



**COMPETITION**

**HOSTING 101**



The whole point of this exercise is to try to run the competitions consistently and equitably across all the zones for all competitions no matter which club is hosting the event.

The outcome of the games should be decided by the play on the ice. The teams that play better on that particular weekend will advance.

As host representatives we are there to make sure the event runs smoothly and the organization, paperwork and management of the event are well looked after. Most players understand your role and will cooperate. If you stick closely to these procedures you will minimize the occurrence of any inconsistencies or 'surprises' and you will have removed a lot of the perceived stress associated with hosting these events.

## **COMPETITION HOSTING 101**

I am an OCA Club Representative and my club is about to host an OCA zone event.

### **Help! - What do I do?**

#### **Soon after the zone deadline**

1. Contact the Zone Representative
  - Agree on the draw schedule and determine any bye teams. (The Zone Rep. will then have the draw approved by the OCA office.)
  - Confirm any special circumstances, such as kitchen facilities, dress code, etc.
  - Agree who will be the "official-in-charge"
  
2. Contact the Club
  - Give the Ice Technician the draw times and ensure they will be available throughout the playdown.
  - Give the kitchen staff details of the number of curlers and the draw times.
  - Ensure the bar will be operating and serving sponsor products.

## **Before the event starts**

1. Post a copy of the draw that was approved by the OCA Office. It needs to be large enough to allow the team names, game times and ices to be legible to players and spectators alike.
  
2. Tools required for the day:
  - ✓ Current OCA Rules Supplement
  - ✓ Current CCA Rule Book
  - ✓ OCA Operations Manual (hard copy or electronic)
  - ✓ Stop watch
  - ✓ Deck of cards
  - ✓ Paper
  - ✓ Pens
  - ✓ Measuring tape (spare)
  - ✓ Contact telephone number for on call OCA Official
  - ✓ Zone Crests & Regional Information sheets (only required if the Zone Rep. will not be attending the event).
  - ✓ **Team List showing the expected participants and the received waivers as emailed to the Zone Rep prior to the event.**

### Exhibit sheets

- ✓ # 3 Competition Rule Sheet for the event
- ✓ # 4 Zone Entry Recap Sheets
- ✓ # 6A Youth Event Waiver Forms or # 6B Adult Event Waiver Forms
- ✓ # 15 OCA Timing Guidelines
- ✓ # 16 Guidelines for Team Meeting
- ✓ # 17 Guidelines for Men's & Women's Tankard (if required)
- ✓ # 18 Guidelines for Coach/Chaperone Meeting
- ✓ # 19 Procedures for Timeouts
- ✓ # 20 Time-Out Summary Sheets

## **Players have started to arrive!**

- Make sure teams check in with you, and as they do, check their names off the competing team list. **All players, coaches and chaperones are required to provide a signed waiver.** So, any player who is not indicated as having a waiver on file at the OCA office must complete a waiver (Exhibit 6A or 6B) and return it to you prior to stepping on the ice. You need to indicate any player changes on the competing team list. **Recommend they do not designate a fifth player until that player is about to step on the ice.**
- One member from each team should draw a card to determine their starting ice. Mark the results on a sheet of paper.
- Have the teams flip a coin with the opposition. The winner has the choice of **EITHER** colour of stone **OR** practice time (1<sup>st</sup> or 2<sup>nd</sup>) but not both. (OCA Rules Supplement page 11 paragraph 2). Have the teams report the outcome, and you mark the results down.
- If a team fails to have a team member present for the coin toss for any game (the time that you have established) that team shall forfeit the choice of colour and last stone for that game and shall practice first.

If you are running a **junior event** you will need to follow these extra steps:

- Before the regular Team Meeting, call a Coaches / Chaperones Meeting.
  - Please read the guidelines (Exhibit # 18) out loud for new and old— don't assume everyone knows.
  - Read out the Procedures for Timeouts (Exhibit # 19) have copies available for coaches that need one.
  - At this point go over the explanation of an Umpire's time-out so there are no misunderstandings. (CCA Rulebook Page 36 paragraph 6)
  - Check to make sure you have copies of Exhibit # 20 (Time-Out Summary) to help you keep track of time outs that have been called.

## **Time for the dreaded team meeting!**

The team meeting should be called at least **45 minutes** prior to game time. Be diligent with this because with the draw for hammer added to the practice you will need time in order to get the games started on schedule. **Hint:** You should have already checked with the icemaker to ensure the ice is going to be ready for the scheduled practice start time.

The Team Meeting is an OCA requirement and is held prior to the start of each and every competition.

There must be at least 1 player from each team present at the team meeting or there are penalties (OCA Rules Supplement page 11, #1 - #3). Read Exhibit # 16 (Guidelines for Team Meetings) out loud to the team reps. Remember there could be new players or experienced players that may not have all the information regarding this particular event.

Stress any specific rules and requirements of your particular event or club.

Explain the role of the official-in-charge and introduce that person. Remind the players that if they call the official out to make a ruling it is because they are unable to come to a decision themselves and they are asking the official to make that decision for them. They must accept that decision!

If a decision is about rules, interpretation, procedure, etc, (even if you feel it is black and white) **please call the OCA person who is on call to make the decision.** Remove as much of the decision making from your shoulders as possible.

## **Time to start the practices!**

**Check that the ice is in fact ready.**

### **Explain how the practices are going to be run.**

Remember that all events have a seven minute practice. It is best to run the practices in an orderly and consistent manner so there are no complaints about inequities etc. Indicate that **you** will be running the practices and that players should not go out to the ice until you have called them for either the first or second practice. Inform the players that they will be allowed one minute “cool-down” time to cool their slider and take a practice slide(s) without a rock. They must **NOT TOUCH ANY ROCK** until you start the practice. Tell them you will announce when the players can start throwing the rocks and that you will give them a one-minute warning prior to the end of their practice. Inform them that when you announce that their practice is over, it is over and no more practice rocks can be thrown. Let the players know that after their practice is over they will have 1 minute to complete their draw for hammer.

### **Explain the Draw for Hammer** (OCA Rules Supplement page 11, paragraph 2)

- (1) Within one (1) minute following the pre-game practice, a player from the team will throw one stone (full sweeping allowed) towards the home end.
- (2) If the rock is on or touching the rings the team will measure the distance from the pin hole (teams do their own measuring and provide their own measuring tape). A member of the opposing team may be present for the measurement.
- (3) The team that has the least distance will have last stone advantage.  
If the draw shot distances for both teams are the same, or neither team draws the rings, the teams shall conduct a coin toss. The winner of the coin toss will have last stone advantage.
- (4) A draw to the button that is moved by a throwing team member prior to the measure will be assigned the distance to the next defined circle away from the button.
- (5) The draw is used for that game only and any of the 4 players can throw it.

## **Run the practices.**

Go out to the ice surface with the players and start the practice (utilizing your stop watch to keep track of the time). Just before giving the practicing team their one minute warning remind teams in the lounge that they may have **one player** come out to the ice after the practice to observe the measurement of the draw for hammer, all other players should remain in the lounge until called.

At the end of the first practice wait until the players have exited the ice and then call the players out for second practice and repeat the process.

After the second practice and the hammer has been determined, inform all the players they can start their game.

## **Timing of Games**

Games can be timed at any level of the competition but you probably do not have the appropriate equipment to do it. Refer to Exhibit # 15 (OCA Timing Guidelines) if any of your games are being timed.

However, if a team is being unnecessarily slow, you, as the umpire, can notify the skip of the offending team and their next stone must be delivered with 45 seconds. See CCA Rulebook page 36 paragraph 5.

## **As the competition proceeds.**

Enter team names in the appropriate slots on the draw board. During the game you need to allocate the ice **for just the next draw**. Remember not to have teams playing on the same ice back to back. You need to look ahead and behind on the draw sheet to determine the ices each time. Final games are usually played on the inside sheets.

Please use the OCA contact #'s to make decisions regarding the competition. Players offering "rules" should be asked to show you the rule in the rulebook.

## **The competition is over!**

Present the packages (Zone Crests & Regional Information Sheets) to the A & B winners. Make sure that the right package is given to the right team, as there may be slight differences. Any questions ask the Zone Rep or phone the OCA Official-on-Call.

Fill out the Recap sheet (Exhibit # 4), to show the 'A' & 'B' winning teams.

Fax, or scan and email, the Recap Sheet and all the waivers you have to the OCA office A.S.A.P. (905-831-1083 or [entries@ontcurl.com](mailto:entries@ontcurl.com)).

## **You are done!**

### **Great job, now relax and enjoy the beverage of your choice.**

The complete set of paperwork, including **all** the Waivers can then be mailed to the OCA office. (1400 Bayly St., Office Mall 2 unit 2B, Pickering, L1W 3R2).