during the event.

COMMITTEE DUTIES

A host committee should be established to organize the delivery of the event. All meeting minutes should be sent to the Curl BC office. It is suggested that each committee member be assigned to a specific area. Suggested division of responsibilities are:

Chairperson

- Overall responsibility for committee
- Using a paid contractor is a good practice

Treasurer

See page 9

- Responsible for tracking the budget

Secretary

- Responsible for taking meeting minutes and distributing minutes to committee members and Curl BC

Sponsor Liaison

See page 10

- Secure local sponsors not in conflict with provincial sponsors
- Identify all event and provincial sponsors appropriately in all event publicity
- Communicate with all sponsors on what part of the schedule of events they will be included in
- Make sure that local and provincial (Curl BC) sponsors are known, greeted at the door, shown VIP seating, and introduced to event organizers, if appropriate
- Be on site to assist sponsor representatives, provide sponsors with tickets to games and social functions, and arrange VIP seating area for sponsors
- Send thank you letter following the event

Officiating Coordinator (preferably a Level 2 Official)

See page 11

- Contact the Curl BC office to arrange for an officiating course if required
- Obtain and schedule volunteer officials in consultation with the Chief Umpire
- Confirm availability of officiating equipment with the Curl BC office
- Arrange for an officials' room away from the public areas

of the curling venue

- Assist the Chief Umpire throughout the event

Fundraising and Ticket Sales

- Plan fundraising activities prior to and during the event (ex. 50/50, raffle, silent auction)
- Obtain gaming license if necessary (<http://www.pssg.gov.bc.ca/gaming/licenses/>)
- Print, distribute and sell tickets for the event (if committee chooses to)
- Prepare and obtain volunteers to sell event admission tickets, if necessary
- Curl BC can arrange for online ticket sales through EventBrite, if desired

House and Ice

See page 12

- Ensure there are sufficient ice technicians/helpers scheduled for the event and sufficient time and access to the ice beforehand to adequately prepare it for the championship
- Ensure changing facilities and lockers are available
- Reserve seats for coaches and officials
- Arrange for on-ice seating for officials
- Look after scoreboard signs, washroom cleanliness and accessibility, coffee shop schedules, security, first aid and emergency response plan

Publicity/Communications

See page 13

- Liaise with Curl BC to produce and distribute info to the media
- Liaise with Curl BC regarding information for the website
- Prepare and distribute posters
- Arrange for website volunteers to update and manage online scoring
- Arrange for volunteers to post results on the leaderboard

Program

See page 14

- Prepare a program; Curl BC’s Communications and Marketing Manager can provide a template, if desired
- Liaise with Curl BC office to ensure all team photographs and biographies are received
- Arrange volunteers to sell the programs

Social and Hospitality

See pages 15-16

- Plan all social events, including banquet and entertainment
- Arrange a hospitality room for teams to provide snack items
- Arrange for snacks and beverage in officials’ and volunteer room
- Be in contact with teams leading up to the event
- Determine transportation needs, assign volunteer drivers as required
- Arrange for parking area for teams and host vehicles
- If a Best Western hotel is not available, ensure that the committee has blocked rooms at a host hotel of their choice and communicate that choice with Curl BC’s Competitions Manager

Ceremonies

See pages 17-18

- In consultation with Curl BC, organize Opening and Closing Ceremonies, including equipment (podium, carpet, public address system, grippers for on-ice participants, trophies, table for trophies, flags, and signs), sign bearers, singers or musicians, piper, guests, etc.
- Organize awards table for the Closing Ceremonies (Curl BC has overall responsibility for organizing this portion of the event).
- Arrange for a photographer; ensure that headshot photos are taken for the use of the broadcast team, as well as team photos and photos of any award winners

Staging

See page 19

- Working with Curl BC’s Competitions Manager, arrange for foam and boards to be rented and set up ahead of the start of the event
- Arrange for volunteers to help put signage in place, set up piping and draping, board covers, media booth and help tear down after the event



CHECKLIST

Before the Event

- Sign a contract with Curl BC
- Establish host committee and assign roles and if possible, hire paid chairperson and shadow the prior year's committee
- Create event budget
- Develop sponsorship package and later obtain and produce sponsor signage
- Recruit volunteers
- Create a welcome letter for teams outlining the facility and contacts for the event
- Arrange for a photographer
- Source any necessary equipment not provided by Curl BC
- Invite dignitaries to event/ceremonies (Curl BC will contact provincial sponsors on your behalf)
- Develop a ticketing plan and print tickets
- Television site visit
- Approach groups, such as City, Regional District, viaSport, Elks, Rotary, etc for grant or donation requests
- Coordinate Banquet

Liaise with Curl BC's Competitions Manager to:

- Receive names of Chief Umpire, Head Ice Tech and Curl BC Liaison
- Receive and organize in-ice logos and event banners
- Create schedule of events
- Receive team rosters and contact info
- Contact teams regarding transportation requirements and book hotel rooms
- Organize Spare Pool
- Liaise with Curl BC's Education & Camps Coordinator to schedule officiating course if needed

Liaise with Curl BC's Communications and Marketing Manager to:

- Establish specifications of a printed event program
- Receive team photos and bios for program
- Create an event website (to be done by Curl BC)

1 Month Before the Event

- Confirm volunteer schedule
- Winners package arrives at club (trophy may come with the defending champion)
- Liaise with Curl BC's Competitions Manager to obtain the playdowns.curlbc.ca password

After the Event

- Liaise with the Chief Umpire to pack up all equipment and arrange necessary pick-up
- Send photos of the top three teams to Curl BC's Communications and Marketing Manager
- Volunteer appreciation event
- Submit the event report and financial statement within 45 days of the event to Curl BC's Competitions Manager
- Return the championship banner and the in-ice logos to the Curl BC office

VOLUNTEERS

Volunteer Recruitment

- Within the curling club
- Social media
- Newspapers

Each committee member or sub-committee needs to determine how many volunteers they will need each day for their area. It is recommended to recruit approximately 130 volunteers.

Many host committees provide the volunteers with a complimentary jacket in order to identify them as volunteers during the event. Ideally a sponsor can be found to supply the jackets.

Training of officials is encouraged. Contact Curl BC's Education & Camps Coordinator to arrange a course.

An appreciation event can be planned and included in the event budget as a thank you to the volunteers.

EVENT FORMAT

Men's Championship Format

- 16 team triple knockout
- 10-end games
- 4 team Page playoff

Women's Championship Format

- 8-team round robin
- 10-end games
- 4 team Page playoff

Five sheets of ice are needed for the combined championships.

Curl BC will work with the host committee to establish the final schedule of events that is acceptable to both parties. The television broadcaster, if applicable, will determine the draw times for any televised games.

Draw

Curl BC will provide the draw for the event, including the designated seeding of teams.

Teams will play under the Curling Canada Rules of Curling for Officiated Play unless superseded by Curl BC Rules. The Curl BC Rules can be found in the yearbook and on the website.

Ice Technicians

Curl BC will appoint a Head Ice Technician from outside the club.

BUDGET

Curl BC Event Costs

- Regional Playdowns
- Use of online scoring - playdowns.curlbc.ca
- Liaison expenses
- Honourarium and expenses for Chief Umpire
- Provincial Ice Consultant fees
- Banquet/meal subsidy
- Television Broadcaster production fee
- Prize packages (crests, plaques, medals, pins)
- Event signage
- Team travel subsidies
- Sponsor fulfillment
- Miscellaneous equipment costs (i.e. investment in new time clocks, officiating equipment repairs, rocks, etc.)
- National team subsidy
- Advertising
- Staff time
- Insurance coverage

Distribution of Profit

Gross profit is total event revenue less total event expenses. The event gross profit will be shared as follows: Committee/Club - 85%, Curl BC - 15%.

Committee Budget

This budget is only a guideline and contains estimated numbers, and should be revised each year by the host committee. **The revised committee budget should be sent to Curl BC for review.**

REVENUE		
Curl BC Grant	\$4,200	Based on 24 teams (\$175/team)
City Grant	\$1000	Check with your city to see what support is available
Sponsorship	\$16,000	Revenue in kind should also be recorded
Ticket Revenue	\$20,000	
Program Revenue	\$500	
Fundraising	\$5000	May include silent auction, raffle, 50/50 draws*
Hosting BC Grant	\$1800	Curl BC applies for this
TOTAL REVENUE	\$46,700	

EXPENSES		
Chairperson	\$6000	
Advertising	\$2500	
Banquet/Team Hospitality	\$5000	
Tickets/Program	\$1000	
Staging	\$5000	Draping, board covers, foam, in-ice logos
Ceremonies	\$250	
Sponsorship Fulfillment	\$2500	Signage, etc.
Volunteer Expenses	\$1500	
Transportation	\$600	
Photography	\$600	
Miscellaneous	\$500	
TOTAL EXPENSES	\$25,450	
NET PROFIT	\$21,250	

*Curl BC does not condone any form of gambling based on the results of the competition at any Curl BC event.

Any capital expenditures over \$500 need to be approved in writing by Curl BC.

SPONSORSHIP

Curl BC reserves the right to sell multi-year title and presenting sponsorships for all nine BC Championships.

The following Curl BC sponsors have category exclusivity in their respective categories:

- belairdirect - home and auto insurance
- Kruger (Scotties) - paper products
- Best Western - hotel
- AMJ Campbell - moving and storage
- Ice King - ice scraping equipment
- Connect Hearing - hearing aids
- OpenRoad Auto Group - automotive retailer

If your club has conflicting sponsors, it is expected that they will not have a presence during the week of the Championship. If you have any questions or concerns, please contact Scott Braley at sbraley@curlbc.ca

To give the title sponsor recognition, the committee will be required to:

- Invite a representative from the sponsor to sit at the head table and speak at the banquet, Opening Ceremonies and Award Presentations during the Closing Ceremonies
- The sponsor will be given the opportunity to provide displays, brochures or other literature to be placed on display
- Provide the sponsor's representative with two VIP passes for the duration of the event
- Provide the sponsor with space for signage as provided and with an in-ice logo position (as per diagram)
- Provide the sponsor with full page advertisement in program

The title of the men's event is the **BC Men's Curling Championship**. The title of the women's event is the **Scotties BC Women's Curling Championship, presented by Best Western**.

Curl BC Sponsor Contributions

- Best Western - discounted hotel rates
- AMJ Campbell - storage and delivery of event equipment
- Ice King - ice scraper

Contact of Curl BC's sponsors must go through the Curl BC office unless agreed to otherwise ahead of time.

The Committee can sell additional sponsorship packages, but should consult with Curl BC to ensure there are no conflicting sponsors that would violate any Curl BC agreements. The committee is responsible for any logo or signage materials related to the packages that they sell. The sponsor should contribute enough to cover the cost of printing signage and in-ice logos. Previous committees have found it beneficial to speak at a Chamber of Commerce meeting, increasing event exposure and developing potential sponsor contracts.

Signage

Any conflicting sponsor signage must be covered during the event. The committee will be responsible for any lost or damaged equipment. See section on staging for more information on signage requirements.

OFFICIATING

Officials

The local organizing committee should name a local officiating coordinator to their host committee. This person is responsible for recruiting and scheduling volunteer officials in consultation with the Chief Umpire (appointed by Curl BC). This person should be someone familiar with officiating (preferred Level 2) and who knows the volunteers in their community. They can obtain a list of local volunteer officials from the Curl BC Officiating Coordinator. In consultation with the local organizing committee, the Chief Umpire and Curl BC Officiating Coordinator can assess the need for an officials' training course as needed. To arrange a training course contact the Curl BC Education & Camps Coordinator.

The Level of Officiating is system D. Requirements for each draw include:

- 1 Chief Umpire (appointed by Curl BC Officiating Coordinator)
- 3 Supervisors (level 2)
- 1 Timer per sheet
- 1 On-Ice Observer per sheet

Officiating Equipment

Curl BC will provide the necessary officiating equipment for the event, including:

- Laser Measuring Device
- Micrometer (measuring stick)
- Radios and headsets
- Magnetic boards for game umpires
- Time clocks
- Jackets for timers
- Binders for on-ice observers
- Daisy chain and laptops for Curl Time

The local committee should provide:

- Multi-plug extension cords
- Scissors
- Stopwatches
- Pens, paper, pencils

We also ask that a room at the venue be assigned as an Umpires' room. This room should be secured or lockable. This room should contain the following:

- Above requested items
- Access to power outlets to charge radios, etc.
- Sufficient hanging space for Umpires' clothing
- Table and chairs
- Refreshments
- Posted umpire schedule

Ice Requirements:

- Table and chair behind each sheet of ice for timing umpires
- Chairs, preferably not plastic, for on-ice observers and game umpires

The timing display units (OES) are 40" long by 14" high. They require power to operate, but are wireless and can be placed at the opposite end of the ice from the controller. Each display is set to work with a specific controller (numbers/letters on each must match). The controller also requires a power source.

ICE REQUIREMENTS

Curl BC will appoint a Head Ice Technician for the event and cover his/her fees. The Head Ice Tech will meet with the committee prior to the start of the season to determine ice requirements including which sheet will be used for televised games and what ice preparation will need to be done leading up to the event.

The Head Ice Tech will work in consultation with the local ice maker throughout the event. He will also likely hire an assistant ice tech for the event.

Four on-ice volunteers will also be needed per draw. These volunteers do not necessarily need to have ice-making experience, but will assist the ice technicians with sweeping, vacuuming, snow shoveling, etc. during the event. They should all be asked to wear black clothing while on shift.

Curl BC will bring rocks in order to provide consistency for the curlers from year to year.

Four days will be required for ice preparation leading up to the event.

In-Ice Logos

Curl BC and title sponsor (if applicable) logos are required on each sheet of ice being used for the event. In addition to the above logos, the broadcast (livestreaming or TV) sheet will require Province of British Columbia logos, if applicable. Curl BC will provide the diagrams and necessary logos. Any additional club or sponsor logos for the broadcast sheet must be approved by Curl BC and should be produced by Jet Ice to ensure consistency.

The Curl BC Ice Consultant will consult with the Competitions Manager on the placement of the logos and coordinate putting in the logos with the club ice maker.



An example of an in-ice logo diagram for a TV sheet

COMMUNICATIONS

Curl BC and our media partners own the broadcast and streaming rights for our events. Any other media or individuals who want to do filming of the on-ice action that takes place during the event must get prior approval from Curl BC. Still photography is allowed, as long as photographers adhere to the 'no flash photography' rule and any other rules outlined by the Chief Umpire.

For provincial events, Curl BC will:

- Produce and distribute media releases to province-wide media before, during and after the event
- Create an event website which will be managed from the Curl BC office
- Advertise the event on regional posters, the Yearbook, the Curl BC website, online scoring site(s), social media, etc.
- Allow the committee to put an advertisement in the Curl BC newsletter (re: tickets, volunteers, etc.). Please send any advertising or content for inclusion in The Curling Connection to the Curl BC Communications and Marketing Manager
- Curl BC's Communications and Marketing Manager can set up an Eventbrite ticket sales site to allow for online purchases, if desired
- Provide social media assistance, if interested

Logo Guidelines

The committee should liaise with the Curl BC Communications and Marketing Manager to finalize the event logo for use on the website, program and other forms of communication. In consultation with the committee, Curl BC will provide a logo incorporating the host site and the sponsor logo and colours. Any changes to it must be approved by Curl BC.

Website

The website is maintained by the Curl BC office. It is the committee's responsibility to ensure all relevant information and local sponsor logos are provided to the Curl BC office in order to keep the website up to date. Curl BC will post all media releases related to the event on the website throughout the season.

Online Scoring

Curl BC will provide live scoring software through playdowns.curlbc.ca. The committee should organize one volunteer per draw to update the game scores end by end. Curl BC will provide a manual for the software to be utilized.

PROGRAM

The host committee is responsible for the production of a souvenir program. Previous committees have been successful in getting a local newspaper to produce the program. **Committees must provide Curl BC with a proof (digital or hard copy) of the program before going to print to ensure adherence to the guidelines set out below.**

If the committee would like access to a program template, the committee representative should contact Curl BC's Communications and Marketing Manager at least one month before the event. Some training may be required to get the committee volunteer up to speed with the design software.

The committee can also choose to pay a graphic designer to produce the program.

After the playdowns have been completed, Curl BC's Communications and Marketing Manager will collect team photographs and player biography forms and forward them to the host committee for use in the event program.

The program should include:

- Event title on cover
- Curl BC and title sponsor logos on the cover
- Message from the title sponsor
- Message from Curl BC Chair
- Full page advertisement for title sponsor
- Full page advertisement for Curl BC
- Draw and schedule of events
- Team pictures and biographies

Other suggestions:

- Message from the Mayor
- Message from the Event Chair
- Local sponsor advertisements

The committee can sell additional advertising, however, exclusivity is expected in the categories for all Curl BC sponsors (see Sponsorship section on page 10).

HOSPITALITY

Best Western Booking

Best Western Hotels retains first right of refusal regarding rooms. Curl BC will book a block of hotel rooms for the teams. If there is no Best Western in your community, please contact your local hotels to find the best rate and ensure that 2 rooms are held for each of the 12 teams attending plus one room each for the Curl BC Liaison and Chief Umpire. Please communicate this information with the Curl BC Competitions Manager.

Qualifiers Package

Curl BC will be sending an information package to the playdown events to be distributed to the teams as they qualify for this event. The host committee shall provide a welcome letter to the teams that includes host committee contacts, host city information, travel or transportation information and any other necessary details. This will become part of the information package. Contact your city's tourism office to see if they can provide brochures or offer discounts to the competitors. Other items that will be included in the package: provincial crests, player biography forms, event competitor's guide, schedule of events, championship draw, hotel information and anti-doping information.

Team Liaison

Many committees like to assign one specific person to be the main contact with the teams. Responsibilities of that person would be to:

- Prepare a welcome letter to be given to teams as they qualify
- Contact each team to determine any special needs (i.e. dietary, extra banquet tickets, etc.)
- Determine which teams will require transportation
- Arrange for a spare pool in consultation with the officiating committee and Curl BC
- Arrange a welcome basket for the teams (budget dependent)
- Coordinate team photo sessions
- Set up team locker room
- Be available throughout the event to handle any questions or issues that may arise

Hospitality Suite & Sponsor Relations

A hospitality suite should be set up for the athletes, coaches, officials, key sponsors and volunteers to utilize throughout the event. Suggested items - water, fruit, granola bars, baked goods, cheese and crackers, coffee and tea. Note: It's important to make volunteers at the door aware of the possibility that sponsors may send representatives. If they arrive they should be made to feel welcome and invited to the hospitality suite where possible.

Spare Pool

With assistance from Curl BC, a spare pool should be arranged with at least four experienced male and female curlers. Arrange for the curlers in the spare pool to have a practice during the pre-competition practice in order for teams to observe if interested. One spare should be available and in attendance at the game per draw. If a team requests the use of a spare, liaise with the Chief Umpire and the team to make sure a team lineup sheet is filled out.

Transportation

Arrange for volunteers with vans or large vehicles to be available during the event if needed. The vehicles are often part of a sponsorship deal with a local dealership or rental agency. Many teams will drive themselves to the event and throughout the week. However, some teams may fly and would then need someone to pick them up at the airport and, depending on the location of the hotel, someone to drive them between the club and the hotel. Once the teams have qualified for the event, contact them to find out their needs and plan a transportation schedule accordingly.

Ensure that volunteer drivers have appropriate insurance and licensing.

Banquet Guidelines

Curl BC will provide a subsidy for the banquet as a contribution towards the meal costs of the teams and the guests. Guests should include the Curl BC Liaison, Curl BC Competitions Manager, Provincial Ice Technician, Chief Umpire, major sponsors, media and dignitaries.

Most committees prefer to host the banquet at the curling club to save on costs. Another option is to reserve a banquet room at the host hotel.

Decorations, seating arrangements and entertainment are the responsibility of the host committee. It is suggested that entertainment be kept short. This is a great opportunity to have the athletes engaging with your local sponsors.

If the club/committee has any concerns or issues with providing meals to the teams, please contact Curl BC right away.

Tickets

The following event tickets should be issued complimentary:

- Participating teams including alternates and coaches
- Up to 5 tickets for next year's host committee
- Up to 30 passes for Curl BC's sponsors, media contacts, etc. (to be confirmed prior to the event)
- Up to 10 passes for Curl BC (to be confirmed prior to the event)

CEREMONIES

The host committee shall work with Curl BC in organizing and conducting the Opening and Closing Ceremonies for the event, with the appropriate representation from sponsors, Curl BC, and the host committee.

Planning Checklist:

- Confirm time for Opening Ceremonies with Curl BC
- Send invitations to potential guest speakers
- Arrange for a piper
- Determine who will be the Master of Ceremonies
- Determine who will throw the ceremonial rock and sweepers
- Ensure team signage for ceremonies
- Arrange for a singer of the national anthem
- Obtain flags (if using)
- Determine order of procession of all participants
- Determine on-ice location of dignitaries, piper, teams
- Determine requirements for a podium and microphone (arrange for rental if needed)
- Prepare a program for the master of ceremonies
- Coordinate the piper, dignitaries, team on the day off

Sample Opening Ceremonies

The duration of the Opening Ceremony should be approximately 30 minutes. The times below are just added for information and may be changed to any time of the day.

6:00	Master of Ceremonies (MC), dignitaries, anthem singers, and RCMP assemble in their designated places on the ice. Piper, flag bearers, and curlers assemble off ice
6:15	MC makes welcome remarks, which is followed by the march. The piper leads the march through the pattern decided on for the teams. Flag bearers follow the piper, followed by all the curlers.
6:20	MC introduces the singers for the anthem. This is followed by introductions for any or all of the following speakers. Speeches should be kept short. Sponsors should be recognized and the title sponsor should be given the opportunity to speak if they wish.
6:25	Introduction of the teams, skips' names only
6:28	Mayor - Welcome on behalf of the host municipality
6:30	MLA - Welcome on behalf of the Province of BC
6:32	Curl BC Liaison - Welcome on behalf of Curl BC
6:34	President of host club - Welcome on behalf of host club
6:36	MC introduces and thanks the chair(s) of the event
6:38	MC introduces the Honorary Rock Throwing Team as the team takes their places on designated sheet
6:40	Honoary Rock is thrown
6:42	MC wishes all of the teams good luck. Piper leads the march out. The curlers fall in line behind the piper as he passes them, the flag bearers and RCMP fall in behind the last of the curlers, and the dignitaries exit last.

Photographs

For a broadcast event, headshots of all members of all teams are sometimes required. These should be taken in between practice ice time before the start of the event. These must be provided to Curl BC on a USB drive so that the files can be submitted for broadcast. Liaise with the Communications and Marketing Manager about two months before the start of the event to find out if these headshots will be a requirement.

The photographer should also take a photo of all the teams with the members who will travel to nationals. The winning team photograph will be supplied to Curl BC and Curling Canada immediately after the finals are over. Official team photos should be taken from left to right - skip, third, second, lead (see example below). Photos of the medal winners and sportsmanship award winners must also be provided to Curl BC.



Prize Packages

In conjunction with the title sponsor, Curl BC will provide the prize package:

- Trophy for winning team to display at their home club for the year
- Medals - gold, silver and bronze for the top three finishers
- Team allowance for winning team (to be issued after the event)
- BC uniforms
- Championship banner to be displayed in the winning team's home club (to be provided at a later date)

The Curl BC liaison will be responsible for working with the winning team to fill out necessary documentation required of Curling Canada.

Closing Ceremonies

Bronze medals will be presented following the semi-final game. Typically it is a low-key presentation in the lounge.

The Closing Ceremonies will be held immediately after the final games are completed. A portion of the ceremony may be broadcast. In order to facilitate this, Curl BC will be responsible for organizing the closing ceremonies, but may ask the host committee for an award table, display, sound system, etc.

STAGING

Arena requirements

Liaise very closely with the Curl BC Competitions Manager to set up the following

- Reserve seating and table for officials and statisticians on home end of arena
- Reserve seating for media and VIPs (sponsors) on home end of arena
- Post a sign for the spectators to turn off their cell phones and no flash photography during the games
- Post signage giving instructions for bathroom access for field of play (ice) for players - areas should be kept clean
- Allocate a “locker room” area for men and a separate “locker room” area for women
- Assist Curl BC in reserving an area of seating for broadcast purposes. This may need to be draped off

Signage & Foam

Any conflicting sponsor signage must be covered during the event. If that signage is in view of the broadcast cameras (i.e. on the backboards), you may be asked to provide covers for the boards.

The hosting committee will also be asked to produce team name signs for their own scoreboards and for the opening ceremonies.

In consultation with the Competitions Manager, the host committee is responsible for purchasing 1800ft of foam for dividing the sheets of ice.

Curl BC will provide the following:

- In-ice logos (as per notes in the Ice Requirements section on page 11). The host committee is responsible for the cost of purchasing in-ice logos that were sold as part of local sponsorships. They should be printed by Jet Ice through the Curl BC office to ensure consistency.
- Mesh Rings
- BC Men’s and Women’s Championship pop-ups
- Event draw board and round robin standings boards
- Sponsor pop-up banners (used as back drop for TV)
- 2 scoreboards (for televised games)
 - Approx. 12 feet wide by 3 feet tall
 - 1 to be set up at the away end directly behind the sheet
 - 1 to be set up at the home end directly behind the sheet
 - Curl BC will provide names for scoreboards
- Bumper pads (for televised games)

The host committee will be responsible for any lost or damaged equipment.

TV & STREAMING REQUIREMENTS

*Subject to change based on the requirements of the broadcaster

Curl BC and the broadcaster will arrange for a site visit at the beginning of the season to determine facility needs, including, but not limited to:

- Area to park their production trailer (14ft wide by 75ft long)
 - Need level surface facing southwest with access to ice
- Layout of cameras
 - Overhead cameras rigged above the houses on two sheets of ice (4 cameras in total)
 - 2-3 handheld cameras on-ice
- Set-up of a commentators booth
 - Will need a draped off area or closed booth
 - Usually located directly behind a sheet
 - 8 foot table and 3 chairs needed for commentators
- Semi-final and final games for each gender are to be on the same two sheets of ice to reduce equipment set up time
- Set up time is roughly 8 hours and is usually done overnight
- May need overnight security for the broadcaster's truck when not staffed
- Catering required for TV staff if there are two games in one day
- Wired internet access needed with bandwidth of at least 5Mbps. The committee may need to work with a provider such as Shaw to establish a separate connection just for the broadcast.

Curl BC will have the final say for all television signage, including in-ice logos, scoreboards, rink boards, etc. No signage that conflicts with Curl BC sponsors will be permitted. Curl BC will also have a final say in seating arrangements for the televised games.

REPORTING

The host committee is responsible for submitting a report on the championship and a financial statement to the Curl BC office within 45 days of the completion of the event.

Please include recommendations for future committees and any suggestions for additions to this hosting manual.