

2025 BC CHAMPIONSHIP HOSTING MANUAL

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Introduction

BC Curling Championships are the responsibility of Curl BC. Curl BC works closely with a local volunteer committee to assist in the organization and presentation of the event. Ongoing communication must occur between the Host Committee and the Curl BC Event Operations Manager Assigned to this event.

This manual identifies the major organizing committee tasks and responsibilities that must be fulfilled in order to successfully stage the event. The Chairperson should receive a copy of this entire manual; each sub-committee should receive a copy of their respective section.

Goals & Objectives

Curl BC 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 and provide a fan experience for those in person and those watching from afar.

Curl BC Staff

Sherri Taylor, Event Operations Manager

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Lindsay Shannon, Event & Office

Administration Manager lshannon@curlbc.ca

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Curl BC is responsible for all technical aspects of the event and will assign the following technical staff for the event: Event Operations Manager, Chief Umpire and Head Ice Technician.

An event Liaison will be assigned by the Chair of the Curl BC Board. The liaison will represent Curl BC at the event and if available, should be invited to participate in committee meetings. Event planning and communication of technical information is an operational responsibility and will be carried out by the Curl BC staff. Should Curl BC staff not be in attendance for the event, the Event Liaison will be responsible for all dealings for off-ice decisions as well as any sponsors onsite. The Chief Umpire will handle all on-ice issues.

Committee Duties

A host committee should be established to organize the delivery of the event. All meeting minutes should be sent to the Curl BC, Event Operations Manager. It is suggested that each committee member be assigned to a specific area.

Suggested division of responsibilities:

Finance

- Responsible for tracking of the budget

Secretary

- Responsible for taking meeting minutes
- Distribution of minutes to committee members and Curl BC

Sponsor Liaison

- Secure local sponsors not in conflict with provincial sponsors. Presenting sponsorships and below are for the committee to sell to the local community.
- Identify all event and provincial sponsors appropriately in all event publicity
- Communicate with all sponsors on what part of the schedule of events they will be included in
- Make sure that local and provincial (Curl BC) sponsors are known, greeted at door, shown VIP seating, and introduced to event organizers, if appropriate
- Be on site to assist sponsor representatives, provide sponsors with tickets to games and social functions, and arrange VIP seating area for sponsors
- Send thank you letters following event

Officiating Coordinator

- Contact the Event Operations Manager to arrange for an officiating training as required.
- Arrange a training for the event after people have completed the online requirements.
- Obtain and schedule volunteer officials in consultation with the Chief Umpire
- Confirm availability of officiating equipment with the Curl BC office
- Arrange for an officials' room away from the public areas of the curling venue
- Assist the Chief Umpire throughout the event

Fundraising and Ticket Sales

- Plan fund-raising activities prior to and during the event (ex – 50/50, raffle, silent auction)
- Obtain gaming license if necessary <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising> Print, distribute and sell tickets for the event (if the committee chooses to do so)
- Prepare and obtain volunteers to sell event admission tickets (if necessary)
- Connect with Curl BC office to find about online 50/50 sale options

House and Ice

- Ensure 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
- Ensure changing facilities and lockers are available
- Reserve seats for coaches and officials

- Arrange for on-ice seating for officials
- Ensure WIFI upload speed meets all the minimum standards
- Arrange volunteer to assist with live streaming of each sheet
- Look after scoreboard signs for players, washroom cleanliness and accessibility, coffee shop schedules, security, first aid and emergency response plan

Publicity

- Liaise with Curl BC to produce and distribute info to the media
- Liaise with Curl BC regarding information for the website
- Prepare and distribute posters
- Arrange for website volunteers to update and manage online scoring
- Arrange for volunteers to support Curl BC with live streaming technical requirements.

Program (If desired. Not necessary unless you want to sell sponsorship space in a program)

- Prepare a program. Curl BC's Communications Manager can prepare a template, if desired
- Liaise with Curl BC office to ensure all team photographs and biographies are received
- Arrange volunteers to sell the programs, if needed
- Refer to Program Guideline page in the document for more details

Social and Hospitality

- Plan all social events, including banquet and entertainment
- Dietary needs and restriction requests
- Arrange a hospitality room for teams to provide snack items
- Arrange for snacks and beverages in officials' and volunteer room
- If a Best Western hotel is not available, ensure that committee has blocked rooms at a host hotel of their choice and communicate with Event Operations Manager.

Ceremonies

- Organize Opening and Awards Ceremonies, including equipment (podium, carpet, public address system, grippers for on-ice participants, trophies, table for trophies, flags, signs) sign bearers, singers or musicians, piper, guests, etc.
- Arrange for a photographer to take pictures of all the teams at the start of the event as well as photos of medal and trophy presentation, and award winners, if any

Timelines

TASK	TIMELINES	NOTES
Sign a contract with Curl BC	Immediately after bid was successful	
Establish Host Committee & Assign Roles		September 2024
Shadow the prior year's committee if applicable		Curl BC can update
Create event budget	6 months prior	
Develop Sponsorship package for local sponsors	ASAP	Liaise with Curl BC CEO
Committee work	Ongoing	Min. 1 meeting per month with Curl BC
Book hotel rooms		Curl BC will coordinate bookings with Best Western or alternative
Determine volunteer needs	First committee meeting	
Recruit volunteers	Ongoing	
Curl BC Assign Chief Umpire	September	
Create schedule of events, with understanding changes may be needed		Liaise with Event Operations Manager
Liaise with Curl BC about event banner(s) and other signage		
Athlete bulletin information for teams, include local information		
Schedule officiating course if needed	4-5 months prior	Liaise with Event Operations Manager
Coordinate Banquet/Social	ongoing	
Arrange for photographer	6 weeks prior to event	
Receive team photos & bios for program (if program is being prepared)	2 months prior to event	As they enter
Receive team rosters & contact info	Ongoing	
Finalize Event Program (if desired)	2 weeks prior to event	
Confirm volunteer schedule	2 weeks prior to event	
AFTER EVENT		
Pack up all equipment – arrange necessary pick-up	Immediately	Curl BC will assist in arranging Purolator
Volunteer Appreciation Event		
Submit Event Report & Financial Statement	Within 30 days of event	Include 2 copies of program
Return Championship banner	At end of season	Return to Curl BC office

Event Format

Event format will be determined by Curl BC.

Curl BC will work with the host committee to establish the final schedule of events that is acceptable to both parties.

Please check with the ice maker to confirm how much time they need to prep the ice prior to the start of the event.

Draw

Curl BC will provide the draw for the event as soon as possible after the registration deadline closes.

Teams will play under the Curling Canada Rules of Curling for Officiated Play unless superseded by Curl BC Rules. The Curl BC Rules can be found on the website.

Ice Technicians

The committee should secure a qualified ice technician and staff to prepare and maintain the ice for this event. If requested, Curl BC may appoint a head ice technician from outside the club and will provide financial support in accordance with Curl BC Policy and budget provision.

Budget

Curl BC Event Costs

- Use of playdowns.curlbc.ca
- Liaison/staff expenses
- Honorarium & expenses for Chief Umpire
- Provincial Ice Consultant fees (if necessary)
- Banquet/Social subsidy
- Prize packages (plaques, medals, prize money at a later date)
- Event signage
- Sponsor fulfillment
- Miscellaneous equipment costs (ie. – investment in new time clocks, officiating equipment repairs, rocks, etc.)
- National team subsidy
- Advertising
- Staff time
- Insurance coverage, if applicable
- Live streaming of championship, if applicable

Committee Budget

The following is a list of potential budget items. **The committee budget should be sent to Curl BC for review.**

Revenue

- Curl BC Grant (\$50 per registered player/coach)
- City/Tourism Grants – check to see what support is available
- Sponsorship
- Ticket / Program Revenue
- Fundraising – silent auction, raffle, 50/50

Expenses

- Ice Rental
- Advertising
- Banquet / Team Hospitality
- Tickets / Event program
- Facilities / Equipment
- Ceremonies / Photography
- Sponsorship fulfillment (signage, etc.)
- Volunteer Expenses (meals, gas, appreciation event)

*An expense item of \$600 per day for ice rental can be included as an expense in the budget when determining the gross profit for the event. This is not an amount that is paid for separately by Curl BC.

Sponsorship

Curl BC Sponsors

The Following Curl BC sponsors have category exclusivity in their respective categories:

- Best Western in the hotel category
 - belairdirect in the house insurance category
 - AMJ Campbell Van Lines in the moving and storage category
 - Ice King in the ice scraper category
-
- U18 Championships - Safetek Profire - Firetrucks
 - Club Championships - Original 16- beer

If you club has conflicting sponsors, it is expected that they will not have a presence during the week of the Championship. This includes but is not limited to any logos from the Travelers Insurance program. If you have any questions or concerns, please contact Scott Braley at sbraley@curlbc.ca

Curl BC Sponsor Contribution

- Best Western –discounted hotel rates
- AMJ Campbell Van Lines – storage of equipment

Any Contact of Curl BC's sponsors must to go through the Curl BC office unless agreed to ahead of time.

The Committee can sell additional sponsorship packages, but should consult with Curl BC to ensure there are not conflicting sponsors that would violate any Curl BC agreements. The committee is responsible for any signage materials related to the packages that they sell.

Previous committees have found it beneficial to speak at a Chamber of Commerce meeting, increasing event exposure and developing potential sponsor contacts.

Signage

Any conflicting sponsor signage must be covered during the event or approved by Curl BC prior to the event.

Officiating

Officials

The local organizing committee should name a local officiating coordinator to their host committee. This person is responsible for recruiting and scheduling volunteer officials in consultation with the Chief Umpire (appointed by Curl BC). This person should be someone familiar with officiating and who knows the volunteers in their community. They can obtain a list of local volunteer officials from the Curl BC Event and Operations Manager. In consultation, with the local organizing committee, Chief Umpire and Curl, we can assess the need for an officials' training course as needed in addition to the online Time Clock Operator/Observer Official and Game Umpire.

The Level of Officiating for each draw includes:

- One Chief Umpire
- Two Game Umpires Home and Away
- One Timing Supervisor
- One Timer per sheet

Officiating Equipment

Curl BC will provide the necessary officiating equipment for the event, including:

- Radios
- Magnetic boards for game umpires
- laptops
- monitors
- I-pads

The local Committee should provide:

- Multi-plug extension cord
- Scissors
- Stopwatches
- Pens, pencils, paper

We also ask that a room at the venue be assigned as an Umpires' room. This room should be secured or lockable. This room should contain the following:

- Above requested items
- Access to power outlets to charge radios, etc.
- Sufficient hanging space for Umpires' clothing
- Table and chairs
- Refreshments
- Posted umpire schedule

Ice Requirements:

- Table and chair behind each sheet of ice for timing umpires

Volunteers

Volunteer recruitment:

- Within the curling club
- Through the event website
- Request Curl BC to create an online form and share it with our network.
- Newspaper

Each committee member or sub-committee needs to determine how many volunteers they will need each day for their area.

Training of officials is encouraged. Contact the Curl BC office to learn more.

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

Media, Advertising & Communications

Curl BC 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 Curl BC. Still photography is allowed, as long as photographers adhere to the 'no flash photography' rule and any other rules outlined by the Chief Umpire.

For provincial events, Curl BC will:

- Produce and distribute media releases to province-wide media before, during and after the event.
- Advertise the event on regional posters, Curl BC website, online scoring site(s), Facebook, twitter, etc.
- Allow the committee to put an advertisement in the Curl BC newsletter (re: tickets, volunteers, etc.). Please send any advertising or content to the Communications and Marketing Manager for inclusion in The Curling Connection.
- Provide social media assistance, if interested
- Stream each sheet on an online platform with one iPad per sheet.

Online scoring

Curl BC will provide live scoring software. The committee should organize a volunteer per draw to update the game scores end by end. Curl BC to provide a manual for the software to be utilized.

Program Guidelines

The Host Committee can choose to produce a printed or digital souvenir program, but it is not a requirement for this event. Previous committees have created one because it is a way for them to feature local sponsors.

If the committee would like access to a program template, the committee representative should contact Curl BC's Communications Manager. Some training may be required to get the committee volunteer up to speed with the software. (The software is a cloud-based system and will be accessible to anyone with a computer and an internet connection).

The committee can also choose to pay a graphic designer to produce the program.

After the playdowns have been completed, Curl BC will collect team photographs and player biography forms and forward to the committee for use on the website and in the event program.

The program can include:

- Event title on cover
- Curl BC logo on the cover
- Message from Curl BC Chair
- Draw & schedule of events
- Team pictures & biographies

Other suggestions:

- Message from the Mayor
- Message from the Event Chair
- Local sponsor advertisements
- Indigenous Land Recognition

The committee can sell additional advertising; however, exclusivity is expected for all Curl BC sponsors (see sponsorship section).

Please provide Curl BC with a proof (digital or hardcopy is fine) of the program before going to print.

Other options

If the committee does not want to provide a program, it is advisable for them to post team rosters and a draw schedule on the club's website, or request that Curl BC advertise the event schedule in The Curling Connection. Liaise with Curl BC's Communications Manager to set this up.

It is also advisable to have the rosters and schedule printed and posted on the wall at the club.

Hospitality

Best Western Booking

Best Western Hotels retains first right of refusal regarding rooms. Curl BC will book a block of hotel rooms for the teams. If there is no Best Western in your community Curl BC will set up a block. If you have guidance on this, please advise well in advance so we can be in alignment.

Player Information

Curl BC will be sending an information package to each team. All pertinent information will be located on the website.

The Host Committee shall provide information that includes host committee contacts, host city information, travel or transportation information and any other necessary details.

Contact your city's Tourism office to see if they can provide brochures or offer discounts to the competitors.

Other items that will be included in the package: provincial crests, player biography forms, event competitor's guide, schedule of events, championship draw, hotel information and anti-doping information.

Banquet/Social Guidelines

Curl BC will provide a subsidy for the banquet/Social as a contribution towards the meal costs of the teams and the guests. Guests should include the Curl BC Liaison, Chief Umpire, major sponsors, media and dignitaries.

Most committees prefer to host the banquet at the curling club to save on costs. Another option is to reserve a banquet room at the host hotel.

Decorations, seating arrangements and entertainment are the responsibility of the host committee. It is suggested that entertainment be kept to a minimum as these athletes are ultimately there to compete and do not tend to want to stay too late.

Tickets

The following event tickets should be issued complimentary:

- Participating teams including alternates and coaches
- Up to 2 tickets for next year's host committee
- Up to 3 passes for Curl BC (to be confirmed prior to the event)

Ceremonies

The Host Committee shall work with Curl BC in organizing and conducting the Opening and Awards Ceremonies for the event, with the appropriate representation from sponsors, Curl BC and the host committee.

Planning Checklist

- Confirm time for Opening Ceremonies with Curl BC
- Send invitations to potential guest speakers
- Arrange for a piper
- Determine who will be the Master of Ceremonies
- Determine who will throw the ceremonial rock and sweepers
- Ensure team signage is prepared for ceremonies
- Arrange for a singer of the National anthem
- Have a designate do a land acknowledgement
- Obtain flags (if using)
- Determine order of procession of all participants
- Determine on-ice location of dignitaries, piper, teams
- Determine requirements for a podium and microphone (arrange for rental if needed)
- Prepare a program for the Master of ceremonies
- Coordinate the piper, dignitaries, team on the day.

Sample Opening Ceremonies

The duration of the opening ceremony should be approximately 30 minutes.

*times are just added for information, but may be changed to any time of the day

- 6:00 Master of Ceremonies, dignitaries, anthem singers, RCMP assemble in their designated places on the ice.
Piper, flag bearers, and curlers assemble off-ice
- 6:05 Master of Ceremonies – Land Acknowledgement, Welcome remarks. Followed by the March. The Piper leads the march, through the pattern decided upon for the teams. Flag bearers follow the piper, followed by all the curlers.
- 6:10 Master of Ceremonies – Introduce Singers for the anthem.
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.
- 6:15 Introduction of the team’s names only
- 6:18 Mayor – welcome on behalf of the host municipality
- 6:20 MLA – welcome on behalf of the Province of BC
- 6:22 Curl BC Liaison - welcome on behalf of Curl BC
- 6:24 President of host club – welcome on behalf of host club

- 6:26 Introduces and thanks the chair(s) of event.
- 6:28 Introduce the Honorary Rock Throwing Team as the team takes their places on designated sheet.
- 6:30 Honorary Rock is thrown.
- 6:32 Wish all the team's good luck.
Piper leads the march out. The curlers fall in behind the piper as he passes them, the flag bearers, all fall in behind the last of the curlers, and the dignitaries exit last.

Photographs

An official event photographer should be in place. The photographer should take pictures of all the teams at the start of the event. Official team photos should be taken from left to right – skip to lead.

Photos of medal winners should be submitted to Curl BC. Trophy presentation, and award winners, if any, should also be submitted to Curl BC, along with any action shots the photographer is able to share.

A photograph of the winning team must be taken and provided to the Curl BC office immediately following the event in order to pass along to the organizing body.

Prize Packages

In conjunction with the title sponsor, Curl BC will provide the prize package.

- Trophy for winning team to display at their home club for the year
- Medals – gold and silver, bronze
- Team Prize Money
- BC uniforms for the winning team
- Championship banner to be displayed in the winning team's home club (to be provided at a later date)
- Keeper Heart and a frame for the winning team
- The Curl BC Event Operations Manager will be responsible for working with the winning team to fill out any necessary documentation required by Curling Canada.

Awards

The awards ceremonies are to be held immediately after the final game is completed.

To prepare for the ceremonies, the following should occur:

- Set up the trophy and awards on a table for display during the final weekend
- Set up the sound system for the ceremonies

The bronze medals can be given out after the semi finals are over or during the awards ceremonies.

At the awards ceremonies, the runners-up should be presented with silver medals and the champions should be awarded with the trophy and gold medals.

Reporting Requirements

The Host Committee is responsible for submitting a report on the championship and a financial statement to the Curl BC office within 45 days of the completion of the event.

Please include recommendations for future committees and any suggestions for addition to this hosting manual.