

2013-2014

# Event Bidding Information



## Events

Club Nationals- Men's & Women's: Feb. 15-22, 2014  
Junior Nationals – Men's & Women's: Jan. 25 – Feb. 1, 2014  
Mixed Doubles: Dec. 4-8, 2013  
Mixed Nationals: March 15-22, 2014  
Men's Challenge Round: January 8-12, 2014  
Senior Men's Nationals: Jan. 22-26, 2014  
Senior Women's Nationals: Jan. 23-26, 2014  
Women's Challenge Round: January 8-12, 2014

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## Championship Event Hosting Information

Thank you for your interest in hosting a USA Curling Championship event. Clubs that host play an important role in the qualifying that determines USA's National Champions, and in turn our country's Olympic and World Teams as well. Curling clubs and their members play an integral role in these events from the local to national levels.

Below is a listing of USA Curling events and an outline of specific event-related details. This information has been gathered to help you better determine your interest in submitting a bid for an event, and to answer some of the more common questions you may have regarding the requirements/responsibilities of an event host—as well as what USA Curling provides. Also included in this overview is a table summarizing the information outlined below, to serve as a reference tool in helping you to quickly locate specific event details.

Hosting a USA Curling Championship Event can also be a very rewarding experience for clubs. Therefore, we have also included some information on the benefits you stand to gain through the hosting of these events.

**Please read through this information carefully. After review, if you have further questions, please contact USA Curling at 888-287-5377 or [info@usacurl.org](mailto:info@usacurl.org). If you are interested in submitting a bid for one of the events outlined below, please complete our [online bid form](#).**

### **Club Nationals- Men's & Women's**

The Men's & Women's Club Nationals is a competition comprised of ten (10) men's and ten (10) women's teams advancing from regional qualifiers. In Club Nationals, all four members of competing teams must be dues-paying, league-playing members from the same curling club. This event does not lead to Worlds.

Minimum Sheet Requirement: 4 Sheets

Number of Participants: Ten (10) Men's & Ten (10) Women's Teams

Event duration: 1-3 days ice prep (dependent upon pre-championships ice conditions), 1 day of practice (typically the last prep day, or part of the opening competition day), 8 days of competition (See appendix for sample 4-sheet and 5-sheet draws).

Facility Seating Requirements: Minimum of 250 permanent or temporary seats (at least for the finals; a lower number may be acceptable in preliminary rounds)

Number of Hotel Rooms Suggested: 50 rooms per night during competition

### **Junior Nationals- Men's & Women's**

The Men's & Women's Junior Nationals is a competition comprised of ten (10) junior men's and ten (10) junior women's teams advancing from regional qualifiers. The winning men's and women's teams will advance to Worlds.

Minimum Sheet Requirement: 4 Sheets

Number of Participants: Ten (10) Junior Men's & Ten (10) Junior Women's Teams

Event duration: 1-4 days ice prep (dependent upon pre-championships ice conditions), 1 day of practice (typically the last prep day, or part of the opening competition day), 8 days of competition (See appendix for sample 4-sheet and 5-sheet draws).

Facility Seating Requirements: 250 to 750 (additional temporary seating may be desired for playoff rounds)

Number of Hotel Rooms Suggested: 100 rooms per night during competition days

### **Mixed Doubles** (No Frills Event)

The Mixed Doubles is a competition comprised of a varying number of teams determined by the number of entries, which also makes the competition schedule and duration “accordion in nature” (meaning it must expand or contract depending upon the number of entries). The teams are made up of one male and one female athlete. The winning team will advance to Worlds.

Minimum Sheet Requirement: 4 Sheets

Number of Participants: Varies

Event duration: 1-3 days ice prep (dependent upon pre-championships ice conditions), 1 day of practice (typically the last prep day, or part of the opening competition day), 5 days of competition (See appendix for sample 4-sheet and 5-sheet draws).

Facility Seating Requirements: 150 to 450

Number of Hotel Rooms Suggested: 50 per night during competition days

### **Mixed Nationals**

The Mixed Nationals is a competition comprised of 10 teams consisting of two men and two women each. These teams advance from regional qualifiers. This event does not lead to Worlds.

Minimum Sheet Requirement: 4 Sheets

Number of Participants: Ten (10) teams

Event duration: 1-3 days ice prep (dependent upon pre-championships ice conditions), 1 day of practice (typically the last prep day, or part of the opening competition day), 6 or 7 days of competition

Facility Seating Requirements: 150 to 450

Number of Hotel Rooms Suggested: 35 rooms per night during competition days

### **Men’s Challenge Round** (No Frills Event)

For the 2012-13 season (and potentially thereafter), the Men’s Challenge Round will serve as the only playdown event qualifying teams to the 2013 Men’s National Championship. Six teams will advance from this triple-knockout format event, which is anticipated to draw from 24 to 32 teams (exact number depends upon how many teams enter, as there will not be regional playdowns in advance of the Challenge Round as there had been previously).

Minimum Sheet Requirement: 4 Sheets

Number of Participants: Anticipate 24 to 32 (see above)

Event duration: 1-3 days ice prep (dependent upon pre-competition ice conditions), 1 day of practice (typically the last prep day, or part of the opening competition day), and 5 days of competition

Facility Seating Requirements: 250+

Number of Hotel Rooms Suggested: Up to 70 rooms per night to start; may decrease as teams lose out

### **Women’s Challenge Round** (No Frills Event)

The Women’s Challenge Round is a competition comprised of at least seven (7) teams, and determines which teams will advance to the Women’s Nationals. If ten (10) or less teams enter, then all teams advance to the Nationals and the Women’s Challenge Round is cancelled.

Minimum Sheet Requirement: 3 Sheets

Number of Participants: At least seven (7) teams (28 to 35 competitors plus coaches)

Event duration: Varies with number of competing teams. Typically 1-2 days ice prep, 1 practice day (typically the last prep day or first competition day), and 3-4 days of competition.

Facility Seating Requirements: 200 to 400

Number of Hotel Rooms Suggested: Varies with number of competing teams, from 15 rooms per night to about 25

**Senior Men’s Nationals** (No Frills Event)

The Senior Men’s Nationals is a competition comprised of a varying number of teams determined by the number of entries, which also makes the competition schedule and duration “accordion in nature” (meaning it must expand or contract depending upon the number of entries). The winning team from this event will advance to Worlds.

Minimum Sheet Requirement: 4 Sheets

Number of Participants: Varies, typically from 24 to 64

Event duration: Varies with number of competing teams. Typically 1-2 days ice prep, 1 practice day (typically the last prep day or first competition day), and 3-5 days of competition.

Facility Seating Requirements: 150 to 450

Number of Hotel Rooms Suggested: Varies with number of competing teams, from 12 rooms per night to about 35

**Senior Women’s Nationals** (No Frills Event)

The Senior Women’s Nationals is a competition comprised of a varying number of teams determined by the number of entries. The winning team from this event will advance to Worlds.

Minimum Sheet Requirement: 3-4 Sheets

Number of Participants: Varies

Event duration: Varies with number of competing teams. Typically 1-2 days ice prep, 1 practice day (typically the last prep day or first competition day), and 2-4 days of competition.

Facility Seating Requirements: 100+

Number of Hotel Rooms Suggested: Varies with number of competing teams, from a handful of rooms per night to about 15

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**Facility Requirements:** Host must provide a facility that is large enough to accommodate the needs of athletes and spectators alike. As a general rule of thumb, a four-sheet minimum requirement is set as precedent for most events, although facilities with three sheets (and sometimes even two) may be able to host smaller regional and even national events. The Host should be able to provide an attractive financial model (estimated budget), championship quality conditions, ease of access to both the city and the club for both competitors and spectators, and marketability of Event given its location.

**Event Chairperson(s):** Host is responsible for providing USA Curling with name and contact information for an Event chairperson. This person will be responsible for coordinating with USA Curling all aspects related to the planning, organizing, promoting, and conducting of the Event—including the securing of volunteers to help with timing/officiating, promotion, and media-related items.

**Ice Rental Fee and Ice Availability:** An ice rental fee of \$250per day, with a maximum of \$1,000 per event is paid to all events with the exception of Junior Nationals, for which a head ice-maker is provided. This will be the only compensation paid by USA Curling to Host. Ice is to be available solely for the event beginning on the first day of preparation through the last day of competition, and cannot be used for any other purposes during this time, unless explicitly agreed upon in advance by USCA and the appointed event head ice technician.

## **Competition**

Ice making: Host will provide an “Icemaster” or equivalent ice scraper for use during Event. Event ice making will be under the supervision of a USA Curling-appointed head ice technician. Host may make recommendations to the USCA for the event head ice technician, such as qualified ice technicians living near the facility hosting this Event; with the exception of Junior Nationals, for which the Head Icemaker will be solely appointed by USA Curling.

Chief Umpire: USA Curling will appoint a Chief Umpire for your Event. As with the head ice technician, the Host may make a recommendation for Chief Umpire, but USCA may approve the selection or appoint another individual if desired. In nearly all events, the Chief Umpire is a volunteer, and is responsible for coordinating use and certification of Host volunteers, game timing, jackets, and other officials’ equipment, among other duties.

Officials Training Course: USA Curling offers officiating training courses and encourages Hosts to schedule at least one course prior to any Event they are hosting to assist with the recruitment and training of technical volunteers. Course attendees will pay a nominal fee intended to cover the cost of course materials and related expenses. Upon completion, course attendees will gain the minimal knowledge and experience required to serve as a timer during the Event. It is the Host’s responsibility to provide a suitable number of volunteers to serve as officials and/or timers at the Event. A list of qualified candidates belonging to Host’s club or nearby is available from the USA Curling national office.

Competition Equipment: USA Curling will provide Host with the officiating equipment necessary to operate a successful event. Equipment includes magnetic strips and sensor handles where applicable, officials’ jackets, radios, clipboards, timers, whistles, etc. Though laptop-based timing is highly recommended and encouraged, time clocks may also be provided upon request, and based on availability. USA Curling will pay for shipping of equipment to and from Host site.

Schedules/Draw: USA Curling will prepare Host with a championship draw schedule and team meeting and practice schedules no later than two weeks after the sign up deadline for Event as posted in the Championship Rules booklet on the USA Curling website, barring any unforeseen circumstances.

## **Media/Internet**

Media & Internet Scoring: USA Curling will prepare and distribute media releases before, during and after each Event, and Host may utilize these to distribute to local media who may not be on our national list. Host is responsible, at its expense, for providing the infrastructure, service connection, and volunteers for Internet coverage of the competition including posting of the draw schedule, live or nearly live end-by-end scoring of each game, standings, and other related information.

## **Social Activities & Ceremonies**

Venue Hospitality, Locker/Lounge Rooms: In larger events (i.e., those not deemed “no frills”), Host is responsible for providing a hospitality room at the Venue during the competition portion of the Event, for use by athletes and coaches competing in the Event and others who are authorized to use such room. The Hospitality Room will normally be the Host’s “club warm room,” and shall be stocked with refreshments, snacks, and beverages to be sold at reasonable prices. Host shall also provide a Locker room for each gender for the sole use of athletes and coaches throughout the Event. If the Locker Room is not large enough for double duty as a player/coach lounge, one separate room should be set aside for this purpose. The Player/Coach Lounge should be stocked with light refreshments at the Host’s expense.

Social Activities/Ceremonies: In larger event (i.e., those not deemed “no frills”), Host is responsible for preparing, planning, coordinating, and conducting social activities during the Event for which athletes and coaches competing in the Event, the USA Curling President and guest, and USA Curling staff members and/or representatives shall be invited

to attend free of charge. Host shall also arrange for Ceremonies of the Event in compliance with the guidelines set forth in the USA Curling Championship Procedure Manual. Social Activities/Ceremonies do not apply to No-frills Events.

*Trophies & Awards:* USA Curling will provide, in advance of the event, all athlete awards, trophies, and commemorative awards (if any) to be presented in connection with the Event. The shipping of the awards will be provided by USA Curling. Shipping of the traveling trophies to the event from its current location and on to the next destination will be provided by USA Curling as well, unless other arrangements are made. Trophies & Awards do not apply to No-frills Events.

## **Travel & Lodging**

*Hotel:* Unless otherwise agreed to in advance, Host is responsible for working with PSA, USA Curling's event support partner, to secure a Headquarters Hotel for use by the athletes, USA Curling On-Site Director and/or staff, and other volunteers traveling to the event. Host shall provide details regarding the Headquarters Hotel and other hotels (as appropriate), airport, rental car outlets, and a map of the Host's city area to USA Curling for proper distribution to the athletes. Specific information regarding PSA and their services will be outlined in the Event contract. The numbers of rooms/room nights recommended for each Event are outlined in the corresponding table.

*Travel:* Teams are responsible for their travel and lodging expenses to/from event and locally.

## **Fundraising**

The following are some areas of fundraising your club may wish to implement:

- Host may sell food & beverages to players and spectators, and may charge admission fees and keep the proceeds.
- Host may develop and sell commemorative merchandise at its expense, with USA Curling pre-approval of design required. If Host chooses to also brand the merchandise with the USA Curling logo, a royalty of 8% of Net Sales Proceeds will be due to the USCA. If Host sells merchandise, it agrees to also sell any USA Curling branded merchandise that may be offered, and will receive 50% of the Net Sales Proceeds of these items for doing so. . USA Curling sponsors must receive recognition within any Event program that is produced.
- Event sponsors may be solicited but may not conflict with USA Curling protected sponsors, and must be approved in writing by USA Curling before Host commits to a sponsor.

### **Common Areas of Expense for Host**

Facility Expense  
Facility rental (for arenas in particular)  
Program & Ticket Printing Expenses  
Banquet, Ceremony, & Hospitality Expenses  
Transportation Expenses (if provided)  
Promotional Expenses  
Miscellaneous Administrative Expenses

### **Common Areas of Income for Host**

Program Advertising & Sales  
Event Admission  
Banquet Tickets  
Concessions Sales  
Merchandise Sales  
Sponsorship & Fundraising  
Contests, Raffles, etc.