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## **SYSTEM OF COMMUNICATION**

### **COMPETITION AREAS OF RESPONSIBILITY**

<u>Women's Events</u>	<u>Men's Events</u>	<u>Youth Events</u>	<u>Other Events</u>
Women (including Challenge Round)	Men (including Challenge Round)	Bantam Boys	Schoolboy
Senior Women	Senior Men	Bantam Girls	Schoolgirl
Intermediate Women	Intermediate Men	Bantam Mixed	Wheelchair
Master Women	Master Men	Junior Men	Stick Championship
Trophy	Colts	Junior Women	Grand Masters
Tankard	Silver Tankard	Junior Mixed	Timbits Elementary
Open Mixed	Challenge		
Senior Mixed	Club Championship		
Challenge			
Club Championship			

### **DEFINITIONS**

1. "Head Official" means the Head Official responsible for all events, both adult and youth.
2. "Official-on-Call" means the official available by phone during an event to assist any Official-in-Charge.
3. "Official-in-Charge" means the official in the club during an event.
4. "Zone Liaison" means the individual within a zone to whom the Zone Representatives in the zone can refer for assistance.
5. "Zone Representative" means the individual who is ultimately responsible for the zone. This person will also fill the role of an Event Zone Representative from time to time.
6. "Event Zone Representative" means the Zone Representative responsible for the event.
7. "Club Representative" means one of the three individuals (male and/or female) appointed by the club.
8. "Host Club Representative" means the Club Representative responsible for a zone or regional playdown when hosted in his or her club.

**GENERAL PLAYDOWN INFORMATION:****OCA Office Responsibilities to Competitors:**

- Competition Poster (*Refer to Exhibit 1*)
- Competition Rule Sheets for OCA Competitions (*Refer to Exhibit 3*)
- OCA Web Site

**ZONE PLAYDOWNS:****Club Representative Responsibilities Regarding Entries from Their Club:**

- **The entry deadline for each competition is shown on the OCA website ([www.ontcurl.com](http://www.ontcurl.com)). The deadline must be adhered to.**
- Teams or clubs may enter a competition using the online system. They pay the entry fee at that time via credit card. When they complete the process they receive an email asking the Club Representative or Manager to confirm their eligibility. The Club Representative or Manager must forward the confirmation to the OCA office either via email or fax.

**OCA Office Responsibilities to Event Zone Representative Prior to Zone Playdown:**

- Provide a "Zone Entry Recap Sheet" for each event. (*Exhibit 4*)
- Provide a completed copy of "Zone Playdown Entry Sheet".
- Provide extra copies of "Youth Event Waivers" (*Exhibit 6A*) and "Adult Event Waivers" (*Exhibit 6B*)
- Provide sufficient copies of the "Regional Playdown Information Sheet" (*Exhibit 13*). One to be given to the team personnel of each winning team and one to be retained by the Zone Representative.

**Event Zone Representative Responsibilities Prior to Zone Playdown:**

- Follow-up obvious non-entries prior to zone entry closing date.
- With the assistance of the Host Club Representative, set up the start times and team meeting times and determine any special circumstances, such as a dress code at the host club.
- Forward a copy of the draw to the OCA office for approval. Once approved the draw sheet will be placed on the OCA web site.

- Contact the Host Club Representative and finalize details of the playdown.
  - provide a copy of the approved draw sheet
  - agree on who will be the Official-in-Charge for the playdown
- Inform the Official-in-Charge of their responsibilities and ensure they have
  - a copy of the approved draw sheet
  - the Zone Entry Recap Sheet (Exhibit 4)
  - the team personnel listed on the “Zone Playdown Entry Sheet”,
  - the Regional Playdown Information Sheets - one to be given to the team personnel of each winning team (Exhibit 13)
  - a current copy of the CCA Rulebook and OCA Rules Supplement
  - Contact information for the Official-on-Call.
  - Other items such as a stop watch, deck of cards, spare measuring tape, etc.
- Notify the competing team(s) of their start times and team meeting times as well as any special circumstances. This may be done directly or via their Club Representative.

#### **Host Club Representative Responsibilities Prior to the Zone Playdown:**

- Contact club personnel to finalize details of the playdown:
  - give ice technician draw times and ensure that he/she will be available throughout the playdown
  - give bar chairman the list of sponsors products and draw times to ensure that the bar is open
  - give kitchen the number of curlers expected and draw times to ensure kitchen is open
  - give Club President the draw times and ask that he or she be available to greet curlers

#### **Official-in-Charge Responsibilities During the Zone Playdown:**

- Ensure that each team member confirms himself/herself prior to the start of their first game using the most current "Zone Playdown Entry Sheet".
- Ensure that at all events all players/coaches/chaperones have submitted a waiver form (*Exhibit 6A Youth Event Waiver or 6B Adult Event Waiver*), collect any that are required. Phone the Official-on-Call if there are any disputes.
- Have each team pull a card to determine their slot on the draw sheet. Write the team name on the draw sheet in the appropriate slot.
- Conduct the Team meeting at the appropriate time
- Conduct a coaches team meeting if it is a youth event
- Organize the team practice times and the draw for last stone advantage as per the OCA Rules Supplement

- Be present during the games and be prepared to officiate if required. Phone the Official-on-call if necessary.
- At the conclusion of the event complete the "Zone Playdown Entry Recap Sheet" to show the winners also note any team that may have defaulted.
- Have the winners proof read their names on the "Zone Playdown Entry Recap Sheet" and give them the "Regional Playdown Information Sheets".
- Fax (or scan & email) the "Zone Playdown Entry Recap Sheet" together with the Team Registration Sheets and any collected waiver forms for the winning teams to the OCA office as soon as possible (no later than noon on Monday). If a fax/scanner is unavailable, please **e-mail or telephone** this information to the OCA office and **immediately** forward the hard copies by mail as confirmation.

*Please note that these results are needed **promptly** because in some cases the regional playdown is only one week later and the information must be passed on to the Regional Representative*

- The balance of the Team Registration Sheets and waivers must also be submitted. Either at the same time as the winner information or forwarded separately to the OCA office by fax or mail.
- Advise the Event Zone Representative of the zone winners (club and personnel).
- Give the Event Zone Representative details of any defaults or incidents that occurred.

#### **Event Zone Representative Responsibilities Following the Zone Playdown:**

- Compile details of any defaults or incidents in writing **immediately** and forward to the OCA office.

**REGIONAL PLAYDOWNS:****OCA Office Responsibilities to Event Zone Representative Prior to the Regional Playdown:**

- provide Provincial Final Kit to be given to each of "A" and "B" side winning teams.
- provide zone crests to the participating regional teams
- provide a copy of the "Regional Draw Sheet".
- provide completed "Regional Playdown Entry Sheet". (*Exhibit 14*)
- provide completed "Regional Recap Sheet". (*Exhibit 11*)

**Event Zone Representative Responsibilities Prior to the Regional Playdown:**

- Contact the Host Club Representative and finalize details of the playdown.
  - provide a copy of the draw sheet.
  - agree on who will be acting as official-in-charge for the playdown
  - provide a copy of the "Regional Playdown Information Sheet" that is was given to the zone winning teams. (*Exhibit 13*)
- Inform the Official-in-Charge of their responsibilities and ensure they have:
  - a copy of the approved draw sheet
  - a copy of the Regional Playdown Entry Sheet (*Exhibit 14*)
  - copies of the completed "Zone Playdown Entry Sheet" and/or waivers for any alternates/substitutes
  - the Provincial Final Kit to be given to each of "A" and "B" side winning teams.
  - a current copy of the CCA Rulebook and OCA Rules Supplement
  - Contact information for the Official-on-Call.
  - Other items such as a stop watch, deck of cards, spare measuring tape, etc.
- attend the team meeting and if unable to do so, contact the Zone Liaison to ensure that there is OCA representation at the meeting

**Host Club Representative Responsibilities Prior to the Regional Playdown:**

- Contact club personnel to finalize details of the playdown:
  - give ice technician draw times and ensure that he/she will be available throughout the playdown
  - give bar chairman the list of sponsors products and draw times to ensure that the bar is open
  - give kitchen the number of curlers expected and draw times to ensure kitchen is open
  - give Club President the draw times and ask that he or she be available to greet curlers

**Official-in-Charge Responsibilities During the Regional Playdown:**

- Ensure that team personnel place a check against their names on the “Regional Playdown Entry Sheet”. Any Alternate/Substitute must have submitted a waiver form (*Exhibit 6A Youth Event Waiver or 6B Adult Event Waiver*), collect any that are required. Phone the Official-on-Call if there are any disputes.
- Conduct the Team meeting at the appropriate time
- Conduct a coaches team meeting if it is a youth event
- Organize the team practice times and the draw for last stone advantage as per the OCA Rules Supplement
- Be present during the games and be prepared to officiate if required. Phone the Official-on-call if necessary.
- Send results of the regional event to the appropriate OCA designate via email or text at the conclusion of each draw where possible so the OCA website can be updated.
- At the conclusion of the event complete the "Regional Recap Sheet" to show the winners.
- Have the winners proof read their names on the "Regional Recap Sheet" to ensure the names are those going to the provincial event.
- Give a Provincial Final Kit to each of "A" and "B" side winning teams.
- Fax (or scan & email) the “Regional Recap Sheet” together with the "Regional Playdown Entry Sheet" and any waiver forms collected to the OCA office as soon as possible (no later than noon on Monday). If a fax/scanner is unavailable, please **e-mail or telephone** this information to the OCA office and **immediately** forward the hard copies by mail as confirmation.

*Please note that these results are needed **promptly** because in some cases the Provincial playdown is only one week later and the information must be passed on to the Host Committee. Also, the office often receives calls from the media and other interested parties asking for these results.*

- Advise the Event Zone Representative of the regional winners (club and personnel).
- Give the Event Zone Representative details of any defaults or incidents that occurred.

**Event Zone Representative Responsibilities Following the Regional Playdown:**

- Compile details of any defaults or incidents in writing **immediately** and forward to the OCA office.

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**RECOMMENDED GUIDELINES  
FOR  
ZONE & REGIONAL COMPETITIONS**

The following guidelines on various OCA topics are recommended for use by Club Representatives and/or Zone Representatives throughout the curling season:

**Competition Posters:**

Please ensure that the *current* OCA Competition Poster is prominently displayed in each club - one in an area accessible to the men, one in an area accessible to the women and one in an area accessible to your youth curlers. (*Refer to Exhibit 1*)

**Competition Rule Sheets:**

Competition Rule Sheets for each OCA event are provided to assist the Club Representative in determining entries for zone playdowns and should be posted next to the OCA Competition Poster. (*Refer to Exhibit 3*)

**Double & Single Knockout Draw Sheets:**

Double Knock-Out Draw Sheets provided by the OCA are to be used for club and zone playdowns for OCA events (excluding Men's & Women's Tankard). (*Refer to Exhibit 23*)

Single Knock-Out Draw Sheets provided by the OCA are to be used for club and zone playdowns for Men's & Women's Tankard. (*Refer to Exhibit 23A*)

**Zone Draws:**

Draw times for zone playdowns will be determined by the Host Club Representative and the Event Zone Representative.

The draw for opposition at zone playdowns will be determined by the Skips when they arrive at the host club for the first game.

If there is more than one start time for teams in a zone event, the Host Club Representative and the Event Zone Representative will determine what time the respective teams play their first game.

**Regional Draws:**

Opposition for the first game at regional playdowns is pre-determined. (*Refer to Exhibit 10*)

Draw times for regional playdowns will depend on the number of sheets of ice at the host club and the number of competitions being hosted by the club. (*Refer to Exhibit 12*)

The *actual* draw and game times are provided to the Host Club Representative and Zone Winning team personnel on the Regional Playdown Information Sheet. (*Refer to Exhibit 13*)

**Defaults:**

The default rule shown in the Rules Supplement will apply. The rule as stated is:

1. *Where a winning team in a zone is unable or unwilling to continue in a competition, the skip/chaperone/coach of the team shall notify the OCA Executive Director to this effect at least three (3) days before the first day of the next scheduled round, and that team will not be entitled to the position, rights, privileges and awards as it has defaulted and may be suspended. A runner-up team in that zone shall be entitled to the position, rights, privileges and awards of the team that has defaulted.*
2. *Each member of a team*
  - (a) *which defaults at the regional or provincial level of a competition, or*
  - (b) *which defaults at the zone level of a competition during the competition or at the start of the competition as shown under Competition Regulations, Rule 1, or*
  - (c) *subject to paragraphs 3 and 4 below, shall be suspended immediately, for the balance of that curling season and the immediately following curling season, from all OCA competitions.*
3. *The OCA Executive Director shall notify each member of a defaulting team in writing of such suspension and the method of appealing such suspension. Such suspension may be appealed in writing and/or in person to the Board of Directors of the OCA within a period of two (2) weeks from notification of such default and in such event the suspension shall be lifted until the appeal is heard.*
4. *Such suspension shall not apply to the level of the competition in which the default occurred if, in the opinion of the official-in-charge or a head official of the OCA, the team in question has a reasonable explanation for such default.*

**Time Clocks:**

Basic guidelines for OCA time clocks for provincial championships, and if used at zone and regional playdowns, are shown on the sheet "OCA Timing Guidelines". (Refer to Exhibit 15)

**Team Meetings:**

Guidelines for team meetings at OCA playdowns are shown on the sheets "Recommended Guidelines For Team Meetings" and "Recommended Guidelines for Chaperones'/Coaches' Meetings". (Refer to Exhibit 16 and 18)

**Official-in-Charge at Zone & Regional Playdowns:**

The official-in-charge will be appointed by the host club and approved by the Event Zone Representative.

The official-in-charge should be a certified official or an individual who knows the game of curling, the CCA Rules for Officiated Play and the OCA Rules Supplement.

No person who is a player or a coach in a competition shall be appointed or act as an official-in-charge of that competition.

If the opposing Skips are unable to settle any matter in dispute in a competition, it shall be decided by the official-in-charge.

Whether or not requested to do so by either or both of the Skips involved, the official-in-charge may on his own initiative, take any action and make any ruling which, in his/her opinion, is necessary or desirable for the proper conduct of the game, whether or not the matter is covered by these rules or the rules of the game and whether or not such ruling is in accordance with these rules or the rules of the game.

A skip or coach may lodge a protest as to the outcome of the game on behalf of the team no later than ten (10) minutes after the completion of the game. The protest will be lodged with the Official-in-Charge and can be appealed to an Official-on-Call. The subsequent decision is final.