

North Dakota Curling Association

Task List - State & USCA-Sponsored Events

Definitions:

- United States Curling Association (USCA) Special Events – regional qualifiers, challenge round, national championships, etc.
- USCA/North Dakota Curling Association (NDCA) Events – state championships leading to national championships (club nationals, juniors, mixed, etc.)
- Non-USCA Events – NDCA events not leading to nationals (seniors, high school, etc.)

Contact Information:

- USCA – 1-888-CURLERS
- North Dakota Curling Association President – Amelia Young (Fargo, amelia.pirkl@gmail.com)
- North Dakota Curling Association Treasurer – Dan Lindgren (Grand Forks, danel1@hotmail.com)
- North Dakota Curling Association Drawmaster – Frank Podoll (podollf@casscountynd.gov)
- State Winner Plaques – TBD
- Eagle Crests: Adults - TBD
Juniors – Creative Impressions (Devils Lake: 701-662-6570)

Event Chairperson

- Identify immediately!
- For USCA and USCA/NDCA events – notify USCA of chairperson and related contact information
- For all events – notify state association president of chairperson and related contact information
- Confirm dates with local club (and arena staff, if applicable), USCA, & state association president and webmaster
- For USCA special events, the USCA will enter into a contract with the host club concerning the event; be aware of related requirements and contact people. USCA events such as national championships may involve the use of arenas; need to negotiate related contracts
- For USCA and USCA/NDCA events, complete required paperwork and file with USCA immediately following completion of event – winner certifications, winner photos, team biographies, etc. Use forms provided by USCA.
- Use event to promote curling to club members and within the local community and as a training opportunity for local club members (committee chairs, icemakers, officials, etc.)
- Establish a timeline for initiating and completing all event-related activities (early is on time and on time is late!)
- Monitor all ongoing committee work to insure timely and satisfactory initiation and ongoing activities.

Establish local committee – major areas of responsibility and related activities include:

- Publicity (for USCA events, work with USCA)
 - Website – pre-event information, list of teams, draw, live-time scoring, news releases, links to USCA website, state website, etc.
 - News releases to local media prior to, during, and after event
 - Prepare and distribute posters to ND clubs – event info, entry fees, dates, contacts, entry details, etc. Send several posters to each club, well in advance of entry deadline date
 - Take team photos and work with chairperson to make required submittals to USCA
 - Consider working with local convention & visitor's bureau or chamber of commerce for club welcoming signs, visitor bags, etc.
 - Event program - opportunities may exist for selling sponsorships and advertising and creating a related event program, either as a booklet or a newspaper insert (for USCA special events, be sure to discuss with USCA personnel prior to initiating efforts)

- Lodging
 - Arrange for block of rooms for competitors, out-of-town officials, etc.
 - Include deadline for making related reservations
 - Consider working with local convention & visitors bureau

- Draw
 - USCA will prepare draw for USCA special events (regional qualifiers, etc.) and schedule team meeting prior to start of play
 - NDCA drawmaster will prepare draw for USCA/NDCA events leading to nationals
 - USCA/NDCA and NDCA events – consider pre-event and pre-game practice times & pre-event meeting; work with state drawmaster, head official, and icemaker
 - For USCA/NDCA and NDCA events, host club needs to inform participating skips of draw, practice times, team meeting, onsite food arrangements, etc. as early as possible
 - For all events - post information on event website
 - Notify local curlers of any related disruptions to league schedules, etc. and corresponding plans to reschedule games, extend season, etc.

- Ice
 - USCA will name icemaker for some USCA events (regional qualifiers, etc.); host club should initiate contact as soon as person is named
 - For USCA events, be aware of possible need for ice inserts for sensor handles
 - Need to identify icemaker for USCA/NDCA and NDCA events
 - All USCA and USCA/NDCA events - pre-event flood, if possible
 - Line up sufficient help for ice maintenance prior to and throughout event
 - Put head icemaker in direct contact with those in control of local facility (local icemaker, arena staff, etc.) to confirm timetables, expectations and ability to control ice plant, etc.

- Officiating
 - USCA will name head official for USCA events (regional qualifiers, etc.); host club should initiate contact as soon as person is named
 - Need to identify head official for USCA/NDCA and NDCA events
 - Determine level of officiating required (time clocks, etc.)
 - Officiating forms for USCA and USCA/NDCA events are available from USCA
 - Line up sufficient personnel for officiating throughout event
 - For USCA national championships, drug testing personnel may be onsite to test winners; need to work with these personnel regarding related scheduling (immediately following final game) and host club regarding required rooms or other facilities
 - For USCA and USCA/NDCA events, officials should retain the event documentation until which time the National event has started. This information may be need if there are grievances filed, and or if a replacement team needs to be identified.

- Hospitality & Awards
 - Determine what level of hospitality is going to be offered; consider bottled water, fruit, breakfast muffins, snacks, etc.
 - For USCA events, consider the need for local transportation services – shuttles, etc.
 - Determine what awards are the club's responsibilities; except for state seniors, plaques are given to the members of winning state teams (host club needs to order; bill to NDCA); there are traveling trophies for men's, women's, junior men & women, mixed, and high school boys and girls (engraving is at winner's expense)
 - Note: Consider not serving alcohol at club during junior and high school events.

- Facility Preparation and Maintenance (non-ice)
 - Pre-event clean-up of club, locker rooms, etc. – everything outside ice area
 - Consider need to provide auxiliary seating for major events
 - Daily clean-up of club during event

Financial Support

- NDCA provides financial support to clubs that host state championships, except seniors; current level of support is \$250.00 for ice per event.
- NDCA provides financial support to winners of state events that will represent ND at national events; level of support varies depending on the aggregate number of teams playing down in all events. Checks mailed to winning skips at a later date
- NDCA provides winners of state championships leading to national events with Eagles; one Eagle per person throughout junior career and again throughout adult career. Teams order and pay for crests; request reimbursement from NDCA