



Canadian Two-Person Stick Curling Championship Hosting Package



CIBC PRIVATE WEALTH
WOOD GUNDY
CSCA: Hosting Package

CSCA EVENT DIRECTOR

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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.

//....Participant Eligibility

1. For the 2025 CSCA national championship eligibility is a combination of an earned and open registration event. All entries are paid entries. Teams as noted below are assured of an entry opportunity but must pay the full entry fee. Provincial / Territorial associations may elect to pay the guaranteed entries in advance.

- The operational entry deadline is set approximately March 1 (minimum a month ahead of the event)
- Provincial / Territorial championships held before March 1: Champions OR Provincial / Territorial body are responsible to confirm the entry and payment of their champions by March 1
- Provincial / Territorial championships held after March 1: Champions OR Provincial / Territorial body are responsible to confirm the name of their champions no later than three days after conclusion of their event.
- It is desired to continue the pre-booking of assured entries) 4 per Province / Territory conducting a championship(This includes the champions)to be allocated across both divisions.
- In addition to confirmation of the Provincial / Territorial Champion entry by March 1 a designated provincial / territorial representative must also confirm the pre-reserved spot(s) will be used. This includes ensuring that the entry fee is paid. 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.
- Host Committee Chair and CSCA Rules & Events Chair to coordinate with on line entry system provider to determine if there is a more suitable way to deal with guaranteed entries.
- 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.
- 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 division 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 (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.

- The remaining provincial / territorial berths are available to the first teams that register from that province / territory by October 31. After October 31 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 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.

Beginning with the 2026 Championship:

- Develop a National Championship silo that has Provincial and Territorial Champions and previous two year national champions competing in a Mixed, Women's and Men's division breakdown. Teams qualify by winning their Provincial / Territorial Championships based on criteria aligned with CSCA Championship or by winning the National Championship in their respective division in the two years prior to the Championship of the year being conducted.
- In the event that a previous national champion also wins their current Provincial / Territorial Championship that Province or Territory may send their runnerup as their Provincial / Territorial representative.
- Develop a Club Championship (Direct entry) silo that plays at the same time as the National Championships competing in a Mixed, Women's and Men's division breakdown
- Provide banners and medals for all
- Initially set maximum entries (12 per division in each silo for 72 max) to maintain the need for 8 sheets of ice to conduct the championships.
- Establish "waiting list" protocol for Club Championship silo in direct entry system
- Allow divisions in the Club Championship to expand or contract the 12 entries in each to maximize the 72 entries desired.

2. To clarify: If the CSCA national championship is held in 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
- c. Open registration starts November 1, 20X1

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

1. 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.

2. All curling facilities must be wheelchair accessible.

IV....Championship dates / Length

The CSCA national championship will be held in the first two weeks of April. 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. As decided upon by the members at the 2024 Annual Meeting the Championship in addition to following the posted CSCA rules will from this time forward enforce a maximum take out weight of 8 seconds (hog to hog split time) Tolerance allowed of 7 seconds

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 be in 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:

- 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, semifinals and finals. 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 two sheets of ice in each club involved in 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. 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. One (1) championship banner per division
- g. Standardized Canadian draw schedule for the applicable number of teams
- h. Event posters
- 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)

IX....Annual General Meeting

The host committee is 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. At minimum these arrangements are expected to include:

- a. A 2-hour dedicated time block with no schedule conflicts
- b. Seating for at least 80 persons
- c. A head table for five persons
- d. Microphones & audio capability
- e. A screen/projector for visuals if required

The host committee may also be asked to make arrangements for a virtual (Zoom or similar) inclusion of off-site members in the meeting with full ability to participate in the meeting (audio & video). Costs in this regard will be the responsibility of the CSCA.

X....Post Championship:

1. The host committee will submit a financial report to the CSCA Championship Committee by August 1st of the hosting year.
2. The host committee will make a copy of their budget and financial report available to the club hosting the next championships.
3. 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.

HOSTING PACKAGE Revision History:

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