



PROVINCIAL CHAMPIONSHIPS HOSTING GUIDE

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APPENDIX A: HOSTING GUIDE

INTRODUCTION

CURLING ALBERTA PROVINCIAL CHAMPIONSHIPS

Provincial Curling Championships are the responsibility of Curling Alberta. Curling Alberta works with a local 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 provincial Host Committee and Curling Alberta, acknowledging hosting, organizing and financial obligations.

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

GOALS & OBJECTIVES OF PROVINCIAL CHAMPIONSHIPS:

- 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.

THE PROVINCIAL CHAMPIONSHIPS GOVERNED BY CURLING ALBERTA:

- Sentinel Storage Alberta Scotties Tournament of Hearts (Women's Championship)
- Alberta Boston Pizza Cup, presented by Best Western (Men's Championship)
- Curling Alberta Mixed Provincial Championship
- Curling Alberta Mixed Doubles Provincial Championship
- Curling Alberta U20 Provincial Championships (Men and Women)
- Curling Alberta Senior Provincial Championships (Men and Women)
- Curling Alberta Masters Provincial Championships (Men and Women)
- Optimist Alberta U18 Provincial Championships (Boys and Girls)
- Curling Alberta Wheelchair Provincial Championship
- Nature's Bounty Alberta Curling Club Championships, Presented by Original 16 (Men and Women)
- Curling Alberta Curlers Corner U15 Provincial Championships (Boys and Girls)

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 all Provincial Championships. All matters that are of concern to a Host Committee should initially be directed to the Curling Alberta Championship 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 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, Curling Alberta policies and procedures interpretations are the responsibility of Curling Alberta in consultation with the event's Chief Umpire and/or the Curling Alberta's Head of Officials. Interpretations of the Rules of Curling are the responsibility of the event's Chief Umpire.

CURLING ALBERTA

1st Floor, Percy Page Centre
11759 Groat Road, Edmonton, AB T5M 3K6
www.curlingalberta.ca | (780) 454-2814

EXECUTIVE DIRECTOR

Jill Richard
jill.richard@curlingalberta.ca
(780) 903-9554

CHAMPIONSHIP COORDINATOR

Michael Laderoute
michael.laderoute@curlingalberta.ca
(780) 932-1126

HEAD OF OFFICIALS COORDINATOR

Brenda Rogers
brenda.rogers@curlingalberta.ca
(403) 860-0364

COMPETITIONS COORDINATOR, NORTH

Vicki Baird
vicki.baird@curlingalberta.ca

SECTION I

CURLING ALBERTA RESPONSIBILITIES:

Overall:

- ☐ Adhere to the Letter of Understanding (LOU).
- ☐ Appoint a Championship Coordinator for each event.
- ☐ Set officiating to be utilized at each event (e.g., timed events, number of officials required)
- ☐ Name the EVENT Chief Umpire and pay his or her honorarium as per Curling Alberta's approved officials remuneration policy (**Appendix D**)
- ☐ Name the EVENT Deputy Chief Umpire and pay his or her expenses as per Curling Alberta's approved officials remuneration policy. (**Appendix E**)
- ☐ Coordinate with the HOST to approve the Chief Ice Technician and the rocks and handles that are to be used for the event.
- ☐ Determine the event format, special rules (as per the approved Competitor's Guide and any related competitive policies such as the Cresting Policy, Berth Policy, etc., and any related appendices), roster, draw, practice schedule and schedule of events in consultation with Host Committee.
- ☐ Coordinate the reservation of a room block at a local Best Western with the HOST committee. HOST committee is responsible for blocking rooms where there is no Best Western property.
- ☐ Certify the eligibility of all team members and coaches and notify the HOST of the official rosters as soon as is administratively possible.
- ☐ Distribute to all attending teams: Competitor's Guide and Appendix, crests, draws and welcome letter (letter provided by Host Committee).
- ☐ Ensure that all Team Alberta forms and photographs are forwarded to Curling Canada following the event and all Team Alberta requirements are met.
- ☐ Provide any ASSOCIATION in-ice logos prior to the HOST's regular ice installation schedule. Any other in-ice logos will be subject to the approval by the ASSOCIATION and the HOST. Curling Alberta's logo must be included in at least four spots to be agreed upon depending on the HOST's pre-existing agreements and plans.
- ☐ Provide any ASSOCIATION ice area signage and banners (excluding scoreboards).
- ☐ Provide the winning team(s) with the provincial champion gold medals, a banner, and any cresting. Provide the runner-up team with silver medals.
- ☐ Provide all necessary documentation required for the digital program including a letter from the ASSOCIATION President, provincial sponsor advertisements/messages, draw, roster, team sponsors, and team photos. ASSOCIATION may provide additional documents and advertising for the digital program at its direction. The ASSOCIATION to approve any HOST additions, example letters from the community or HOST sponsors.
- ☐ Provide all equipment and materials required by officials and statisticians (e.g. timeclocks, tablets, forms, etc.). Note that the ASSOCIATION will work cooperatively with the HOST to arrange for the most cost-effective method of transport for the equipment. However, the ASSOCIATION will be ultimately responsible for equipment transportation arrangements and any related costs.

- ☐ Provide Hosting Guide, Competitor's Guide and all related documents.
- ☐ Provide continued support and resources during the planning stages.
- ☐ Provide onsite and/or 24/7 on-call representation from Curling Alberta during the event.
- ☐ Provide Curling Alberta and provincial event sponsor banners and signage, and sponsor fulfillment guidelines. Curling Alberta is the sole contact for all provincial title and presenting sponsors and related fulfillment obligations.
- ☐ Provide one set of team name boards.
- ☐ Provide and arrange umpires' clinic, if required.
- ☐ Provide setup of online scoring, Curling IO.

SECTION II

HOST RESPONSIBILITIES

Overall:

- ☐ Appoint a HOST Committee Chairperson and provide for a HOST Committee that will look after the EVENT. A list of Host Committee members is to be forwarded to the Curling Alberta Championship Coordinator with the signed Letter of Understanding. A suggested Timeline/Checklist and related functions that should be addressed are contained in Appendix B attached.
- ☐ Operating the curling club/arena and all required auxiliary areas such as player dressing rooms, food and beverage areas, officials' room, etc. for the duration of the event, including all required set-up and take-down.
- ☐ Pay the Chief Umpire expenses as per Curling Alberta's approved officials remuneration policy. Remuneration Policy contained in **Appendix D**.
- ☐ Maintaining the ice and provision of rocks and assuming all expenses related to the provision of the Chief Ice Technician and related assistance for the EVENT.
- ☐ Coordinate with the ASSOCIATION to make alternative accommodation arrangements if a Best Western is not available at or near the HOST site.
- ☐ Organize and provide a banquet/social and opening and closing ceremonies. HOST agrees to take reasonable measures to uphold Curling Alberta's policies which prohibits all competitors and coaches from consuming alcoholic beverages during a sanctioned U20 and under event.
- ☐ Curling Alberta encourages the host committee to have concession services available for individuals to purchase food and beverages on site throughout the event.
- ☐ Provide to **Curling Alberta Championship Coordinator** a banquet or approved social function program, to include all attending teams and dignitaries.
- ☐ Recruit and manage all volunteers required for the organization and operation of the EVENT, including set-up and take-down.
- ☐ Schedule other umpires in coordination with the ASSOCIATION:
 - 1 volunteer per draw to update Curling Alberta's website with scoring and draw boards following each draw.
 - 1 timer per sheet (level 1).

- 1 on-ice observer per sheet (or 2 per sheet in an arena setting) (level 1).
- 1 timing supervisor per draw (level 2).
- 2 - 4 game umpires per draw, depending on number of sheets in use (level 2).
- ☐ Arrange for Level 1 and/or 2 training opportunity with the ASSOCIATION. Provide meeting/classroom space for the course(s) at no cost.
- ☐ Responsible for any volunteer recognition or fulfillment programs.
- ☐ Seek ASSOCIATION approval prior to using its logo or its sponsor logos.
- ☐ Seek ASSOCIATION approval on all local sponsors prior to entering into any agreements.
- ☐ Provide a list of all potential local sponsors to the ASSOCIATION prior to solicitation.
- ☐ Send draft copy of local sponsorship (sales) package to Curling Alberta prior to solicitation.
- ☐ Use Official Title of Event accurately for all print, on-line and verbal communication. Refer to page 1 and 31 of this document for the official event title.
- ☐ Collaborate with Curling Alberta to ensure proficient sponsor fulfillment.
- ☐ Design a digital event program. The program must receive ASSOCIATION approval prior to releasing it digitally or in print to the public. The costs of designing the program will be assumed by the HOST.
- ☐ Obtain prior approval from the ASSOCIATION on any promotional items or materials that the HOST might plan to give out or to sell at the event.
- ☐ If applicable for your event, work with the ASSOCIATION to deliver on all provincial sponsor deliverables such as in-ice textiles, signage, public acknowledgement, complimentary tickets, etc. The HOST agrees to utilize the products and/or services of provincial sponsors wherever possible (which will be negotiated at the lowest price possible).
- ☐ Book a professional photographer to take team photographs around the time of pre-event practice; winning team(s) photo will be required immediately following the event.
- ☐ In Mixed competition, a spare pool is to be provided at the Provincial Championship. The substitute or replacement player must be the same gender as the missing player and play either position appropriate for his/her gender. A minimum of two players per gender must be available per draw and schedule practice time to allow teams to view players in spare pool. Player pool to be approved by Curling Alberta Championship Coordinator a minimum of fourteen (14) days prior to the event.
- ☐ Packaging all Curling Alberta property and equipment used during the EVENT for transportation back to the ASSOCIATION or to a location mutually agreed upon with the ASSOCIATION. Work in consultation with the ASSOCIATION to arrange for the most cost-effective method of transport. The ASSOCIATION will be responsible for equipment transportation costs.
- ☐ Acquire any required licenses (such as raffles or liquor)
- ☐ Meet with the local Fire Marshall to review all plans for the EVENT competition and related activities are covered.
- ☐ Ensure that appropriate insurance coverage is in place for the EVENT including coverage for potential liquor sales.

- ☐ Provide the ASSOCIATION with a final report as described in this hosting guide and all event photographs. The reimbursement will be mailed once the ASSOCIATION has received the report and an event invoice.
- ☐ To indemnify and hold harmless the ASSOCIATION together with its affiliates, directors, officers, employees and authorized representatives from and against any costs, expenses, claims, suits or actions for loss, injury or damage resulting from or arising directly or indirectly out of a breach by the HOST of any of its obligations under this Agreement regarding the operation of the EVENT unless such loss, injury or damage results from the negligent acts of the ASSOCIATION or its authorized representatives.

APPENDIX B: TIMELINE/CHECKLIST

BEFORE THE EVENT

- ☐ Sign a contract with Curling Alberta
- ☐ Establish host committee and assign roles and if possible, shadow the prior year's committee
- ☐ Create event budget
- ☐ Develop a sponsorship package for presentation to local businesses
- ☐ Recruit Head Ice Technician if not appointed by Curling Alberta. Host Committee responsible for all costs association with Head Ice Technician including fees, lodging, meals, paint supplies, foam dividers, rocks and handles
- ☐ Recruit volunteers
- ☐ Book hotel rooms, if there is not a Best Western in your Community
- ☐ Liaise with Curling Alberta Championship Coordinator to:
 - Receive name of Chief Umpire
 - Receive and organize in-ice logos and event banners
 - Create schedule of events
 - Contact Curling Alberta after your categories last PQ to get the Team Rosters
 - Liaise with Curling Alberta Championship Coordinator to schedule an officiating course if needed
- ☐ Source and apply for any applicable municipal or provincial grants. Contact your local municipal and request their partnership/involvement.
- ☐ Contact the Championship Coordinator and set-up a walk through to discuss Live Streaming
- ☐ Determine if the facility has a scissor lift or boom for use during installation of Live Streaming equipment or provide another solution
- ☐ Determine where the game timers will be placed. Must be a clear view to field of play
- ☐ Evaluate parking. Review parking capacity. Arrange for reserved parking for teams and VIP's
- ☐ Identify an Umpires room, requires power, internet, tables and chairs
- ☐ Determine the location of coaches' bench, and timers' bench
- ☐ Determine and arrange to get the in-ice textiles that will need to be installed into the ice. Consult with CA, Sponsorship and Ice Technician. Curling Alberta will provide it's in-ice logos and any Curling Alberta event title and presenting sponsor in-ice textiles required for the event
- ☐ Create a welcome letter for qualifying teams outlining the facility and contacts for the event submit to Curling Alberta Office (**Appendix E**) prior to the Competitions first qualifier. Welcome letter should include (but not limited to) welcome address from Host Committee Chairman, Schedule of Events, Practice Ice Schedule (Supplied by Curling Alberta), Special Events, Banquet Information, Lodging Information, Transportation information and contact list for Host Committee Departments

- ☐ Arrange for a photographer for team photos and individual head shots. Team Photos to be taken during practice ice time
- ☐ Source any necessary equipment not provided by Curling Alberta. Eg. Competition Dial Measurer and Biter Measurer
- ☐ Invite dignitaries to event/ceremonies (Curling Alberta will contact the provincial sponsors on your behalf)
- ☐ Develop a ticketing plan and print tickets, if applicable
- ☐ Coordinate Banquet and book caterer
- ☐ Liaise with Curling Alberta Championship Coordinator to:
 - Establish specifications of a digital event program and receive team photos and bios for program (team photo and bios will only be available 2 weeks prior to the Championship)
- ☐ Create a Facebook event
- ☐ Schedule umpires and volunteers required to stage the event
- ☐ Organize a volunteer appreciation event
- ☐ Collect items for team baskets. Suggestions of what to put in the swag bags, City Map, Local Tourism items, socks from a local supplier, City pen and journal, charging cable, water bottle, toque, cap, etc. Have fun and make it local. Ensure there is 4 + of everything.

1 MONTH BEFORE THE EVENT

- ☐ Confirm volunteer schedule
- ☐ Prepare message/speech to be inserted into the Digital program
- ☐ Contact Curling Alberta for the President's message, schedule, draw, etc. to be inserted into the program
- ☐ Materials supplied by Curling Alberta arrive at Host Venue. Materials include; time clocks, umpire equipment, sponsorship signage and banners
- ☐ Liaise with Championship Coordinator for Curling IO online website scoring password and on-line scoring instructions.
- ☐ Set-up Triangulation for LSD measurement in each set of circles, drill 2 holes at the outer edge of the four (4) foot ring at the 9 o'clock positions (back four is 6 o'clock position)
- ☐ Test ice arena PA system
- ☐ Print sponsorship signage, if applicable

POST EVENT

- ☐ Send photos of Provincial Champion(s) Team to Curling Alberta Championship Coordinator & any other professional photos taken for future use by Curling Alberta
- ☐ Volunteer appreciation event
- ☐ Submit the event report and financial statement within 30 days of the event to Curling Alberta Championship Coordinator

APPENDIX C: HOST COMMITTEE

A Host Committee should be established to organize the delivery of the event. All meeting minutes should be sent to the Curling Alberta Championship Coordinator. It is suggested committee members be responsible for specific areas. Each Host Committee Chairperson will be responsible to determine the roles and responsibilities of committee members. The final version of the organizational chart must be submitted to the Curling Alberta Championship Coordinator, within 30 days after the signature of the hosting agreement. Suggested division of responsibilities are:

CHAIRPERSON

- Overall responsibility for committee.

FINANCE

- Responsible for tracking the budget.

VOLUNTEERS

- Working with all committee members recruit enough volunteers to stage the event.

SPONSORSHIP / FULFILLMENT

- The Host Committee will be tasked with the role of identifying and where possible securing sponsorship both in cash or in kind, not in conflict with provincial sponsors
- Identify all event and provincial sponsors appropriately in all event publicity.

UMPIRES

- Contact Curling Alberta to arrange for an officiating course, if required
- Recruit and schedule volunteer umpires in consultation with the Chief Umpire
- Arrange for an umpires room away from the public areas
- Assist the Chief Umpire throughout the event.

FACILITIES & ICE

- Confirm 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
- Arrange for on-ice seating for umpires
- Take care of scoreboard signs, washroom cleanliness and accessibility, concession or food services schedules, security, first aid and emergency response plan
- Confirm changing facilities and lockers are available
- Reserve seats for coaches, umpires and timers
- Working with Curling Alberta's Championship Coordinator, arrange for event signage and Umpires equipment to be delivered to the venue prior to the start of the championship
- Arrange for volunteers to help put signage in place, set up umpires room, put chairs out on the ice for coaches and umpires, etc.
- Arrange volunteers to help tear down after the event

FUNDRAISING AND TICKETS

- Plan fundraising activities prior to and during the event (ex. 50/50, raffle, silent auction)
- Obtain gaming license if necessary (<https://aglc.ca/gaming/licences>)
- Print, distribute and sell tickets for the event (if applicable)
- Prepare and obtain volunteers to sell event admission tickets, if applicable
- Consider online ticket sales or sale of tickets at the door

HOSPITALITY AND ACCOMMODATION

- If your community does not have a Best Western Hotel, book a block of rooms at a Hotel and notify Curling Alberta
- Assemble 'Welcome' bags for teams and distribute the bags during Pre-Competition Practice
- Arrange a hospitality room for teams and provide snacks
- Arrange for snacks and beverage in umpires and volunteer's room
- Plan all social events, including banquet and entertainment
- Arrange for parking area for teams and official vehicles

CEREMONIES

- In consultation with Curling Alberta, 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 (Curling Alberta has overall responsibility for organizing this portion of the event).
- In coordination with the Director - Photography, coordinate the Championship team photograph

COMMUNICATION/PUBLICITY & LIVE STREAMING

- Coordinate for volunteers to update and manage Curling IO online scoring
- Arrange for volunteers to post results on the leaderboard
- Create a Facebook event page and link Curling Alberta's Facebook
- Prepare and distribute posters
- Arrange for a site visit at the beginning of the season to determine facility needs, internet speed, layout of cameras, boom lift to install cameras and cables,
- Overhead cameras rigged above the houses on one sheet of ice (2 cameras in total)
- Arrange for 2 live streaming commentators, 1 live streaming director and 1 camera operator, per draw

PHOTOGRAPHY

- Coordinate a professional photographer to take team pictures in between practice ice times before the start of the event. These must be provided to Curling Alberta on a USB drive.

- Follow the guidelines provided in point #7 below regarding photography guidelines and requirements
- Email daily event pictures to Curling Alberta to use in social media posts

PROGRAMS & PRINTING

- Prepare a digital program with the correct event title and sponsors
- Seek sponsorship and/or contract for printing of programs, tickets, signage, etc.
- Collaborate with all other directors to ensure their printing and signage needs are met.
- Follow the description as outlined in the Director-Programs (Digital) & Printing

1. COMMUNICATION, MARKETING & LIVE STREAMING

SOCIAL MEDIA STRATEGY/GUIDELINES FOR HOST COMMITTEES

Overall Objective: To create awareness and excitement of the hosted championship throughout the curling community and to have a consistent voice.

To have a consistent and fun voice on social media it is best to have one dedicated individual responsible for monitoring social media account(s) and have support staff to assist with posting. The host is encouraged to have a fun social media voice that is informational but also that enhances follower engagement. Whichever voice the host intends to use, it does need to be consistent, so ensure the support staff understand the social media goals that you have set.

Curling Alberta utilizes both Facebook, Twitter and Instagram as their social media platforms and encourages the host to tag them and the title sponsors in all relevant communication on the Host's platform. The Host Committee will co-host a Facebook event with Curling Alberta where they can post as well. This will enhance the reach and engagement of the post as Curling Alberta may have certain followers on their social media accounts that the Host may not have. Curling Alberta would recommend utilizing the club's social media platforms to promote a provincial championship rather than starting a social media account from scratch.

When posting, keep in mind the additional ways that posts can be seen to keep the content fresh. This includes Facebook and Instagram posts, stories, and live and Twitter posts. One to two posts per event day, per platform, should be made at absolute minimum. Ensure there is enough support for this type of coverage. You may want to work closely with the photographer to get more pictures and do a daily picture recap on in Facebook event. YouTube will also be introduced as a Curling Alberta platform this season. All provincial championship game streaming will be hosted on Curling Alberta's YouTube channel unless otherwise agreed upon prior to the event. The Host is encouraged to share the live streaming links on their club and community platforms.

Curling Alberta 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 Curling Alberta. Still photography is allowed, if photographers adhere to the 'no flash photography' rule and any other rules outlined by the Chief Umpire. For provincial events,

CURLING ALBERTA WILL:

- Produce and distribute e-media releases to province-wide media before, during and after the event
- Advertise the event on regional posters, the Curling Alberta website, online scoring site(s), social media, etc.
- Arrange live streaming at pre-determined events
- Allow the committee to put an advertisement in the Curling Alberta newsletter (re: tickets, volunteers, etc.). Please send any advertising or content for inclusion in the Curling Alberta Newsletter to the Curling Alberta Championship Coordinator at least 2 months prior to the event
- Provide social media assistance, if interested

BENEFITS:

- ☐ The club already has followers, and the posts of a provincial championship will only increase followers/likes, which increase the reach and engagement over time. These analytics may help sell future sponsorship.
- ☐ New followers will also be more aware of next year's Provincials if the club signs a multi-year agreement to host several Provincials.
- ☐ The new followers that have been gained will be kept up to date on the club's activities, thereby potentially increasing club membership in the long run.

STIPULATION:

- ☐ Use the correct title of the event for every post associated with the event and tag Curling Alberta in posts associated with the respective Provincials.

BENEFIT:

- ☐ This will increase brand awareness for a particular Provincials year to year and the re-share by Curling Alberta will drive more traffic to the original post and potentially increase engagements and followings for the event. Additionally, Curling Alberta is bound by the sponsorship agreement to acknowledge sponsors on social media.

Curling Alberta recommends mentioning and tagging particular event sponsors if a post is relevant to a particular sponsor.

For example: Shout out to @BostonPizzaNA (Boston Pizza Northern Alberta) for generously providing our hard-working volunteers with their post event meal at the 2022 Alberta Boston Pizza Cup, presented by @BestWestern (Best Western Hotels & Resorts)! (Add a picture of the volunteers eating Boston Pizza).

FACEBOOK:

- ☐ @CurlingAlberta
- ☐ @BostonPizzaNorthernAlberta
- ☐ @BestWestern
- ☐ @krugerproductslp and @ScottiesTissue
- ☐ @Original16
- ☐ @optimistintl
- ☐ @NaturesBountyCanada
- ☐ @sentinelstoragecanada

TWITTER:

- ☐ @Curling_Alberta
- ☐ @BostonPizzaNA
- ☐ @Kruger_Products
- ☐ @OptimistOrg
- ☐ @Original_16
- ☐ @Sentinelstorageca

INSTAGRAM:

- ☐ @CurlingAlberta
- ☐ @BostonPizzaNA
- ☐ @Kruger_Products
- ☐ @Optimistintl
- ☐ @Original16beer
- ☐ @Sentinelstorageca



2. VOLUNTEERS

ROLES & RESPONSIBILITIES

- Volunteer Recruitment
 - Within the curling club and community
 - Social media
 - Email to club database
 - Newspaper advertisement
- Collect contact information for each volunteer
- Assist in consultation with each Director a brief 'volunteer' job description for each volunteer position
- Assist in creating a master schedule

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 50 volunteers.

Training of umpires is encouraged. Contact Curling Alberta's Education Coordinator to arrange a course.

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

3. SPONSORSHIP

Curling Alberta reserves the right to sell multi-year title and presenting sponsorships for all 12 Curling Alberta Championships. Any contact with Curling Alberta Sponsors must be made through Curling Alberta. 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 Jill Richard,
jill.richard@curlingalberta.ca

Local sponsorship is an excellent source of revenue for any HOST and is highly encouraged. Develop a local sponsorship package with levels of sponsorship and sponsorship fulfillment or develop opportunities for local businesses to participate as a local sponsor. E.g., Cash or in-kind, provision of goods or services, banquet, etc.

Identify any and all local sponsorship companies that may be approached and review and obtain approval of Curling Alberta prior to contacting local sponsors.

Sponsorship can include, but is not limited to:

- Cash sponsorships.
- In-kind sponsorships.
- Vendor booth sales.
- Program advertisement sales.
- Signage sales.

ROLES & RESPONSIBILITIES

1. Develop a Sponsor (local, event-specific) Package designed to provide the local business community with an opportunity to be associated with the Event (cash & contra).
2. Recognize that all title and presenting sponsorships belong to Curling Alberta. Do not contact existing Provincial or National sponsor without approval by Curling Alberta's Executive Director or the Championship Coordinator (including local branches or locations).
3. Ensure that the Sponsorship Package is designed with the official title of the event and if there is any Title or Presenting Sponsors, that the most up to date, high definition, logo is used. Submit to Curling Alberta office for approval prior to sharing the Sponsorship Package.
4. Do not approach any potential sponsors who may conflict with the Curling Alberta event sponsors (title, presenting, and accommodations). Contact Curling Alberta office for a complete list of Event Sponsors and who to avoid ensuring exclusivity contractual obligations. Submit potential sponsors to Curling Alberta office for approval prior to solicitation.
5. Work collaboratively with Curling Alberta, Director of Event Operations, Event Manager and the Director of Finance.
6. Curling Alberta will provide an in-ice logo layout for placement of in-ice sponsor logos and advise which in-ice locations are available for local sponsorship placement, if applicable to your event.

7. Work with all Committee Directors to establish a budget. Determine how much money is required to be raised through sponsorships.
8. Consider your approach in raising money. Some suggestions from Curling Alberta:
 - a. Sell advertising with different levels of sponsorship available.
 - b. Sell sponsorship based on specific events or services, i.e., banquet, bleachers, piper, program, signage, or anything that must be paid for. This could be with monetary or in-kind donations (contra), in full or for a discount.
 - c. Consider packaging multiple events if the Host Club or Committee has been awarded more than one event.
 - d. Hold a silent auction at the event.
 - e. 50/50 Draws prior to the event unless otherwise agreed upon with Curling Alberta
 - f. Raffles, Texas Mickey, curling collectables, etc. prior to the event unless otherwise agreed upon with Curling Alberta
 - g) Contact the Curling Alberta office for templates, suggestions, or guidelines. Start early. Twelve months ahead is not too soon to ask for a donation.
9. Send a letter to a person, not a department and follow every letter up with a phone call. Personal contact is recommended. Be sure to use the official title of the event and applicable logos on print material.
10. Use all possible contacts. Do not ask the same company twice, especially if they have already said yes. Keep a tracking document and notify the Host Committee and Chair of every letter or request sent.
11. Deliver what you promise.
12. Be on site to assist sponsor representatives, provide sponsors with tickets to games and social functions, and arrange VIP seating area for sponsors
13. Make sure all sponsors are thanked. Even the smallest donation requires a thank-you.

NOTE: The area of sponsorship in the sport of curling has changed considerably over the past years. Curling Alberta is bound by national and provincial sponsorship agreements that have become critical to the financial viability of national and provincial championships. These agreements vary by event and make co-ordination between local sponsorship committees and Curling Alberta a must. The Director of Sponsorship should contact the Curling Alberta Championship Coordinator or Executive Director prior to engaging in **any** sponsor acquisition.

4. UMPIRE

Curling Alberta will assign a Level III Chief Umpire for the event to handle all on-ice issues. The host committee should name a local officiating coordinator to their host committee, Level II preferred. This person is responsible for recruiting and scheduling volunteer umpires in consultation with the Chief and Deputy Umpire (appointed by Curling Alberta). This person should be someone familiar with officiating and who knows the volunteers in their community. They can obtain a list of local volunteer umpires from Curling Alberta.

Curling Alberta Head Umpire Coordinator, Brenda Rogers, in consultation with the local organizing committee, the Chief Umpire and Curling Alberta Officiating Coordinator can assess the need for an umpires training course as needed. Umpire courses can be booked through the Curling Alberta's Director of Player & Leadership Development, Jason Ginter - jason.ginter@curlingalberta.ca

ROLES & RESPONSIBILITIES

1. Schedule volunteer Level I Timing Umpires, and on-ice observers.
2. Schedule umpires:
 - a. 1 volunteer (does not have to be certified) per draw to update Curling Alberta's website with scoring and draw boards following each draw.
 - b. 1 timer per sheet, per draw (level 1)
 - c. 1 on-ice observer per sheet (or 2 per sheet in an arena setting) (level 1)
 - d. 1 timing supervisor per draw (level 2)
 - e. 2 - 4 game umpires per draw, depending on the number of sheets in use (level 2)
3. Host Committee is responsible for:
 - a. Chief Umpire per diem, accommodations and mileage, as per policy review policy for details, **Appendix D**.
 - b. Curling Alberta is responsible for the Chief Umpire honorarium and Deputy Umpire expenses.
 - c. If there is not a Best Western in the city or town the Championship is being played and the Host Committee is coordinating the Event Room Block, include accommodations for Chief Umpire and Deputy Umpire.
4. Provide designated seating for umpires and coaches. Layout will vary by Host Committee. Consult with the Curling Alberta Championship Coordinator for more details.
5. Coordinate the posting and updating of draw board and standings board at venue.
6. Display team name boards for each draw on scoreboards.
7. Schedule and book space for Umpire meeting with Coaches and Players after team practice prior; conducted by Chief Umpire.
8. Provide to Umpires for each game: line score sheets, clipboards, pencils, paper, time clocks, strategy boards, team roster, etc. (as necessary). Curling Alberta will deliver all supplies prior to the Championship.
9. Confirm availability/delivery of officiating equipment with the Curling Alberta office

OFFICIATING EQUIPMENT

Curling Alberta will provide the necessary officiating equipment for the event, including:

- Laser measure
- Radios and headsets
- Magnetic boards for game umpires
- Time clocks
- Multi-plug extension cords
- Scissors
- Stopwatches
- Pens, paper, pencils

Assign an Umpires' room.

Room should contain the following:

- Above requested items as provided by Curling Alberta
- Access to power outlets to charge radios, etc.
- Internet access
- Sufficient hanging space for Umpires' clothing

- Table and chairs
- Refreshments
- Posted umpire schedule

STAGING REQUIREMENTS:

- Table and chair behind each sheet of ice for timing umpires (off ice – could be lower viewing or upper viewing – depending on venue)
- Chairs, preferably not plastic, on ice for game umpire

5. FACILITY AND ICE

ROLES & RESPONSIBILITIES

This individual(s) will work closely with the Head Ice Technician

1. Obtain any permits and insurance deemed necessary or required by local authorities, i.e., Special Event Insurance.
2. Arrange for lockers and changing room for curlers and coaches (male and female).
3. Reserve chairs for coaches, timers, and statisticians (if used, confirm with Curling Alberta Championship Coordinator).
4. Make sure chairs are available on the ice area for on-ice umpires.
5. Work with Head Ice Technician and Chief Umpire as to cleaning and pebbling of ice for practices, games and fifth end breaks.
6. Work with other committees as to requirements for opening and closing ceremonies, banquets, and decorations.
7. Coordinate live streaming location, equipment, and necessities with Championship Coordinator.
8. Arrange for P.A. system.
9. Arrange for extra bleachers, if required. Contact Curling Alberta Championship Coordinator for event bleacher company contacts.
10. Provide signage area for Team Sponsors. In the off-ice area, the teams will be allowed a maximum space of 1 meter by 2.6 meters (3' x 8') to display their Sponsor Banners.
11. Arrange for a media area and seating with ice visibility (4 seats). Power must be accessible from this area. Wi-Fi and internet connectivity are required.
12. When there is a Title or Presenting Sponsor, ensure sheets of ice where Championship is being played are logo-free unless supplied by Curling Alberta. Contact Curling Alberta office prior to putting in your ice to confirm in-ice logo requirements.

6. HOSPITALITY & ACCOMMODATION:

ROLES & RESPONSIBILITIES

1. Plan all social events, including a team banquet/social and entertainment;
2. If applicable, book a banquet room for each social event as required;
3. Arrange times for social events around draw times (Must be approved by Curling Alberta Championships Coordinator);

4. Plan a banquet/social program – introduction, non-denominational grace, speakers (program must be approved by Curling Alberta);
5. Arrange a hospitality room for teams and provide snack items (optional). Team changing rooms must be provided at the very least;
6. Arrange for snacks and beverage in umpires and volunteer room;
7. Arrange for parking for teams and host vehicles at the Curling Club;
8. Arrange for a welcome bag for each team. Suggested items to include, 4 water bottles, 4 packages of gum, host city tourism information, etc.;
9. If a Best Western hotel is not available in your community, ensure that the committee has blocked rooms at a host hotel and communicate that choice with Curling Alberta's Championship Coordinator;
10. Ensure Chairperson receives accommodation booking details for use in the competitor welcome letter;
11. Arrange for P.A. system.

7. PHOTOGRAPHY

ROLES & RESPONSIBILITIES

The photographer should be a professional or at least take professional grade photographs. All photographs are to be shared with Curling Alberta. The photographer should work closely with the Social Media Director to ensure relevant pictures are being shared.

1. The photographer will take team pictures in between practice ice times before the start of the event. These must be provided to Curling Alberta on a USB drive.
2. The photographer is encouraged to take pictures throughout the event, including banquet/social event, opening & closing ceremonies, and field of play pictures.
 - a. Take images of sponsor acknowledgement, such as in-ice logos, signage, sponsored areas/programs, etc.
 - b. Individual curler headshots are encouraged but not mandatory
3. The photographer will follow the following guidelines when taking team pictures.

TEAM PHOTOGRAPH REQUIREMENTS:

Sent in jpeg format and of good quality, lighting, and high resolution (minimum 300 dpi and 3 x 5 image size)

Teams must be in team apparel, standing in the following order (L to R): Skip, Third, Second, Lead, Coach (standing shoulder to shoulder; Coach must be in photo for U20, U18 and U15; no hats preferred).

Pictures to be taken from the waist up.

Taken off-ice with a blank (neutral) background – NO advertising.

NO Medals, crests, or awards in hand.

Gold medal team photos are required to be sent to Curling Alberta Championships Coordinator immediately following the final game.

8. PROGRAMS (DIGITAL) & PRINTING

ROLES & RESPONSIBILITIES

The host committee is responsible for the production of a digital program. If the committee would like access to a program template, the committee representative should contact Curling Alberta's Championship Coordinator at least two months before the event. The committee can also choose to pay a graphic designer to produce the program. After the qualifiers have been completed, Curling Alberta's Championship Coordinator will collect team photographs and player biography forms and forward them to the host committee for use in the event program.

Event programs no longer need to be printed as they were in the past. Digital programs (.pdf) are now required. The host may choose to professional print and sell programs for extra revenue, however all costs incurred are at the expense of the host.

1. Prepare a digital program with correct event title and sponsors
2. Liaise with Curling Alberta office to ensure all team photographs and biographies are received.
3. Determine program content and format – advertising, sponsors, messages, draw grid and standings grid.
4. Seek sponsorship and/or contract for printing of programs, tickets, signage, etc.
 - a. Collaborate with all other directors to ensure their printing and signage needs are met.
5. Obtain and include Provincial Qualifying team photos for the program (except U21 Mixed Doubles and open events with no Provincial Qualifier). Be in direct contact with Curling Alberta office to ensure delivery of these photos following Provincial Qualifiers.
6. Allow space for team sponsor recognition. This is usually done under the team's names below the photos in the program.
7. As per Provincial Sponsor Agreements, when there is a Title/Presenting sponsor, reserve inside and outside back cover of the program, along with one-two additional pages for Curling Alberta sponsor ads.
8. Leave room for greetings from: Title/Presenting Sponsor, Curling Alberta President, Host Committee Chairperson, Host Club President, and local government officials.
9. Curling Alberta to review draft of program and approve prior to printing or publishing.

The program should include:

- Event title and logo on cover
- Curling Alberta logo on the cover
- Message from Curling Alberta President
- Draw and schedule of events
- Full page advertisement for title sponsor, if applicable
- Full page advertisement from Curling Alberta
- Team pictures
- Team Sponsors

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 Curling Alberta Provincial sponsors (see sponsorship for a list).

9. FUNDRAISING AND TICKETS

ROLES & RESPONSIBILITIES

TICKETS:

Develop a ticketing program.

- Decide on prices – per game – per day.
- Event passes for a spouse or guest of the competitors can be distributed at the discretion of the Host Committee.
- Any merchandise and souvenirs (shirts, hats, pins, etc.) subject to Curling Alberta approval.
- For reporting purposes and future event coordination, track daily attendance.

FUNDRAISING:

1. Plan fundraising activities prior to and during the event (ex. 50/50, raffle, silent auction);
 - a. 50/50's and raffles during the event must be approved by Curling Alberta.
2. If approved or hosting prior to event:
 - a. Acquire gaming license;
 - b. Recruit and train volunteers to sell 50/50 and raffle tickets, if necessary;
 - c. Print, distribute, and sell tickets for the event (if committee chooses too);
 - d. Recruit and train volunteers to sell event admission tickets, if necessary.

10. CEREMONIES

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

ROLES & RESPONSIBILITIES

PLANNING CHECKLIST:

- | | |
|---|---|
| ▪ Confirm time for Opening Ceremonies with Curling Alberta | ▪ Determine order of procession of all participants |
| ▪ Send invitations to potential guest speakers | ▪ Determine on-ice location of dignitaries, piper, teams |
| ▪ Arrange for a piper | ▪ Determine requirements for a podium and microphone (arrange for rental if needed) |
| ▪ Arrange for a singer of the national anthem | ▪ Prepare a program for the master of ceremonies |
| ▪ Determine who will be the Master of Ceremonies | ▪ Coordinate the piper, dignitaries, team on the day of |
| ▪ Determine who will throw the ceremonial rock and sweepers | ▪ Curling Alberta will provide one set of nameboards for the teams to be introduced. These nameboards will also be used on the scoreboards. |
| ▪ Ensure team signage is prepared for ceremonies | |
| ▪ Obtain flags (if using) | |

SAMPLE OPENING CEREMONIES:

- The length of the Opening Ceremony should be 30-40 minutes at most. 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, skip's/team's names only
6:28	Mayor - Welcome on behalf of the host municipality
6:30	MLA - Welcome on behalf of the Province of AB
6:32	Curling Alberta Liaison - Welcome on behalf of Curling Alberta
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	Honorary Rock is thrown
6:42	MC wishes all of the team's 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.

CLOSING CEREMONIES:

- Closing ceremonies occur immediately after final draw and should be short and sweet.
- Ceremonies usually held in lounge area of venue or may be held on ice depending on crowd in attendance.
- Arrange for table to display awards; use the Curling Alberta black tablecloth to drape the table.
- Consider displaying all medals, trophy and awards for the final games.
- Consider dressing up the table with flowers.
- Coordinate with the Curling Alberta office regarding presentation of the awards and Curling Alberta Sponsor participation.
- Closing remarks from Host Committee representative.

APPENDIX D: UMPIRE REMUNERATION

EVENT	UMPIRE	RENUMERATION	WHO PAYS
Provincial Championships	Chief Umpire	\$60/day per diem	Host
	Chief Umpire	Hotel (if required)	Host
	Chief Umpire	Mileage - \$0.51/km (paid if outside 50 km from residence)	Host
	Chief Umpire	Honorarium \$200	Curling Alberta
	Deputy Chief Umpire	\$60/day per diem	Curling Alberta
	Deputy Chief Umpire	Mileage - \$0.51/km (paid if outside 50 km from residence)	Curling Alberta

NOTES:

HOST COMMITTEE:

- Curling Alberta will invoice the Chief Umpires expenses, (per diem and hotel & mileage, if applicable) and submit a Chief Umpire invoice to the Host Committee upon completion of the event.

CHIEF UMPIRE:

- Responsible to submit all officiating expense claims to Curling Alberta.
- All expense forms must be submitted by the Chief Umpire within 30 days of the completion of the event.
- Chief Umpires at provincial championships will submit mileage, accommodations, and per diem expenses directly to Curling Alberta for payment.

GENERAL INFORMATION FOR ALL UMPIRES:

- Any Chief or Deputy Umpires expecting to receive remuneration from Curling Alberta should submit their banking information to one of the association's Competitions Coordinators at the beginning of the season.
- When applicable, book your accommodations at a local Best Western whenever possible. Please call directly and request a room from the Curling Alberta room block and use corporate number **01539280**.
- Hotels may only be used if the mileage cost outweighs the cost of the hotel.
- Expenses for any additional Level 2 umpires must be pre-approved by Curling Alberta and only mileage and accommodation expenses will be paid.

APPENDIX E: WELCOME LETTER TEMPLATE

Greetings!

Congratulations on your qualification to compete in the *(year) Alberta Boston Pizza Cup, Presented by Best Western*. We're excited to be hosting this provincial championship in the *(venue)*. We look forward to an exciting event as you, the competitors, will be showcasing your curling skill gained through many years of training and hard work. We undoubtedly have the finest talent in *(category)* curling in Alberta and are excited to crown the next representative for the *(Canadian Event) (location)*. Although only one team advances from this event, we hope that you all will have an enjoyable and memorable time in the *(host city)* at the *(year) (category)*.

Sincerely,

ABC Host Committee

ACCOMMODATION INFORMATION

The host hotel for the *Alberta Boston Pizza Cup, presented by Best Western* will be the

- Best Western *(hotel name), (location)*
- The hotel is less than *(_ minutes)* from the *(Venue)*, where the event will be held.
- The rate for all rooms *(single, double queen or king mini-suite)* during the event will be *(rate)* plus taxes.
- All guest rooms include *(list amenities, e.g., deluxe continental breakfast, local calling and morning newspaper. Complimentary internet service is also provided with a hard-wire connection in each guest room and wireless available in the lobby area.)*
- There is a full service restaurant and lounge on site.
- To make a reservation or get additional information on the hotel, check their website *(e.g., www.bestwesterndenham.com/)* or call *(hotel phone #)*.

TEAM PHOTOGRAPHS

Official team photographs will be taken, *(date & time)* after each practice shift comes off of the ice. Please ensure that you are dressed in your team uniforms for this practice.

LOCKER ROOMS

The teams will be using dressing rooms as their locker rooms.

Each team will be assigned to one of three dressing rooms designated for players/coaches, and a fourth dressing room will be available for female coaches.

Security of these dressing rooms will be provided by our Security Committee members from

one hour prior to first draw until 30 minutes following last rock of the day for the duration of the event.

CEREMONIES

The opening ceremonies will be held at *(date & time)* in the *(venue)*. We ask all teams to be at the *(venue)* by *(time)* to help get lined up. All teams and players are required to attend the opening ceremonies. Each team will be assigned a junior male curler to carry in your team sign.

OPENING BANQUET

The opening luncheon starts at *(time)* on *(date & location)*

All teams and players are required to attend.

We have extra tickets for the public, which will be available for *(\$ per ticket)*.

If you would like to purchase extra tickets for the banquet, please email *(contact & email)*.

LOUNGE AND ENTERTAINMENT

(List lounge hours and entertainment, if applicable)

50-50 AND RAFFLE PRIZE DRAW

There will be a 50-50 event held at each draw during the event, for a total of *(# of draws)* potential prizes.

(If applicable) We will also be having a raffle draw for prizes. Get your ticket for only *(\$\$)* for a chance to win.

CITY MAP

(Location and access to venue and other city/town amenities)

PRACTICE SCHEDULE

(Insert Schedule of Events)

SCHEDULE OF EVENTS

(Insert Schedule of Events)

PROVINCIAL CHAMPIONSHIPS

MEN'S

Official Title: **Alberta Boston Pizza Cup, presented by Best Western**

Event Logo will be provided by Curling Alberta Championship Coordinator.

Competition format is a twelve - team championship, with two pools of six teams playing a full round - robin within each pool. The top two teams in each pool will qualify for a four - team page playoff.

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules.

Schedule of Events (to be used as a guide, *Curling Alberta to approve final Schedule of Events*) Sponsor Fulfillment information will be provided by Curling Alberta to the Host Committee Chair.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw boards, standings board
3. Officiating equipment
4. Two sets of Team name boards (Opening Ceremonies, score boards)
5. Two Trophies (BP Cup & Bo Davdiuk) for display and presentation
6. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter
4. Bo Davdiuk keeper trophy to award winner
5. Best Western Room Block, when applicable

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel (via Curling Canada) to each team member (x 4):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. "Kits" from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

WOMEN'S

Official Title: **Sentinel Storage Alberta Scotties Tournament of Hearts** (to be used verbatim, on- line, print and verbal communication)

Event Logo will be provided by Curling Alberta.

Competition format is a modified triple knockout followed by a page playoff.

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules.

CURLING ALBERTA SPONSORSHIP FULFILLMENT:

- Kruger
 - Co-Title Sponsor Women's Provincial Championship
 - IN-ICE Logos (paid for and provided by Kruger)
 - 8 button logos (2 STOH Logos per each playing sheet)
 - 32 house logos (8 per playing sheet) – positions of logos would be at the 1,5,7 and 11 o'clock positions around the house
 - SCOTT Provincial Championship trophy to be presented by a member of SCOTT
 - Generic welcome banner, if requested (paid for and arranged for by SCOTT)
 - Rights to a booth at Women's Championship
 - In-side cover of program
 - Logo on Front page of program
- Best Western
 - Curling Alberta will provide BWI with Program ad space at Curling Alberta events and shall give BWI able prior notice to prepare ads
- Sentinel Storage
 - Co-Title Sponsor Women's Provincial Championship
 - IN-ICE Logos (paid for and provided by Sentinel Storage)
 - 1 center ice logo per sheet of ice
 - Rights to a booth at Women's Championship
 - Other rights as negotiated by Curling Alberta
 - Outside cover of program
 - Logo on front page of program

NOTE: *Use of all Curling Alberta provincial sponsor logos must be sent to Curling Alberta office for approval.*

KRUGER PROVIDES TO THE EVENT (via Curling Alberta):

1. Material for display purposes
2. Clothing package for winning teams (includes jackets and shirts)
3. Winners receive gold chains and pendants in shape of the four hearts (presented at Nationals)
4. Runners-up receive crystal jewelry container (Presented at Provincial Championship)
5. Four red heart crests to be worn on provincial jackets
6. Trophy
7. Provincial banner to be displayed in home club – Kruger provides

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta Banner
2. Draw boards, standings board
3. Officiating equipment, as detailed in Hosting Guide
4. 2 sets of Team name boards (Opening Ceremonies, scoreboards)
5. Trophy for display and presentation to winning team
6. Host Community Banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel (via Curling Canada) to each team member (x 4):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Bronze and Silver)
3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship.
4. Provincial banner to be displayed in home Club (via Curling Canada) presented at year end Curling Alberta awards celebration

UNDER 20

Official Title: **Curling Alberta U20 Provincial Championships** (to be used verbatim, on-line, print and verbal communication)

Competition format is an eight-team round robin.

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor’s Guide and related championship Appendix for further competition related details, format, and rules. Junior Men’s and Women’s Provincials will be scheduled at the same time and place at the discretion of Curling Alberta and the Host Committee.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw boards, standings board
3. 1 set of Team name boards (Opening Ceremonies, scoreboards)
4. Officiating equipment, as detailed in Hosting Guide
5. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION TEAM:

1. Team Alberta apparel to each team member (x 4 players, 1 coach):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Bronze and Silver)
3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

MIXED

Official Title: **2021 Curling Alberta Mixed Provincial Championship**

Competition format is an eight-team round robin.

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw boards, standings board
3. 1 set of Team name boards (Opening Ceremonies, score boards)
4. Officiating equipment, as detailed in Hosting Guide
5. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 4):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

MIXED DOUBLES

Official Title: **Curling Alberta Mixed Doubles Provincial Championship**

Competition format is a modified triple knockout followed by a page playoff.

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw boards, standings board
3. 1 set of Team name boards (Opening Ceremonies, scoreboards)
4. Officiating equipment, as detailed in Hosting Guide
5. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. "Kits" from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

SENIORS

Official Title: **Curling Alberta Senior Provincial Championships**

Men's Competition format is an eight-team round robin. Women's is open, format TBD

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules. Senior Men's and Women's Provincials will be scheduled at the same time and place at the discretion of Curling Alberta and the Host Committee.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw Boards, standings board

3. 1 set of Team Name Boards (Opening Ceremonies, score boards)
4. Officiating equipment, as detailed in Hosting Guide
5. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

MASTERS (MEN’S AND WOMEN’S)

Official Title: **Curling Alberta Master Championships**

Men’s Competition format is an eight-team round robin. Women’s is open, format TBD

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor’s Guide and related championship Appendix for further competition related details, format, and rules. Senior Men’s and Women’s Provincials will be scheduled at the same time and place at the discretion of Curling Alberta and the Host Committee.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw Boards, standings board
3. 1 set of Team name boards (Opening Ceremonies, scoreboards)
4. Officiating equipment, as detailed in Hosting Guide
5. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts

- 1 Alberta keeper crest
- 1 National keeper heart crest
- 2. Medals for winners (Gold) and finalists (Silver)
- 3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship
- 4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

UNDER 18

Official Title: **Curling Alberta Optimist U18 Provincial Championships**

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor’s Guide and related championship Appendix for further competition related details, format, and rules. U18 Boy’s and Girl’s Provincials will be scheduled at the same time and place at the discretion of Curling Alberta and the Host Committee.

1. Curling Alberta banner
2. Optimists banner
3. Draw boards and standings board
4. 1 set of Team name boards (Opening Ceremonies, scoreboards)
5. Officiating equipment, as detailed in Hosting Guide
6. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

Contact Curling Alberta for sponsor fulfillment obligations.

CLUB CHAMPIONSHIPS

Official Title: **Nature's Bounty Alberta Club Championships Presented by Original 16**

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules. Club Championship (Men's and Women's) Provincials will be scheduled at the same time and place at the discretion of Curling Alberta and the Host Committee.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw Boards, standings board
3. 1 set of Team name boards (Opening Ceremonies, score boards)
4. Officiating equipment, as detailed in Hosting Guide
5. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. "Kits" from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

UNDER 15 (COMBINED BOYS AND GIRLS)

Official Title: **Curling Alberta Curlers Corner U15 Provincial Championships**

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules.

1. Curling Alberta banner
2. Optimists banner
3. Draw boards and standings board
4. 1 set of Team name boards (Opening Ceremonies, scoreboards)
5. Officiating equipment, as detailed in Hosting Guide
6. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

WHEELCHAIR

Official Title: **Curling Alberta Wheelchair Provincial Championship**

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor’s Guide and related championship Appendix for further competition related details, format, and rules.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw boards
3. Standings board
4. 1 set of Team name boards (Opening Ceremonies, scoreboards)
5. Officiating equipment, as detailed in Hosting Guide
6. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
5. “Kits” from Curling Canada – with instructions, information and forms to be signed for National Championship.
6. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

UNDER 21 MIXED DOUBLES

Official Title: **Curling Alberta U21 Mixed Doubles Provincial Championship**

Competition format for the Provincial Championship will be a round robin format with a maximum of 4 pools of 6 teams each. Following round robin a total of 8 teams (i.e., the first place and second place teams in each pool, assuming 4 pools) will qualify for single elimination playoff to determine a Provincial champion. If the Provincial entries are less than 24 teams, the draw and pool format may be adjusted accordingly by Curling Alberta. This event shall be completed in no more than three days, and with rare exception (tie- breakers), no team should play more than three games in one day.

Visit the Curling Alberta website (www.curlingalberta.ca) or contact the office to attain a copy of the current Competitor's Guide and related championship Appendix for further competition related details, format, and rules.

CURLING ALBERTA PROVIDES TO HOST COMMITTEE:

1. Curling Alberta banner
2. Draw boards
3. Standings board
4. 1 set of Team name boards (Opening Ceremonies, scoreboards)
5. Officiating equipment, as detailed in Hosting Guide
6. Host Community banner

CURLING ALBERTA PROVIDES TO PROVINCIAL PARTICIPANTS:

1. Curling Alberta Competitors Guide and Appendix
2. Provincial paper work
3. Host Committee welcome letter

CURLING ALBERTA PROVIDES TO PROVINCIAL CHAMPION:

1. Team Alberta apparel to each team member (x 2 players, 1 coach if applicable):
 - 1 Team Alberta jacket
 - 2 Team Alberta shirts
 - 1 Alberta keeper crest
 - 1 National keeper heart crest
2. Medals for winners (Gold) and finalists (Silver)
3. "Kits" from Curling Canada – with instructions, information and forms to be signed for National Championship.
4. Provincial banner to be displayed in home Club, presented at year end Curling Alberta awards celebration

CURLING ALBERTA THANKS OUR PARTNERS

