# Canadian Two-Person Stick Curling Championship Hosting Package

CIBC

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***I*....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.

***II*....Participant Eligibility**

1. Beginning with the 2026 CSCA national championship event eligibility is a combination of an **earned and open registration** up to a maximum total of 72 entries. Depending on qualification guidelines, teams will either play in the following events simultaneously:

a**) National Championship Grouping- Women's, Men's or Mixed divisions**

**b) National "Challenge" Championship Grouping - Women's, Men's or Mixed divisions.**

- **Each provincial / territorial association that holds a provincial championship** is guaranteed **three berths** at the national championship. The provincial / territorial championship winners in their open, or women's and / or men's, and / or mixed division championships earn a berth to the championship and those berths are included in the three guaranteed berths.

The names of the team members of the provincial / territorial championship berths must be designated by March 1 (or within 3 days of the conclusion of their respective Provincial / Territorial Championships) of the championship year or they are relinquished and added to the open registration pool.

If a provincial / territorial champion in Women's, Men's or Mixed will not be attending the National Championship their Provincial Representative on the CSCA board will be asked to confirm the silver medalist, then the bronze medalist and so on until they determine the next team in line to take their place until one of those teams is confirmed as registered.

If a province or territory conducts only an "open" championship the Provincial Representative on the CSCA board will be asked to consult with the CSCA Rules & Events Director to identify the highest-ranking team per gender breakdown to represent their province / territory in the National Championship Grouping. If no team can be identified in the above instances the spot will be filled using an approved backfill process until the maximum for that division is reached.

- Provincial / Territorial board representatives are asked to confirm by October 31 each year their intention to fill each of the 3 guaranteed spots in the National Championship Grouping. After October 31 any reserved spots not confirmed will revert to the backfill process if needed, or to the National Challenge Grouping general registration pool.

III…. Registration

Teams or their provincial Associations will pay the entry fee when registering as either Women's, Men's or Mixed entries. Teams as noted below are assured of an entry opportunity if their registration is confirmed and paid within the first 72 entries. Provincial / Territorial associations may elect to pay the guaranteed entries in advance. All entries received are time

stamped and any received beyond the 72 teams limit will be placed on a waiting list and would be fully refunded if not accepted.

A) Registration Deadlines and Qualifiers:

- The operational entry deadline is set approximately March 1 (minimum a month ahead of the event) This may be adjusted year to year based on the date of the event and approved by the CSCA Event Director.

- **Provincial / Territorial championships held before March 1:**
  Champion Teams or Provincial / Territorial representatives are responsible to confirm the entry and payment by or for their champions by March 1.

By March 1, a designated provincial / territorial representative must also confirm that all the pre-reserved spot(s) will be used. This includes ensuring that the entry fee is paid by or for the team. This should be considered a provincial responsibility, not a responsibility of the host committee or CSCA. On the fourth business day following the completion of each provincial championship, the un-used pre-reserved spots should be considered vacated and return to the general entry pool waiting list.

- **Provincial / Territorial championships held after March 1:**
  It is desired if provinces / territories conducting a provincial / territorial championship would continue to pre-book in advance their assured entries which would include three (3) per Province / Territory conducting a championship (1 in each of the Women, Men and Mixed divisions)

  **Once teams are confirmed as champions in their province / territory Provincial / /Territorial representatives are responsible to confirm the name of their champions no later than three days after conclusion of their event.**

  **Other Qualifiers**

- Additionally, the previous 2-year Canadian Champions in Women's, Men's, Mixed, where applicable would also be assured an entry in the National Championship Grouping. If a previous national champion also wins their current Provincial / Territorial Championship that Province or Territory may send their runner-up or bronze medalist as their Provincial / Territorial representative, moving down the line until the spot is filled. If none of the medal winners registers the spot is sent to the backfill process.

- **Reminder:** Each Canadian Champion for the past TWO seasons is guaranteed a berth in their respective national championship and **are not included** in their Province or Territorial guaranteed berths.

- **Beginning in 2027 the National Challenge Champions from each previous year will take a spot in the National Championship Grouping with a one-year exemption.**

- Host Committee Chair and CSCA Rules & Events liaison to coordinate with online entry system provider to determine if there is a more suitable way to deal with guaranteed entries.

- Provinces / territories **that do not hold a championship of any kind** are allocated one reserved berth in the National "Challenge" Championship Grouping that is filled on a first reserved basis. After October 31 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 November 1st.

**National "Challenge" Championship:**

- The National "Challenge" Championship (Direct entry) Grouping will play at the same time as the National Championships competing in a Mixed, Women's and Men's division breakdown. If the minimum number of entries (5) to any of the Women's, Men's, or Mixed divisions in the "Challenge" Championship is not obtained the teams will be moved to the National Championship Grouping and participate there during the Championships.
- Provide banners and medals for all divisions in both Groupings
- Initially set maximum entries (12 per division in the National Championship & combined 36 entries in the National "Challenge" Championship across all divisions) to maintain the need for 8 sheets of ice to conduct the championships.
- Establish "waiting list" protocol for National "Challenge" Championship Grouping in direct entry system
- Allow divisions in the National "Challenge" Championship to expand or contract the 12 entries in each to maximize the 72 entries desired. Also allow a National "Challenge" division that is less than the minimum number of entries to be moved to compete in the National Championship Grouping after consultation with the CSCA Director of Rules & Events.

2. To clarify: If the CSCA national championship event is held in early April 20X2 then:

a. Provincial /Territorial champions must be declared by **March 1, 20X2** or within 3 days of conclusion of their Provincial / Territorial Championships
b. Remaining Provincial / Territorial berths deadline is **October 31, 20X1** to be confirmed by Provincial Representatives
**c.** Open registration for all starts **November 1, 20X1**

***///....Minimum Number of Ice Sheets***

1. CSCA national championship event 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 nine (9) 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.

2. All curling facilities must be wheelchair accessible.

***IV*....Championship dates / Length**

The CSCA national championship event will be held as close to  the first two weeks of April as possible. The minimum event length required is four (4) days.

***V*....Host Committee**

1. There must be a host committee with an overall championship chair who is accountable for the efficient operations in key areas such as facilities, ice and stone maintenance, 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.

2. 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.

***VI*....Championship Rules**

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

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

***VII*....Entry Fees**

1. The Entry Fee should be determined in consultation between the CSCA Championship Committee Chair and the host club tournament committee. The host club tournament committee should consider past Entry Fees, the financial report from the prior host committees 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.

   a. In collecting the entry fee from each team, the host committee will be asked to collect an additional competitor fee from each competitor in the championship – the total amount to be submitted to the CSCA as a direct contribution to the costs involved with event prizing (crests, medals, banners). The amount will be determined by the CSCA.

***VIII*....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.
      - The Host will revenue share advertising/sponsorship (90% host / 10% CSCA but such sponsorship shall not conflict with the CSCA's title/presenting sponsors. This would not apply to local government grants.

2. **The host club will provide at their cost:**

| Host will Provide: | Comments |
|---|---|
| a)will pay a fee of $250 payable by cheque to Canadian Stick Curling Association dated March 15th of the year the hosting bid is submitted. | • The fee is refundable if your club is not selected.<br>• 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 team entry fees. | Payouts should be made to each team that qualifies to move beyond round robin play into playoffs. The amount of each payout is the purview of the host club, in consultation with the CSCA Championship Committee, and subject to approval by the CSCA Executive, but they must ensure that the payouts are equal in each division. |
| c.) The necessary number of ice sheets (minimum 8 sheets) | |
| d). . Ice maintenance / Stone conditions 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. | Specifically, this means logos on minimum of two sheets of ice in each 4 sheet club involved in hosting the event, or on four sheets in an 8 sheet club hosting the event. |
| f) . Food and beverage facilities throughout the event | |
| g) Opening and closing ceremonies | • Except with the approval of CSCA, opening ceremonies will be conducted on-ice and closing ceremonies will be conducted in the clubrooms. |
| h) A championship banquet | |
| i) Assured visibility for CSCA posters/banners and a minimum one page ad space for the title sponsor in an even program (if one is produced) | |
| j) Rules officials | With 2 club sponsoring ,will need 1 chief umpire and 2 assistants |
| k Enter live scoring results | Volunteers will be required |
| l) . An event registration package | |
| m) Wheelchair lines as per Curling CanadaRule19(6) | |
| **IIX Annual General Meeting**<br>Expected to organize at their cost, either at the host club or a suitable host hotel, a meeting room for the CSCA Annual General Meeting.<br><br>At minimum these arrangements are expected to include: | |

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| a.) A 2-hour dedicated time block with no schedule conflicts<br>b.) Seating for at least 80 persons<br><br>c.) A head table for five persons<br><br>d.) Microphones & audio capability<br><br>e.) A screen/projector for visuals if required<br><br>f.) May also be asked to plan for a virtual (Zoom or similar) inclusion of off-site members in the meeting with full ability to participate in the meeting (audio & video).<br><br>e.) A screen/projector for visuals if required | |
| **Post Championship**:<br>a) Submit a financial report to the CSCA Championship Committee by August 1st of the hosting year.<br>b) The host committee will make a copy of their budget and financial report available to the club hosting the next championships.<br>c) submit an event self evaluation to the CSCA Championship Committee by August 1st of the hosting year. | |

| **CSCA will Provide:** | Comment |
|---|---|
| a) A grant to the host committee of 20% of the annual sponsorship | |

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| received by the CSCA, up to a maximum of $1,500. | |
| b. In-ice mesh logos | Usually passed on from the previous championship |
| c. Two (2) Canadian Championship Crests per division Total (12) | |
| d. Two (2) Canadian Championship runner up crests per division Total 12 | |
| e. Canadian Qualifier crests, for each division, for the number of players exiting pool play minus four (4) per division depending on playoff format used | |
| f. One (1) championship banner per division ( Total 6) and one (1) championship trophy per division (total 6) | |
| g. Standardized Canadian draw schedule for the applicable number of teams | |
| h. Event posters | Comment : Should have a welcome poster for Canadian Stick curlers on building or in Foyer |
| i. Application forms | |
| j. Permission to use the CSCA logo | |
| k. Access to grant applications (if available) | |
| l. CSCA website announcement listing | |
| m. On line scoring – Live results page | |
| n. Liaison for the host organizing committee | |
| o. Sponsor poster materials / banners to be displayed during the event | |
| p. A sponsor ad for the event program (if one is produced) | |
| **Annual General Meeting**<br>Costs for the Host to arrange Zoom or similar) will be funded by CCSA | |
| **Post Championship:**<br><br>The CSCA Rules and Events Director in consultation with the CSCA Championship Committee will complete the evaluation document located in Appendix A .<br><br>The CSCA Executive will then determine the level of refund of the original $250.00 submission fee. | |

HOSTING PACKAGE Revision History:

6. June 4 2025 revision approved by CSCA Board
5. September 2024 Revision recommended by Championship Committee – Approved by CSCA Executive Committee September 24, 2024
4. August, 2023 – Revision recommended by Championship Committee – approved by Executive Committee & Provincial Representatives
3. April 16, 2022 – Revision by Championship Committee Chair
2. April 12, 2022 – Revision by CSCA executive.
1. June 13, 2021 – Original document