

DEVELOPMENT

We have a variety of material available that is intended to be of benefit to Curling Clubs and the leaders of those Clubs. Included is information to help prepare and maintain “good” curling ice, operate a profitable food & bar service, recruit & retain curling members, find sources of relevant curling information.

If there is other information that you would find helpful, please let us know by email, mail or fax.

As much as possible we make our resource material available through our web site at <http://www.ontcurl.com/resources/overview.aspx> .

We have endeavored to organize these according to your role within the club but feel free to check them all.

Curling Club Organizers

- Ice Maintenance and the OCA Ice Team
- Safety / First Aid
- Loans & Grants
- Hosting a Provincial Event
- Smart Serve
- Skill Awards Program for Little Rockers & Juniors
- Promotional/Instructional Material
- Club Equipment
- Recruitment Equipment
- Club Planning
- OCA Club Executive update
- OCA Clinic Teams
- OCA “Off” Ice Business Team
- Club Insurance
- Club Property Tax

OCA Event Organizers

- Standard Zone Draw Sheets
- Exhibits
- Guide to Running an OCA Event
- OCA Operations Manual

Coaches

- Funding & Grants
- Coaching Aids

Curlers

- Instructional Material

Curling Website Links for Everyone

Courses

Each season the OCA runs courses for instructor training, coaching, ice technician training and officiating. Check the OCA website for the most current listing.

For Curling Club Organizers

ICE TECHNICIAN PROGRAMS

Troubleshooting plus Equipment & Facility Evaluation

The OCA has a team of highly qualified Ice Technicians, the OCA Ice Team, that are available to OCA member clubs at no charge* to assist with any stubborn problems they may be experiencing with their ice. Help for club Ice Technicians in getting more curl or less curl, getting rid of runs, etc. is only as far away as the telephone and if a personal visit is needed, that too can be arranged.

The OCA Ice Team is also available at no charge to work with the club Board of Directors to evaluate equipment and the facility and to give advice before large amounts of money are spent. Assessment of rocks and guidance on how to match rocks is also available.

To request assistance from the OCA Ice Team, simply complete a Club & Ice Inquiry Form (*Exhibit 25*) or contact the Ice Team member in your area.

Ice Technicians Reference Manual

The ice is an integral part of any curling club and needs regular attention. To help club ice technicians and volunteers understand the requirements the OCA Ice Team has put together an ICE TECHNICIANS REFERENCE MANUAL. Download this manual from <http://www.ontcurl.com/resources/for-club-organizers/ice-team.aspx>

Forums For Brainstorming

The OCA often provides an opportunity for Ice Technicians to meet and discuss items of mutual interest, such as the spring Symposiums. OCA Ice Team members act as facilitators and provide Ice Technicians with tips and tricks that will help them make better ice.

Contacting OCA Ice Team Members

See Exhibit 24 - Ice Technician Guidelines

* The OCA Ice Team member may negotiate a fee if extra work beyond the scope of the OCA Ice Team guidelines is requested.

SAFETY/FIRST AID

The Workplace Hazardous Materials Information System (WHMIS) website is the preferred area to obtain any specific information that your club is looking for. The Official National site can be accessed at www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php.

To contact by Mail: WHMIS
123 Slater Street ; A.L. 3504D
Ottawa, ON
K1A 0K9
By email: WHMIS_SIMDUT@hc-sc.gc.ca

LOANS & GRANTS

OCA Member Club Assistance Fund

In 2003, the Ontario Curling Association established a fund called the OCA MEMBER CLUB ASSISTANCE FUND (OCA MCAF) as a vehicle to lend money to affiliated curling clubs so that the clubs can renovate or refurbish their premises. The OCA MCAF was established in response to the need for curling clubs to undertake capital projects that would not be eligible under other existing Ontario programs.

Please view the following three documents from our website;

- Information and application form
- Bylaw
- Loan Agreement

Go to www.ontcurl.com/resources/for-club-organizers/club-assistance-fund.aspx

CCA Curling Assistance Program (C.A.P.)

The Canadian Curling Association (CCA) has allocated funds from certain championship events for the purpose of providing financial assistance to the membership of the CCA including Provincial / Territorial Member Associations and affiliated curling facilities.

C.A.P. targets projects designed to grow the sport at the community level or to assist capital projects critical to the operation and health of the CCA's membership.

CCA Club Development Fund

The CCA Board of Directors created the Club Development Fund as a means to assist member curling clubs with capital projects. The Association's policy states that all donations received will be placed in this fund for the future benefit of curling clubs.

As a registered amateur athletic association, the CCA will issue tax deductible receipts for donations of \$100 or more. All donations will be placed in a fund, the purpose of which will be the development of affiliated clubs. The fund will be distributed to affiliated clubs based on their written applications for these funds. These projects will be reviewed and evaluated by a Fund Allocation Committee on a quarterly basis (July 31, October 31, January 31 and April 30). Proceeds from the fund will be distributed on this timetable as well.

For details go to <http://www.curling.ca/programs-and-services/programs-and-services-for-curling-clubs/club-development-fund/>

Ontario Trillium Foundation

Each year the Ontario Trillium Foundation makes approximately 1,500 grants to not-for-profit and charitable organizations. These grants invest in activities that have local impact on one or more communities within an area. To get more details check www.trilliumfoundation.org. The Ontario Trillium Foundation is responding to the need for capital funding by raising the limits for its grants to \$150,000. There is also a simplified application process for small capital grants from the Ontario Trillium Foundation.

Human Resources and Skills Development Canada

http://www.hrsdc.gc.ca/eng/funding_programs/index.shtml

- The **Enabling Accessibility Fund (EAF)** supports community-based projects across Canada that improve accessibility, remove barriers, and enable Canadians with disabilities to participate in and contribute to their communities.
- The **New Horizons for Seniors Program (NHSP)** is a federal Grants and Contributions program that supports projects led or inspired by seniors who make a difference in the lives of others and in their communities.

HOSTING A PROVINCIAL EVENT

If your club can use additional revenue and would like to raise its profile, we suggest that you consider a provincial event. Hosting an event can be a great opportunity for your club to bring your membership together.

If interested, please complete the "**Application to Host a Provincial Event**" (*Exhibit 22*) and forward to the OCA Office (fax-905-831-1083) or contact Doug for additional information.

SMART SERVE™

Smart Serve™ is a program offered by the Ontario Curling Association to help member clubs run a **responsible** bar operation.

- In-club training using club member or staff as trainer
- Training takes only 3 hours
- Train as many people as you want at one session
- Training can be done at your convenience
- Training is done with a very user friendly video and facilitator's guide
- Participants write a short test and receive a wallet card when they pass
- Training kit is free - you just borrow it from the OCA
- Participant kits are at OCA cost (Shipping & Handling & HST extra)

The Alcohol and Gaming Commission of Ontario (AGCO) require all licence holders to ensure that managers, persons involved in the sale or service of liquor and security staff hold, within 60 days after being hired, a certificate demonstrating the successful completion of a server training course. This requirement applies to full-time, part-time, contract, volunteers, as well as any licensees who are involved in the day- to- day operations. Further clarification can be obtained by contacting the AGCO toll free in Ontario at 1-800-522-2876.

Send the order form (*Exhibit 26*) to the OCA office or contact us for more information.

SKILL AWARDS PROGRAM

This program is designed so that the curler can progress at his or her own pace and share their progress with family and friends.

Check out the flyer (<http://www.ontcurl.com/resources/for-club-organizers/display-units.aspx>) and contact the OCA Office to get your curlers involved in this exciting, easy-to-operate program.

PROMOTION / INSTRUCTIONAL MATERIALS

The OCA has a number of 3-fold pamphlets that have been prepared to explain the sport and the OCA. Feel free to download and print for yourself or if you would like us to supply your club with pre-printed versions please request them from the OCA office.

Curling 101:

This pamphlet describes the game of curling in simple terms with definitions and information about the sheet of ice and how to play.

Touch The Rock – Delivery Basics:

This pamphlet is designed to assist the novice curler in his/her delivery.

Ontario Curling Association – Curling in Ontario:

This pamphlet gives a history of the sport in Ontario and describes the structure of the Ontario Curling Association.

Ontario Curling Association – Membership Benefits:

This pamphlet gives a breakdown of all competitions conducted by the association and describes all the programs and services offered.

Curling for Women:

This pamphlet answers some of the most common questions asked by women regarding curling as an activity.

Special Olympics:

This pamphlet explains the partnership with Ontario Special Olympics and how to get a program started in the club.

Wheelchair Curling:

This pamphlet helps both curlers & clubs start the sport of wheelchair curling.

Stick Curling:

This pamphlet describes the use of a delivery stick.

Ice Makers' Reference Guide:

This pamphlet written for Ice Makers gives detailed information in a straight forward, user friendly way on such topics as the preparation of sand and cement bases, control of temperature, humidity, pebble and the care of rocks.

CLUB EQUIPMENT

A list of manufacturers and suppliers of curling equipment is available. (Please let us know if names need adding or subtracting from the list).

Sliding Tape, Rule books, etc. are available through the OCA office.

RECRUITMENT EQUIPMENT

Display Unit & Brochures

The OCA has a number of display units, which can be borrowed by member clubs on a first-come, first-served basis. Clubs can use these units for membership drives at fall fairs, shopping malls, etc. To arrange for your club to borrow one of these units please contact Dave at 905-831-1757 or dave@ontcurl.com. OCA Instructional brochures, such as "Touch the Rock" and "Curling 101" are good hand-out items.

Rocks and Rings

The OCA now has two sets of "Rocks and Rings" for loan to OCA member clubs. This set of eight small "rocks" on casters comes with a vinyl "rings" mat and packs into an easy carrying case. This unit is ideal for the demonstration of curling at Fall Fairs and shopping mall recruiting drives. Contact the OCA to reserve the unit for your club function.

CLUB PLANNING MATERIALS

Borrow a Display Unit

The OCA has a number of display units, which can be borrowed by member clubs on a first-come, first-served basis.

Working with the Media

This publication (http://206.223.160.138/Images/up_images/Media.pdf) has been prepared for the Sport Alliance of Ontario.

The Business of Curling Program

Business of Curling is a program with three phases, each phase provides the club with a variety of important business tools designed to help the club not only remain viable, but also grow and change with the times. Further details are available from the CCA at www.curling.ca.

You will also find that the [CCA Curling Club Operations Manual](#) contains many useful titles.

Round-Robin Draws for League Play

The CCA have compiled a collection of [round-robin draws](#) that may match your needs.

OCA Articles

The OCA has developed a number of articles and questionnaires to help club executives with some of the more common club issues.

- [The importance of dehumidifiers](#)
- [What Women Look for in a Curling Club](#)
- [Recruit & Retain Members](#)
- [Turning People on to Curling](#)
- [Sample Recruitment Poster](#)
- [A "Buddy" program](#)
- [Making it Fun](#)
- [Guidelines for a Successful Bonspiel](#)
- [Revenue Generation Tips](#)
- [Off-Season Uses for your Club](#)
- [Advertising Revenue Tips](#)
- [Sponsorship Revenue Tips](#)
- [Ad-Sponsorship Revenue Tips](#)

CLINIC TEAMS

The OCA offers a variety of the most popular clinics to member clubs. From the very basic "Learn to Curl Clinic" to the more advanced clinics, qualified NCCP Instructors are available to help. Costs are reasonable and depend on the type of clinic, the number of hours required, and the number of instructors needed. For more information or to arrange a suitable date and time for your clinic, contact Tom Ward (tom@ontcurl.com) or call the OCA Office 905-831-1757 or toll free 1-877-668-2875.

“OFF” ICE BUSINESS TEAM

The Team can help identify helpful management tools and the steps required to adopt those tools as a means of providing their customers with improved products and services. The OCA Business Team of highly qualified Business Managers / Executives is available to OCA member clubs at no charge*. The Team can assist with any club business issues that Clubs may experience.

Aspects that may benefit from the OCA Business Team include:

- Bookkeeping & Accounting
- Human Resources
- Food & Beverage Controls
- Planning Capital Purchases
- Controlling Expenses
- Marketing & Promotion
- Revenue Generation
- Member Recruitment

Contact the OCA office to learn more and allow us to specifically identify an individual to discuss details with you confidentially.

CLUB INSURANCE

A Curling Club Insurance Program is available from John Shea Insurance Brokers.

CLUB PROPERTY TAX

The OCA will cover the cost to have your club's property tax assessment reviewed by Altus Group.

For OCA Event Organizers

This is a collect of items that may be useful to you as an OCA volunteer helping to run an OCA event. All these and more are available from the OCA website and the OCA Operations Manual supplied to each OCA Club Representative and Manager.

Double Knockout Draws

<u>3 Teams</u>	<u>8 Teams</u>	<u>13 Teams</u>	<u>18 Teams</u>	<u>23 Teams</u>	<u>28 Teams</u>
<u>4 Teams</u>	<u>9 Teams</u>	<u>14 Teams</u>	<u>19 Teams</u>	<u>24 Teams</u>	<u>29 Teams</u>
<u>5 Teams</u>	<u>10 Teams</u>	<u>15 Teams</u>	<u>20 Teams</u>	<u>25 Teams</u>	<u>30 Teams</u>
<u>6 Teams</u>	<u>11 Teams</u>	<u>16 Teams</u>	<u>21 Teams</u>	<u>26 Teams</u>	<u>31 Teams</u>
<u>7 Teams</u>	<u>12 Teams</u>	<u>17 Teams</u>	<u>22 Teams</u>	<u>27 Teams</u>	<u>32 Teams</u>

Single Knock-out, Double Team Tankard Draws

<u>2 teams</u>	<u>4 teams</u>	<u>6 teams</u>	<u>8 teams</u>
<u>3 teams</u>	<u>5 teams</u>	<u>7 teams</u>	

Exhibits

<u>Exhibit 4</u>	<u>Zone Entry Recap Sheet</u>
<u>Exhibit 5</u>	<u>Team Registration Sheet</u>
<u>Exhibit 6A</u>	<u>Youth Event Waiver</u>
<u>Exhibit 6B</u>	<u>Adult Event Waiver</u>
<u>Exhibit 7</u>	<u>Remittance Form</u>
<u>Exhibit 15</u>	<u>Timing Guidelines</u>
<u>Exhibit 16</u>	<u>Team Meeting Guidelines</u>
<u>Exhibit 17</u>	<u>Tankard Guidelines</u>
<u>Exhibit 18</u>	<u>Coaches Meeting Guidelines</u>
<u>Exhibit 19</u>	<u>Procedures for Timeouts</u>
<u>Exhibit 21</u>	<u>Last Rock Choice of Colour</u>
<u>Exhibit 24</u>	<u>Ice Technicians Guidelines</u>

Guide to running an OCA event

Hosting 101

OCA Operations Manual

<u>Organization</u>
<u>By-Laws & Policies</u>
<u>Discrimination & Harassment Policy</u>
<u>Operations</u>
<u>Competitions</u>
<u>Development</u>
<u>Awards</u>
<u>Media</u>

For Coaches

Funding & Grants

A list of various sources of funds is maintained on the website.

Coaching Aids

Skill Awards program

This program is designed for young curlers.

Lesson Plans

Lesson plans for Little Rockers aged 6 – 8

Lesson plans for Little Rockers aged 9 - 11

Curling Journal for Coaches

The 190 page "Curling Journal for Coaches" was produced as a resource for all coaches regardless of the team's competitive level. Included are sufficient forms to cover a full season of practices, games and useful material in a handy 7" X 9" 3-ring binder

Coach Handbook

This handbook was compiled to make all relevant coaching material available to novice coaches in one easy to carry handbook.

V1-Home Edition Software

V1 Home allows any coach or athlete to record and analyze a curling delivery using a fire-wire enabled notebook computer along with a mini-dv camera. The motion can be analyzed in real time, slow motion or frame by frame. There are drawing tools to show correct angles, video overlay and side by side comparison to show the athlete their progress.

For Curlers

Instructional Material

These 3-fold pamphlets are available to download and print:

- [Touch the Rock](#)
- [Curling 101](#)

Curling Camps are offered by the OCA and the CCA for experienced curlers:

- Youth camps (13 – 18 years)
- High Performance Camp
- La Releve program

Curling Website Links for Everyone

Curling Associations:

Ontario Curling Council / www.ontariocurlingcouncil.com

World Curling Federation / www.worldcurling.org

Canadian Curling Association / www.curling.ca

Alberta Curling Federation / www.albertacurling.ab.ca

Curl BC / www.curlbc.ca

Curling Quebec / www.curling-quebec.qc.ca

Manitoba Curling Association / www.curlmanitoba.org

New Brunswick Curling Association / www.nbcurling.nb.ca

Newfoundland & Labrador Curling Association / www.curlingnl.ca

Northern Ontario Curling Association / www.curlno.ca

Northwest Territories Curling Association / www.curlingnwt.ssimicro.com

Nova Scotia Curling Association / www.nscurl.com

Nunavut Curling Association / no website

Prince Edward Island Curling Association / www.peicurling.com

Saskatchewan Curling Association / www.saskcurl.com

Yukon Curling Association / www.yukoncurling.ca

Toronto Curling Association / www.torontocurling.com

Ottawa Valley Curling Association / www.ovca.com

Hamilton & Area Curling Association / www.hamiltoncurling.com

Ontario Grand Masters Curling Association / www.grandmasterscurling.com

United States Curling Association / www.usacurl.org

World Curling Tour / www.worldcurlingtour.com

Ontario Curling Tour / www.ontariocurlingtour.com

Ontario Junior Curling Tour / www.curlingrocks.com

Rogers Television / www.rogerstelevision.com

TV Cogeco / www.tvcogeco.com

Rogers Sportnet / www.sportsnet.ca

TSN / www.tsn.ca/curling

CBC / www.cbc.ca/sports/curling

Canoe Sports / slam.canoe.ca/Slam/Curling

Curling Zone / www.curlingzone.com

The Curling News / www.thecurlingnews.com

The Curling Show / www.thecurlingshow.com

Sandra Schmirler Foundation / www.sandraschmirler.org

Curling's Premier Directory / www.curling.com