



# **HOSTING GUIDE**

## for Provincial Qualifiers

Updated November 2021

## INTRODUCTION

Provincial Qualifiers are governed by Curling Alberta. Curling Alberta works with the Host Committee to assist in the organization and presentation of the event. Ongoing communication should occur between the Host Committee and the Curling Alberta office.

An agreement (Letter of Understanding - LOU) will be signed between the host facility and Curling Alberta, acknowledging hosting and financial obligations.

This manual identifies the major organizational issues and related decisions required to successfully stage the event.

Curling Alberta 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

### CURLING ALBERTA

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## **AUTHORITY**

Curling Alberta has the authority to make decisions related to its competitions and Excel Points, as it considers necessary, to handle any situation not covered by the rules or its policies.

Curling Alberta is the policy decision forum for Provincial Championships, all of the provincial qualifiers, as well as its other sanctioned events and Excel Points. All matters of concern should initially be directed to the Curling Alberta's Competitions Coordinator or Executive Director.

A subcommittee of Curling Alberta's Competitions Committee, known as the "Competitions Tribunal" is delegated the authority to make pre-event policy interpretations. This Tribunal is comprised of three appointees who are selected by the Board of Directors annually. All decisions by the Tribunal will have a majority requirement. If only two of the three members are available for consultation, and if consensus is not achievable, the Tribunal Chair shall hold the deciding vote. If any member of the Competitions Tribunal is in a position of conflict, that individual shall be recused and the Vice Chair of the Competitions Committee shall act as his or her replacement.

During a championship or qualifier, policy interpretations are the responsibility of the event's Chief Umpire in consultation with at least one member of the Competitions Tribunal.

## **Provincial Qualifiers**

The host facility shall coordinate the Provincial Qualifier and appoint a delegate to act as the Host Committee Chair, who will serve as the primary point of contact with Curling Alberta.

### **ENTRIES**

- a. All registrations for the Provincial Qualifiers and competitors fees are collected online through Curling I/O. That link is available on the Curling Alberta website.

### **DRAW**

- a. The host committee will receive a questionnaire in late October, early November from Curling Alberta. This questionnaire will provide further information which will help our draw committee produce the draws and schedule.
- b. The host committee agrees to reserve full and exclusive access to its facility's ice for the duration of the event (inclusive of all established days), unless otherwise agreed upon in advance and confirmed in writing by Curling Alberta. Upon finalization of the draw, you may fill any ice times unused by the Provincial Qualifier. In the case of unforeseen circumstances, such as inclement weather which would delay the draw times, the needs of the Provincial Qualifier will take precedence over club-level and all other ice bookings.
- c. Please notify a Competitions Coordinator if any unforeseen circumstances occur that may affect ice availability, otherwise it will be assumed that there are no restrictions on ice time during the listed dates of the event.
- d. Once the entry deadline has passed, Curling Alberta will provide the draw that will be used to the event liaison and Chief Umpire. All teams will be contacted with their draw times by a Curling Alberta Competitions Coordinator. A list of all teams will also be

provided to the Host Community Event Liaison and Chief Umpire. Ice assignments will be completed by the Chief Umpire at the events.

- The draw will be sent to the host club at least one week prior to the start of competition. The draw and roster will also be published on the Curling Alberta website three (3) days prior to the start of competition. The entire draw-making procedure can be found in the Competitors Guide under section 1.b.8.
- e. The draw should be posted in a prominent place in the host club, and the host committee will be responsible to update the results throughout the event with the assistance from the Chief Umpire.
- f. Draw times are not to be changed after the beginning of the competition unless extraordinary circumstances make it possible to play as posted. In that case, and after approval from the Chief Umpire, all teams must be advised as far in advance as possible of the change.
- g. A Curling Alberta Competitions Coordinator or designate shall be responsible to post list of teams and the draw online, which will be accessible through Curling Alberta's website.
- h. Every host club will be required to update Curling I/O with the scores during the event. In advance of the event, you will receive an email from Curling I/O in order to access the system. It is requested that scores are updated as the games are going on as many are watching for these updates to occur. If a host facility does not have a computer or high-speed internet on site, a volunteer can be asked to update the information on a regular basis (after each draw, at a minimum) at his or her home or office.

## ICE

- a. When agreeing to host a Provincial Qualifier, 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.
- b. There is no requirement to install Curling Alberta sponsor logos in the ice at a Provincial Qualifier.

## OFFICIATING

- a. Curling Alberta will appoint at minimum a certified Level 2 Chief Umpire for Provincial Qualifiers; Curling Alberta's regional umpire coordinator will assist in this appointment. The host committee will be advised once the umpire has been appointed.
- b. Host committee will be required to supply volunteer timers where necessary, unless otherwise stated by Curling Alberta.
- c. Note that teams will play under the latest edition of Curling Canada *Rules of Curling for Officiated Play*.

## FUNDING

- a. The host facility agrees to provide sufficient ice to Curling Alberta to complete the Provincial Qualifier, and Curling Alberta will provide an ice rental fee for each day of the event.

- b. Any local sponsorship, fundraising initiatives, etc. shall be the responsibility of the host committee.

### ACCOMODATION

- a. Teams are responsible for their own accommodation, however, it is suggested that the host committee contacts local hotels in advance of the event to inquire about room rates and availability for the dates of the Provincial Qualifier and report any issues to Curling Alberta. Whenever possible and reasonable, Best Western, Curling Alberta's official hotel, should be used for accommodation.

### GROUP MEAL & SOCIAL EVENTS

- a. There is no requirement for group meals or other social events at Provincial Qualifiers. The decision of the host committee to provide these for the competitors is made at their own discretion and expense. Curling Alberta does not recommend group meals or social events during the Provincial Qualifiers. However, Curling Alberta encourages the host committee to have concession services available for individuals to purchase food and beverages on site throughout the event.
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### TEAM BRIEFING

- a. At least one team member or coach (as listed on the roster) from each team must attend a meeting with the Chief Umpire as outlined in the official schedule of events. If a team fails to attend as required, the team will be penalized with the loss of hammer in their first game. At that time, any questions regarding officiating or rule interpretation should be presented for clarification. The competitors will be advised at this time of the level of officiating that they may expect at the event. There will be no team meeting held at the club. Curling Alberta will be emailing each team a script of the team meeting and the Umpires will be available for questions 45 minutes before the first draws.

## RESPONSIBILITIES

### Curling Alberta is responsible to:

- a. Sanction and set the dates for all Provincial Qualifiers;
- b. Assign a Competitions Coordinator for each event;
- c. Determine timelines for the Provincial Qualifiers;
- d. Determine the event format including number of teams, roster, draw format, playoff structure, practice schedule and special rules (as per Competitors' Guide and related appendix);
- e. Set the officiating system to be employed at each event
- f. Appoint the Chief Umpire for the event, who will be assigned by the Curling Alberta regional umpire coordinator and provide any required officiating equipment. Note that the Chief Umpire (s) will handle all on-ice issues;

- g. Work with the host committee to establish the final schedule of events (both on and off ice) that is acceptable to both parties;
- h. Provide the draw for the event;
- i. Ensure setup of online scoring for each event;
- j. In the event a Curling Alberta representative is unable to attend, the Chief Umpire will present the medals, crests and other prizing provided by Curling Alberta. Furthermore, they will assist teams complete any necessary paperwork to accept a berth into the Provincial Championship and take the team photographs. Both the photographs and paperwork is to be sent to Curling Alberta immediately following the completion of the event;
- k. Provide copies of Curling Alberta's Competitors and Host Guides and any other required documents;
- l. Provide ongoing guidance, support, and resources during the planning stages;
- m. Provide an onsite liaison where possible and on-call support from staff for the duration of the event;
- n. Provide draw boards or standing boards as required;
- o. Curling Alberta will be responsible for the Chief Umpire expenses including per diem, lodging, and meals.

#### **The Host Committee is responsible to:**

- a. Appoint a Host Committee Chairperson and any other committee members;
- b. Provide Curling Alberta with full access to all sheets of ice over the period (any sheets or times not required will be released back to the club);
- c. Manage all financial aspects of organizing and running the event at the facility (i.e. – Curling Alberta will only contribute the daily ice rental fee);
- d. Post all documents provided by Curling Alberta in the club including the draw, roster, Competitors Guide, practice guidelines, and substitution policy.

**As per Curling Alberta's Code of Contact, please be advised that competitors and coaches are prohibited from consuming alcoholic beverages during a U15, U18 or U20 (Junior) events sanctioned by Curling Alberta. This shall include the entire frame from departure to the competition through to and include arrival at home from the sanctioned event.**