



NSCA CHAMPIONSHIP HOST COMMITTEE STRUCTURE

GENERAL

All NSCA events are Championship Events (“Championship”) regardless of whether they are Regional Playdowns/Zones/Final Berths/Qualifiers or a defined Championship leading to a Regional or CCA Championship.

The Host Club shall establish a NSCA Championship Host Committee (“Host Committee”) to organize and conduct a successful Championship. The chair of this committee shall be the principal contact between the host club and the NSCA liaison with respect to the Championship.

Depending on the level and complexity of the event some positions are not required as long as the functionality is assumed by a member of the host committee.

The Host Committee can consist of the following:

- I. Host Committee Chairperson**
 - a. Secretary/Treasurer
 - b. Ceremonies Chairperson
 - c. Publicity Chairperson
- II. Ice Chairperson**
- III. Registration Chairperson**
 - a. Draw Chairperson
 - b. Umpires Chairperson
- IV. House and Building Chairperson**
 - a. Bar Chairperson
 - b. Hospitality/Kitchen Chairperson
- V. Website Chairperson**



I – HOST COMMITTEE CHAIRPERSON

- Responsible to review and become familiar with NSCA General, Specific and Special Hosting Guidelines for the Championship
- Responsible to review applicable NSCA Policies (Refer Appendices attached)
- Responsible for the overall planning and preparation of the Championship
- Liaise with the NSCA Championship Liaison during all phases of the planning and running of the Championship; **the Liaison is the point of contact between the Host Committee and the NSCA**
- Serve as member of the Championship Appeals Committee (*unless a competitor in the Championship*)
- Arrange for special guests at social functions, to include (as appropriate):
 - NSCA President and/or NSCA Championship Liaison
 - Representative of any special sponsors
 - Municipal Mayor, Warden, MLA or other civic official
- Act as Master of Ceremonies for the opening and closing ceremonies
- Ensure compliance with NSCA Sponsorship Exclusivity Guidelines
- Liaise with Chief Umpire for the event

a – SECRETARY/TREASURER

- Forward information regarding the Championship to all participating clubs no less than 30 days prior to the event This includes such information as;
 - Accommodations,
 - Banquet/luncheon,
 - Registration,
 - Practice times, etc.
- Responsible for all monies collected as a result of charging Spectator Entrance Fees and accounting of same to the NSCA within 10 days of the event in accordance with the spectator Entrance Fee Policy

b – CEREMONIES CHAIRPERSON (NOT REQUIRED FOR PLAYDOWNS AND/OR REGIONAL QUALIFIERS)

- Responsible for welcoming remarks from Chairperson, Club President, NSCA Championship Liaison, Special guests, etc.
- Responsible for awards table at the closing ceremonies
- Closing Ceremonies shall include NSCA Championship Liaison, Host Committee Chairperson, Sponsors (if available), etc.
- The NSCA Championship Liaison will present all NSCA trophies
- Any sponsors in attendance will present any sponsorship awards
- **Championships requiring Opening Ceremonies (subject to discussion with NSCA Liaison)**
 - Responsible for engaging a piper (or suitable taped music)
 - Organize a “march-on” of teams, including coaches and guests
 - Arranging for the introduction of teams
 - Providing for an “on-ice” microphone if required
 - Opening Ceremonies shall include the following guests, if in attendance:



- NSCA President, Regional Director and Liaison
- President of Host Club and second club, if necessary,
- Representative of any special sponsors
- Municipal Mayor, Warden, MLA or other civic official
- Person holding the broom
- Person throwing the ceremonial “first stone”
- Chief Umpire

c – PUBLICITY CHAIRPERSON

- Responsible for all promotion and publicity related to the championship.
- Well in advance of the Championship, prepares information for all participating Member Clubs of the NSCA with details of the schedule, including pre-Championship practice ice (if applicable), start and end of Championship, planned special events and alternate accommodations *if Comfort Inn not in the area* (as per NSCA Sponsor Exclusivity Guidelines). Submit to Host Committee Secretary/Treasurer for mailing and/or to Website Chairperson to post on website
- Reserve seats for attending media, as required
- Media will only have access to the ice shed for on-ice photographs under the direction and supervision of the Chief Umpire or their designate for officiated Championships and the NSCA Championship Liaison for un-officiated Championships
- Arranges for an official photo of the winning team(s)
 - Required: Digital format only; Resolution: No less than 300 dpi; Size: No less than 4” x 6” (horizontal orientation). Left to Right: Skip, 3rd, 2nd, Lead, 5th and Coach. No Advertising is permitted in the background – including club identifier
 - Photos must be e-mailed to the NSCA Executive Director no later than 12 am (midnight) on the date of the conclusion of the event

II – ICE CHAIRPERSON

- Ensure there are no advertisements in the ice shed or ice surface that conflict with the NSCA Sponsorship Exclusivity Agreements. The NSCA Championship Liaison must approve any exceptions prior to the commencement of the Championship
- Ensure that the ice surface is in the best possible condition (Contact the Director Competitions, if assistance is required via the Championship liaison)
- Ensure the ice is shaved, pebbled and “clipped” between the 1st & 2nd pre-Championship practice rounds and between draws during the Championship
- Ensure ice is cleaned at the 5th end break, for ten (10) end games and at the 4th end break for eight (8) end games
- Ensure all burned-out lights are fixed
- Ensure scoreboards are intact (no missing nails or numbers)
- Ensure walkways are reasonably clear – for safety
- Ensure measuring devices are in good working condition
- **For Officiated Championships**
 - Arrange secure placement of clocks, including appropriate shelving and electric outlets
 - Liaise with the Chief Umpire to schedule ice maintenance



- Where NSCA Competition Stones are used:
- Check with the NSCA liaison regarding the delivery and pick-up of the stones

III – REGISTRATION CHAIRPERSON

- Obtain the list of teams entered in the event from NSCA liaison
- Responsible for registration of teams to include
 - Advising Chief Umpire and/or NSCA Championship Liaison of any changes in the team line-up
 - Registering any 5th Players, if not previously registered
 - Official copy submitted to Chief Umpire
- Prepare a list of all teams' accommodations and cell phone numbers for contact purposes during the Championship. (A copy is to be provided to Chief Umpire and the NSCA Championship Liaison)
- Responsible to provide information re Doctors, dentists, hospitals, local attractions, taxi, etc
- Responsible to plan a Program Booklet for the Championship, that will be available to all competitors, media, and special guests. At the Host Committee's discretion, copies may be available for spectators. (A Program Booklet is not required for any regional playdown or qualifier) The Booklet should include:
 - Full name of the event,
 - The host club and assisting club, if any,
 - Welcoming messages from the NSCA President (*if provided*), Club President(s) and Local Officials,
 - The rosters and affiliations of participating teams
 - The draw and schedule of play,
 - Credit for advertising by local sponsors
- Ensure a diagram of all safety features of the facility is displayed at the Registration Desk and posted throughout the building and locker rooms

a – DRAW CHAIRPERSON

For Un-officiated Events:

- Obtain sufficient official scorecards from the NSCA Liaison prior to the commencement of the Championship
- Ensure the NSCA liaison has provided the draw sheets and draw schedule (Club to prepare "large sized" draw sheets and schedule)
- Responsible for the posting and keeping game results updated
- Prepare scorecards and ensure they are properly completed for each game
- Prepare and post, for each game, signs indicating the names of players for each team and their home club or region
- Must have a member of each team sign the scorecard
- Confirm results of games for the Website Chairperson or their designate

For Officiated Events



- Coordinate completion of the official scorecards provided by the Chief Umpire in concert with the Timing Supervisor
 - Ensure the Liaison has forwarded draw sheets and draw schedule (Club to prepare “large sized” draw sheets and schedule)
 - Responsible for the posting and keeping game results updated
 - Ensure scorecards are properly completed for each game including obtaining the signature of the thirds at the conclusion of each game
 - Prepare and post, for each game, signs indicating the names of players for each team and their home club or region
 - Return completed scorecards for all games after each draw
 - Confirm results of games to Website Chairperson or their designate
 - Assist Chief Umpire as requested

b – UMPIRES CHAIRPERSON

- Serve as member of the Championship Appeals Committee if the Host Committee Chairperson is a competitor in the Championship
- **For Un-officiated Championships**
 - Arrange for a person familiar with current curling rules, preferably a qualified Level I Umpire, to be available on site to:
 - Time practices
 - 4th or 5th end breaks
 - Time-outs - should the championship allow 5th players or coaches
 - Time between regular play and extra ends - if requested by teams
 - Act as a third party arbitrator should a team require assistance
- **For Officiated Championships**
 - Through the Host Committee Chairperson, identify the Chief Umpire and communicate with them regarding officiating such matters as:
 - Scheduling of Timers Clinic, if applicable
 - Pre-event practice times
 - Provide umpires with a locked room, if available or required
 - Liaise with NSCA Chief Umpire for arrival and placement of time clocks
 - Reserve seats for viewing for
 - NSCA President, Regional Director and Liaison
 - Chief Umpire
 - Timers
 - Scorers
 - Sponsor Representative
 - Coaches and/or 5th Players
 - Appoint Supervisors of Timers to be present 45 minutes before each draw. Supervisor is responsible for:
 - Obtaining sufficient timing sheets from the NSCA Chief Umpire before the championship begins.



- Ensuring timers are present and familiar with
 - Equipment
 - Procedures and guidelines
- Setting up timing sheets after coin toss
- Liaising with timers during game
- Acquiring sufficient number of clipboards, pencils, pencil sharpener, stopwatches
- Receiving timing sheets, pencils and stopwatches after game
- Preparing for next draw
- *Pre-competition Practice:*
 - Confer with Ice Chairperson re: scheduling of ice shaving between 1st and 2nd round of practice

IV – HOUSE AND BUILDING CHAIRPERSON

- Responsible for overseeing the cleaning of building (entryway, locker rooms, washrooms, kitchen, club room) before competitors arrive in the morning and throughout the Championship
- Responsible for ensuring snow removal in parking lot, walkways, and fire escapes
- Responsible for set up and takedown of tables and chairs for all functions – as well as bleachers, if available
- Responsible for replacing burned-out light bulbs in host club and locker rooms
- Responsible for replacement of supplies in washrooms, in ice shed and club rooms. Responsible to honor Scott Paper by using their products in accordance with the NSCA Sponsorship Guidelines
- Responsible for ensure parking lot is available for teams, umpires and guests during the event
- Ensure lockers are available for competitors, if requested
- Ensure that a comprehensive first aid kit is accessible at all times and replenished as required

a – BAR CHAIRPERSON

- Responsible to have trained bar stewards on duty throughout the Championship
- Responsible to ensure that alcoholic bar service is not available to anyone participating (includes coaches and chaperones) in a Junior Championship at any level
- Responsible to ensure bar is stocked
- Responsible to honor any NSCA Sponsorship Exclusivity Guidelines
- All conflicting signage (as per the NSCA Sponsorship Exclusivity Guidelines) will be removed or covered to the satisfaction of the NSCA Championship Liaison

b – HOSPITALITY AND KITCHEN CHAIRPERSON

- Responsible to ensure the comfort of competitors, guests and club members at all times
- Responsible for the conduct of any required banquets, buffets or provision of finger foods as outlined under the Special Hosting guidelines for the Championship Event.
- Responsible for appropriate reception for the competitors, special guests and Host Committee
- Responsible for providing post-game snacks to the participants
- Responsible to ensure kitchen facilities are available for the duration of the Championship



V – WEBSITE CHAIRPERSON

- Ensure a computer and printer are available for the duration of the Championship
- Secure a server and contact the NSCA for linking to the NSCA Championship web-site
- Arrange for volunteers to post “end by end” results, at least every two (2) ends except where prohibited by media contract and as advised by the NSCA Championship Liaison
- Set up e-mail pick up for teams
- Post all information for teams provided by Publicity Chairperson
- Website sponsors must not be in conflict with the NSCA Sponsors Exclusivity Guidelines

VI – APPLICABLE NSCA POLICIES

Various NSCA policies and Guidelines are applicable for hosting events as well as for the conduct of the Championship. Some of these policies will require posting in a close proximity to the posted Draw Trees and Draw Schedules:

Code of Conduct Policy (to be posted)
Harassment & Discrimination Policy (to be posted)
Conflict of Interest Policy
Volunteer Screening Policy
Inclement Weather Policy
Sponsorship Exclusivity Guidelines
Privacy Policy
Quality of Ice