

***Special  
Olympics***  
*Ontario*



# **Curling Host Package APPENDICES**



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## Appendix K

### Competition Committee

Running a competition can be a large undertaking and it helps to have a group of people helping to share the work. The following outlines the recommended division of labour.

#### Competition Host

**Facility:** You will need use of a curling rink, change rooms, and a place for athletes to eat. A private space for the divisioning committee is required for a Provincial Qualifier, Tankard Playdown or any competition that holds a divisioning round.

**Officials:** Arrange for officials to be at your competition. Volunteers with sport technical knowledge can act as on ice officials for invitational competitions. Ensure that you make them aware of the SOC rule amendments.

**Coaches Meeting:** It is your responsibility to hold a coaches meeting prior to the start of the tournament. You will go over the rules of the competition and the schedule of events and answer any questions the coaches may have. For Provincial Qualifier or Tankard Playdown tournaments, another coaches meeting to announce the divisions and hand out tournament schedules should take place following the divisioning rounds.

**Competition Budget:** Work with the Fundraising and Meal committee members to determine the competition budget. As per SOO Guidelines the athlete registration fee is not to exceed \$25 per player. Communities can apply for an SOO competition grant to offset a projected competition deficit. Budgets should be submitted to SOO staff 4 weeks prior to a competition.

*The day of the meet it is up to the Competition Host to ensure that everything is running smoothly.*

***Note: often the competition host takes on one or more of the roles outlined below***

#### Volunteer Coordinator

**Timers & Scorekeepers:** There should be one of each assigned to each sheet of ice. They will be responsible for timing the play and adhering to the time limits stated in the rules as well as keeping track of the score.

**Results Volunteers:** They will be responsible for collecting score sheets and inputting the scores into the results documents, and posting the scores in the results area.

**Meal Volunteers:** You can check with the committee member in charge of the meal to find out how many helpers they would like to work with them to sort the meals for the team (normally 2-3 helpers would be good).



**Team Ambassadors:** If you have additional volunteers, they can be assigned to individual teams, to act as runners, cheerleaders and support.

*The day of the meet it is your responsibility to sign in all of your volunteers and provide orientation to what is expected of them for the day. You should provide your volunteers with t-shirts and have certificates or letters of thanks for all of your volunteers, but especially the ones that are helping for their volunteer hours.*

## Fundraiser

**Sheet/End Sponsorships:** you can try to get sheet/end sponsors and you can use whatever you would like as your benchmark (\$100 for bronze, \$150 for silver and \$200 for gold as an example). Make sure that they send you a logo or sign that you can put up at their designated sheet or end.

**Program Sales:** The program is a tool marketed towards the spectators. They can include schedules, participating team rosters, sponsor information, rules etc. Cost will vary depending on cost to produce.

Inform visiting teams ahead of time that programs are only provided free of charge to the teams.

**Food Donations:** It is always a good idea to try to get as much of the food donated as possible. You can work with the meal coordinator to determine what food they are looking for and help that committee member draft and distribute a donation letter to local grocery stores (you can normally get your fruit and drinks for free).

**Bake Sale:** Many competitions run successful bake sales to help raise funds. Advertise the bake sell ahead of time to incoming teams to maximize the fundraiser. You can ask volunteers or parents to help bake.

*The day of the meet you need to make sure that your sheet or end sponsor's signs are displayed appropriately. After the competition, send out a thank you card to all of your sponsors with a picture of athletes from the meet.*

## Registration Coordinator

**Registration Package:** It is your responsibility to work with the Competition Host to create the competition invitation/package and send out the competition information to the invited clubs. The competition information should be submitted to the SOO Events Calendar as well.

**Numbers:** Provide final numbers of athletes and teams to all other committee members when the registration packages have been returned.

**Event Registration:** you will man the registration table the day of the event, collecting any outstanding entrance fees and giving teams their registration packages, which



should consist of a schedule, SOC rules, list of key event volunteers, spectator code of conduct, etc.

### Meals Coordinator

Many curling rinks do not allow outside food to be brought in, so you may need to provide lunch for the athletes and volunteers if your competition runs over lunch. A lunch fee, on top of the registration fee, may be charged to help offset the cost of lunch if required.

**Meals:** Decide what you would like to provide the athletes for their meal and work with the Fundraiser to get as much of the meal donated as possible. Ensure accurate numbers are given to the supplier of the food and either pick up the food or confirm delivery. Work with the registration coordinator to determine and provide for any food allergies.

**Snacks:** Volunteers and Athletes should be encouraged to bring their own reusable water bottle, ensure that there is a refill station that can be used by all participants. Some hosts also provide cut up fruit to the athletes halfway through the competition. Work with the Volunteer Coordinator to ensure there are volunteers available to run the snacks to the officials and participants throughout the meet.

*The day of the meet it is your job to make sure all of the food has been delivered and to sort the food into team boxes (let the Volunteer Coordinator know how many helpers you would like for this task).*

### Awards and Ceremonies

**Opening Ceremonies:** Pick an athlete to recite the Athletes Oath, some competitions play the national anthem too, it's up to you. (You don't need a closing ceremonies)

**Awards:** work with the results volunteers to ensure that all of the ribbons\* are placed in the teams' envelopes to be distributed at the end of the tournament

\*To order ribbons please send an email to [supplies@specialolympicsontario.com](mailto:supplies@specialolympicsontario.com) outlining how many 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and participation ribbons you require, which sport it is for and the address the ribbons should be delivered to. Please ensure you email your ribbon order a month prior to your competition to ensure there is time to mail your request to you.

### Public Relations

It is your job to alert the local media that the meet is occurring and then be present the day of the meet to answer any questions for any media that do attend.



## Appendix L Competition Invitation



### Curling “B, C & D” Invitational

- Date:** (Competition Date)
- Where:** (Location-with street address)
- Time:** Registration 8:15 a.m.  
Games begin at 9:00 a.m. (continuing through until approximately 5:00 p.m.)
- Cost:** \$25 per athlete
- Rosters:** Rosters may include up to 5 athletes.
- Lunch:** (Provide details- if lunch is being provided)
- Rules:** CCA and SOC Rules will apply.

#### Registration Deadline: (DATE)

The following must be received on or before (registration deadline).

1. Entry fee cheque (made payable to SOO **Community Name**)
2. Team contact information (i.e. names, phone numbers (home & cell), e-mail addresses of coaches).

**Please forward registrations to:** SOO – **Community Name**  
**Address**  
**Address**  
**Postal Code**




**Inquiries:** **Organizers Name- phone number- e-mail**

**Space is limited so register early to ensure acceptance!**



## Appendix M

### Team Registration

Curling Registration Form						 						
Club Name:			SOO Club ID #:			Contact Person:			Contact Number:			
Mailing Address (For Results):			Postal Code:			Contact Email:						
Special Olympics Athlete Registration						Coach Self-Assessment						
	First Name	Surname	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #			Levels				
1			M / F					The level that I believe my team performs at is... (Circle One)  Other teams with comparable skill that my team has played this year include...		1	2	3
2			M / F									
3			M / F									
4			M / F									
5			M / F									
Maximum of 5 Athletes												
Special Olympics Coaches Registration												
	First Name	Surname	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #							
Head Coach			M / F									
Coach/Manager			M / F									
Coach/Manager			M / F									
Coach/Manager			M / F									
Coach/Manager			M / F									
Coach/Manager			M / F									



## **Appendix N**

### **Booking Officials**

The following officials are required to host a quality-curling event. All officials should be aware well in advance of the event, what their job involves the time commitment, (specific times the volunteer is required to be available) who they will be working with, and any supplies they may require.

#### **Primary Officials**

##### **Head Official**

###### *Qualifications*

- Experience acting as a Head Official or On Ice Official at either a Generic or Special Olympic competition.
- Successfully completed the Canadian Curling Association's Level One (1) officials training program

###### *Responsibilities*

- Ultimately responsible for the sport technical component of the competition
- Work with the Competition Host to ensure that the competition is run in accordance with both Special Olympics Canada and Canadian Curling Association Rules and Regulations.
- Recruit and train required On Ice Officials.
- Sit on the Appeals committee.

##### **Secondary Officials**

###### *Head Official – Assistants*

On Ice Officials, (The number of on ice officials will be dependent on the number of registered teams and the number of available sheets for the competition. As per Special Olympics Canada rules, there must be one on ice official per sheet of ice.)

###### *Qualifications*





- Experience officiating either a Generic or Special Olympic Curling competition.  
Successfully completed the Canadian Curling Association's officials training program.

### *Responsibilities*

- Govern the on ice play of the competition.
- Ensure that the rules and regulations of both Special Olympics Canada and the Canadian Curling Association are adhered to throughout the competition.
- Report any violations of play to the Head Official in accordance with the Canadian Curling Association procedures.
- Work with the teams to ensure a quality competitive environment.



## Appendix O

### Competition Schedules

Please remember that when you are creating your schedule for the day that you should ensure that teams do not play on the same ice all day.

### Two Team Division Schedule

\*For PQ's all teams must play 3 games

**Team 1:** One

**Team 2:** Two

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Two
Game 2	12:00:00 AM	Two	One
Game 3	12:00:00 AM	One	Two

For two team divisions the teams will play head to head 3 times. For PQ's all three games must be played even if one team has won the first two games.

### Three Team Division Schedule

\*For PQ's: winners of each division must play 3 games

**Team 1:** One

**Team 2:** Two

**Team 3:** Three

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Two
Game 2	12:00:00 AM	Three	One
Game 3	12:00:00 AM	Two	Three
Game 4	12:00:00 AM	1st	2nd

Three team divisions will play a round robin, at the end of the round robin the first and second place teams will play in the final game.



## Four Team Division Schedule

\*For PQ's: winners of each division must play 3 games

**Team 1:** One  
**Team 3:** Three

**Team 2:** Two  
**Team 4:** Four

Location	Start Time	Home	Away
<b>Game 1</b>	12:00:00 AM	One	Two
<b>Game 2</b>	12:00:00 AM	Three	Four
<b>Game 3</b>	12:00:00 AM	Two	Three
<b>Game 4</b>	12:00:00 AM	Four	One
<b>Game 5</b>	12:00:00 AM	One	Three
<b>Game 6</b>	12:00:00 AM	Four	Two

Four team divisions will play a round robin. Two games can be held at the same time (white and grey) as long as sufficient rest is given between the games.

## Five Team Division Schedule

\*For PQ's: winners of each division must play 3 games

**Team 1:** One  
**Team 3:** Three  
**Team 5:** Five

**Team 2:** Two  
**Team 4:** Four

Location	Start Time	Home	Away
<b>Game 1</b>	12:00:00 AM	One	Four
<b>Game 2</b>	12:00:00 AM	Two	Three
<b>Game 3</b>	12:00:00 AM	Three	One
<b>Game 4</b>	12:00:00 AM	Four	Five
<b>Game 5</b>	12:00:00 AM	Five	Three
<b>Game 6</b>	12:00:00 AM	One	Two
<b>Game 7</b>	12:00:00 AM	Two	Five
<b>Game 8</b>	12:00:00 AM	Three	Four
<b>Game 9</b>	12:00:00 AM	Four	Two
<b>Game 10</b>	12:00:00 AM	Five	One

Five team divisions will play a round robin (four games each). Two games can be held at the same time (white and grey) as long as sufficient rest is given between the games.



## Six Team Division Schedule

\*For PQ's: winners of each division must play 3 games

**Team 1:** One  
**Team 3:** Three  
**Team 5:** Five

**Team 2:** Two  
**Team 4:** Four  
**Team 6:** Six

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Four
Game 2	12:00:00 AM	Two	Five
Game 3	12:00:00 AM	Three	Six
Game 4	12:00:00 AM	Five	One
Game 5	12:00:00 AM	Six	Two
Game 6	12:00:00 AM	Four	Three
Game 7	12:00:00 AM	One	Six
Game 8	12:00:00 AM	Two	Four
Game 9	12:00:00 AM	Three	Five

Six team divisions are split into two groups of 3, the teams will then play all 3 teams in the opposite group. Three games can be held at the same time (white, grey and light grey) as long as sufficient rest is given between the games.



## Seven Team Division Schedule

\*For PQ's: winners of each division must play 3 games

**Team 1:** One  
**Team 3:** Three  
**Team 5:** Five  
**Team 7:** Seven

**Team 2:** Two  
**Team 4:** Four  
**Team 6:** Six

Location	Start Time	Home	Away
<b>Game 1</b>	12:00:00 AM	One	Two
<b>Game 2</b>	12:00:00 AM	Three	Four
<b>Game 3</b>	12:00:00 AM	Five	Six
<b>Game 4</b>	12:00:00 AM	Seven	One
<b>Game 5</b>	12:00:00 AM	Two	Six
<b>Game 6</b>	12:00:00 AM	Three	Five
<b>Game 7</b>	12:00:00 AM	Four	Seven
<b>Game 8</b>	12:00:00 AM	1st	2nd
<b>Game 9</b>	12:00:00 AM	3rd	4th
<b>Game 10</b>	12:00:00 AM	5th	6th

When there are 7 teams in the division each team plays 2 games, then for the 3rd game teams play based on their standings. Three games can be held at the same time (white, grey and light grey), game 7 is held by itself, as long as sufficient rest is given between the games.



## Appendix P

### Sample Day of Agenda

- 1. Pre Competition Preparation**
  - a. MK create final draft of tournament (or divisioning) schedule
- 2. Committee arrival for Set Up** **7:30 a.m.**
  - a. MK, DN, BY to set up volunteer room/statistics room
  - b. SA, JM, DD to set up volunteer check in/registration: t-shirts, volunteer forms and name tags
  - c. JF, SM, TM to set up team area: assign designated coaches seating at each sheet; set up team tables
- 3. Competition Volunteers Arrival** **8:15 a.m.**
  - a. Directed to volunteer room to drop of stuff, pick up t-shirts, name tags and fill out volunteer forms
  - b. Volunteer Orientation to be held immediately following arrival (RW)
- 4. Team Arrival & Registration** **8:15 a.m.**
  - a. Teams are directed to the change rooms, coaches to sign in at the reg table and pick up packages
  - b. As spectators arrive they are to be informed about the spectator seating and program sales
- 5. Team Warm Ups Begin (Where appropriate)** **8:30 a.m.**
  - a. Team are each given 7 min of ice time to warm up
- 6. Registration Table Closes** **8:45 a.m.**
  - a. Volunteer to bring signed rosters and money box to competition host
- 7. Coaches Meeting** **8:45 a.m.**
- 8. Warm Up Complete** **9:00 a.m.**
- 9. Opening Ceremonies** **9:02 a.m.**
  - a. Welcome to the teams
  - b. Choose a athletes to perform Athletes Oath
- 10. First Competition to Begin** **9:15 a.m.**
- 11. Pick up Lunch** **11:00 a.m.**



- a. (instructions for lunch)
- 12. Serve Lunch** **11:30 a.m.**
  - a. MK to deliver to each team
- 13. End of Competition** **3:00 p.m.**
  - a. SA to hand out ribbon
- 14. TEAR DOWN** **3:05 p.m.**
  - a. All Volunteers
  - b. Volunteers to pick up personal items from stats room and are free to leave THANK YOU!



# Appendix Q

## Score Sheet

Curling Score Sheet														Special Olympics Ontario					
Date:		Team A Roster								Team B Roster									
Competition:		Team Name:								Team Name:									
		SOO Club ID #:								SOO Club ID #:									
Location:		First Name				Surname				First Name				Surname					
Start Time:		Coach/Captain Signature:								Coach/Captain Signature:									
End Time:																			
Rock Colour	Team	Ends												Total Score					
		1	2	3	4	5	6	7	8	9	10	EE							
	A																		
	B																		





## **Appendix R**

### **Supplies Check List**

#### **Things you will need:**

- ☐ Computer and printer (For PQ's to print post-divisioning schedules)
- ☐ Printer paper
- ☐ Ribbons
- ☐ Markers, pens, pencils, clipboards for the scorekeepers
- ☐ Tables for scorekeepers, registration desk etc. (if not provided by facility)
- ☐ Scoresheets
- ☐ Boxes to put the team meals into (if applicable)
- ☐ Posters to let people know what is going on (Marking entrances, change rooms etc.)
- ☐ Money Boxes
- ☐ Bristol board or other material to post results and divisions
- ☐ Copies of rules for scorekeepers and referees
- ☐ Arrange for first aiders to be in attendance
- ☐ First aid supplies (if applicable)

