

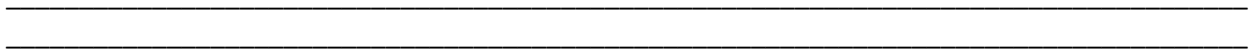


Canadian Two-Person Stick Curling Championship Hosting Package

CSCA Event Co-ordinator

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(1) Introduction:

Thank you for considering hosting the Canadian Two-Person Stick Curling Championship. Provided in this document are the hosting guidelines to assist you in preparing a bid and hosting a successful event.

We encourage you to also read the related Canadian Two-Person Stick Curling Championship “Logistics” document.

(2) Participant Eligibility

At this point the CSCA national championship is a combination of an earned and open registration event.

Each provincial / territorial association that holds a provincial championship is guaranteed four berths at the national championship. The provincial / territorial championship winners in their open and women’s divisions championships earn a berth to the championship and those berths are included in the four guaranteed berths. The provincial / territorial championship berths must be designated by March 1 of the championship year or they are relinquished and added to the open registration pool.

The remaining provincial / territorial berths are available to the first teams that register from that province / territory by September 30. After September 30 any reserved spots not confirmed will revert to the general registration pool.

Provinces / territories that do not hold a championship are allocated one reserved berth that is filled on a first reserved basis. . After September 30 any reserved spots not confirmed will revert to the general registration pool.

Registration is then open to teams from any geographical area in Canada on a first reserved basis beginning October 1st.

To clarify: If the CSCA national championship is held in April 20X2 then:

- 1) Provincial /territorial champions must be declared by March 1, 20X2
- 2) Remaining provincial / territorial berths deadline is September 30, 20X1
- 3) Open registration starts October 1, 20X1

(3) Minimum Number of Ice Sheets

The CSCA national championship will require a minimum of eight (8) sheets of ice but no maximum number of ice sheets is specified. The rule of thumb is that an ice sheet is required for every eight (8) teams registered. The ice sheets can be available in one club or from a combination of two (2) or more clubs. The primary bid club is responsible for the availability of ice sheets and their ice maintenance quality.

All curling facilities must be wheelchair accessible.

(4) Spiel dates / Length

The CSCA national championship will be held in April. The minimum spiel length required is four (4) days.

(5) Host Committee

There must be a host committee with an overall championship chair who is accountable for the efficient operations in key areas such as facilities, registration, fundraising, draw creation, live scoring, food & beverage, opening and closing ceremonies, officiating, etc. The host committee commits to liaising with the CSCA tournament chair on a timely basis about tournament preparation progress.

As this is a national championship it is important that the host committee ensure that there is adequate accommodation space within a reasonable distance of the hosting rink(s). The host committee will arrange for adequate accommodations and communicate the accommodation options to the CSCA and championship participants.

(6) Championship Rules

The host committee will follow the CSCA rules as set out on the CSCA website for championship play.

Please also refer to the related Canadian Two-Person Stick Curling Championship Logistics document

(7) Entry Fees

The Entry Fee should be determined in consultation between the CSCA and the host club tournament committee. The host club tournament committee should consider past Entry Fees, the financial report from the prior host committee and any budgeting factors specific to their hosting effort in determining the planned Entry Fee. Any subsequent amendment request to the Entry Fee must be approved by the CSCA after consultation with the host club tournament committee.

(8) Revenue Distribution

1. The host club shall retain:
 - a. all registration proceeds generated from this championship event.
 - b. all proceeds generated from fundraising activities undertaken by the club in conjunction with this championship event.

2. The host club will provide at their cost:
 - a. The host club will pay a fee of \$250 payable by cheque to **Canadian Stick Curling Association**. This hosting fee must be dated for March 15th of the year the hosting bid is submitted. The fee is refundable if your club is not selected. The fee will be fully refunded at the conclusion of a successful championship event and upon receipt of the final budget report and event evaluation.

- b. Prize payouts in a total amount that equates to 25% of the registration fees. Payouts should be made to each team that qualifies to move into the quarter finals. If a division does not have quarter finalists then payout should be made to the teams that move into the semi-finals. Further payouts will be made to the winners of the quarter-finals, semi-finals and finals. The amount of each payout is the purview of the host club but they must ensure that the payouts are equal in each division.
- c. The necessary number of ice sheets
- d. Ice maintenance as specified in the logistics document
- e. In-ice space, for the entire curling year, for two (2) CSCA sponsor logos at the hog line and two (2) CSCA logos at the near end hacks
- f. Food and beverage facilities throughout the event
- g. Opening and closing ceremonies
- h. A championship banquet
- i. Space to conduct the annual CSCA annual general meeting
- j. A rules official
- k. Volunteers with a laptop to enter live scoring results
- l. An event registration package
- m. Wheelchair lines as per Curling Canada Rule 19(6)

3. CSCA will provide the following:

- a. A CSCA grant to the host committee of 20% of the annual sponsorship received by the CSCA, up to a maximum of \$1,500.
- b. In-ice mesh logos
- c. Two (2) Canadian Championship Crests per division
- d. Two (2) Canadian Championship runner up crests per division
- e. Canadian Qualifier crests, for each division, for the number of players exiting pool play minus four (4)
- f. Standardized Canadian draw schedule for the applicable number of teams
- g. Event posters
- h. Application forms
- i. Permission to use the CSCA logo
- j. Access to grant applications (if available)
- k. CSCA website announcement listing
- l. On line scoring – Live results page
- m. Liaison for the host organizing committee
- n. Sponsor poster materials / banners to be displayed during the event

(9) Post Championship:

- a. The host committee will submit a financial report to the CSCA Championship Committee by August 1st of the hosting year.
- b. The host committee will make a copy of their budget and financial report available to the club hosting the next championships.
- c. The host committee will submit an event evaluation to the CSCA Championship Committee by August 1st of the hosting year. The event evaluation document is located in Appendix A.

Revision History:

- 1. June 13, 2021 – Original document**
- 2. April 12, 2022 – Revision by CSCA executive.**
- 3. April 16, 2022 – Revision by Championship Committee Chair**

APPENDIX A

Canadian Stick Curling Championship Event Evaluation

Host Club: _____ Date _____

Please take the time to answer this survey to help us improve your experience at future events.

Please circle the number that best corresponds to your experience with 1 being “strongly disagree”, 2 being “somewhat disagree”, 3 being “neither agree nor disagree”, 4 being “somewhat agree” and 5 being “strongly agree”.

1. Our team was satisfied with the ease and convenience of accessing the on- line registration system.	1 2 3 4 5
2. Our team was satisfied with the access to pre-planning information such as draws and hotel information.	1 2 3 4 5
3. The draw was well designed and allowed time between games.	1 2 3 4 5
4. Our team was satisfied with: A .Ice Quality/Maintenance B. Bar Services C. Food Services D. Entertainment (if applicable)	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
5. Our team was satisfied with the banquet, venue and meal.	1 2 3 4 5
6. The staff and volunteers were helpful and friendly in providing the information required.	1 2 3 4 5
7. The opening ceremonies were organized, on time and provided recognition for the event.	1 2 3 4 5
8. The closing ceremonies were organized, on time and provided recognition to the participants.	1 2 3 4 5

9. Would you recommend this venue to others who did not attend? Yes ___ No ___ Maybe ___

If not, would you elaborate? _____

10. What was the highlight of this event? _____

11. In your opinion, what could be improved? _____

Other comments _____

Please use the other side of the form to continue your comments.

Thank-you and please place in the Evaluation box provided.