



## Host Club Guide: Zone/Regional/Open Events

The host club shall coordinate the playdown and appoint a club delegate to act as the event liaison. The assigned event liaison cannot compete in the event.

### **ENTRIES**

All registrations for playdowns and competitors' fees are collected online through the Curl BC website.

Curl BC collects the following forms electronically from the teams, however in the case that a team also brings these forms to the club, the club liaison shall collect them. These forms are noted below.

- Membership Verification Form – signed by their club manager or authorized personnel affirming that each curler is a member of an affiliated club and that they meet all Curl BC eligibility requirements
- Competitor's Agreement
- U21, U18, BCWG, Senior and Master teams are also required to provide proof of age.

If you do collect any forms, please mail or drop off the forms to the Curl BC office (2001A – 3713 Kensington Ave, Burnaby, BC, V5B 0A7) after the conclusion of the playdowns. Scanned copies can also be emailed to [lshannon@curlbc.ca](mailto:lshannon@curlbc.ca).

### **DRAW**

*By agreeing to host a playdown you are agreeing to provide the event with **FULL ACCESS** to the ice over the period, unless otherwise agreed upon with the Competitions Manager.*

Please notify the Curl BC office well in advance of the registration deadline if there are any concerns regarding ice availability, otherwise it will be assumed that there are no restrictions on ice time during the listed dates of the event.

Once the entry deadline has passed, Curl BC will provide the draw that will be used, including ice assignments to the event liaison and chief umpire. All teams will be contacted with their draw times by Curl BC. A list of all the teams and their contact information will also be provided to the event liaison and chief umpire.

The draw should be posted in a prominent place in the host club, and a volunteer should be found to update the results throughout the event.

Draw times/ice sheet assignments are not to be changed after the beginning of the competition unless extraordinary circumstances make it impossible to play as posted. In that case, and after consultation with the Chief Umpire, all teams must be advised as far in advance as possible of the change.

## **ICE**

When agreeing to host a playdown, it is expected that the ice will be prepared by the head ice technician of the club prior to each draw and that sufficient ice maintenance is done to ensure the best quality of ice is given to the participants.

## **OFFICIATING**

A minimum Level 2 certification is necessary for regional events; the Curl BC Officiating Coordinator (Patti Caldwell) will assist in this appointment. The assigned umpire cannot compete in the event.

Spare Pool - *for mixed events*, teams are not permitted to bring spares and must play with four players. It is strongly recommended that for all other events the host facility please organize a list of local curlers that would be available to play, in the event that a player is sick or injured.

## **FUNDING**

Host facilities for playdowns will receive a direct contribution from Curl BC of a minimum of \$300. If the playdown has five teams or fewer, the contribution will be \$300, if there are more than five teams, the contribution will be \$50/team. The Chief Umpire will receive a direct payment from Curl BC of \$20/draw, and a minimum of \$100.00.

## **ACCOMMODATION**

It is suggested that a club delegate contact local hotels in advance of the event to inquire about room rates and availability for the dates of the playdown for teams that *may* inquire about accommodation. Whenever possible and reasonable, Best Western, Curl BC's Official Hotel, should be used for accommodation. The Curl BC Corporate ID Code: 01504820 can be used to receive discounted rates.

## **SOCIAL EVENTS**

There is no requirement for lunches or other meals at regional playdowns. The decision of the host club to provide food service for competitors is an individual one only, and Curl BC will not provide funds for meals.

## **CURL BC Live Scoring**

Every host club will be required to update the Curl BC online scoring program with the scores during the event. Once the draw has been posted you will be provided with a manual and a password in order to access the website and update the scores. It is requested that scores are updated as the games are going on as many are watching for these updates to occur. Ideally 3-4 club volunteers will share this job.

If a club does not have a computer or high speed internet on site, Please contact Will Sutton to come up with a plan.

## **TEAM BRIEFING**

The Chief Umpire will send out the team briefing information via email prior to the event that will cover the rules for the event. A team briefing prior to the competition will not be required unless there are extenuating circumstances.

The Chief Umpire will mention any special rules for the competition and clarify any questions about the event.

## **QUALIFYING TEAMS**

The event liaison must take a digital photograph of the winning teams.

Please follow these guidelines when taking photos:

- **High quality digital photo.**
- Head and shoulders only (from the waist up)
- Have teams stand against a plain, light-coloured background
- Players should be positioned in a line facing the camera, shoulder to shoulder, from left to right as the picture is viewed: skip, third, second, lead, with the coach to the right of the lead. If the team has more than one coach, the coaches stand together to the right of the lead.

Please email copies of the photos of the qualifying team or teams to the Curl BC office (Email to [rconnopprice@curlbc.ca](mailto:rconnopprice@curlbc.ca)) immediately after the event is over.

Immediately following the conclusion of any game that provides a qualifier to a provincial event, present the crests and information packages to the qualifying team or teams. These will be mailed by Curl BC directly to the club prior to the event.

## **CHECKLIST**

<b>TASK</b>	<b>TIMELINE</b>	<b>NOTES</b>	<b>Done</b>
Provide Curl BC with dates & ice availability	Spring	Curl BC to set up online registration.	
Recruit Chief Umpire for Event	Fall	Curl BC's Officiating Coordinator to do this	
Arrange for a spare pool	Fall	Mandatory for mixed events.	
Email competition manager regarding any club info	Following registration deadline	ie – accommodation, meals, practice ice, etc	
Post Draw in Club	Following registration deadline	Curl BC to provide draw.	
Collect participant forms as teams arrive (if they bring them)	At event	Mail or email to Curl BC following event.	
Team briefing	Via email	Chief Umpire	
Update playdowns.curlbc.ca	At event	Password to be sent from Curl BC	
Take team photos of winning teams	At event	See notes above on required set up of photos	
Provide winning teams with crests	At event	Packages to be provided by Curl BC.	
Send photos to Curl BC (via email)	Immediately following event	Email to <a href="mailto:rconnopprice@curlbc.ca">rconnopprice@curlbc.ca</a>	