



APPLICATION FOR HOSTING

2025

**UNIVERSITY &
COLLEGE
CANADIAN
CHAMPIONSHIPS**

FEBRUARY 23-27, 2025



Canadian University & College Championships, February 23-27, 2025

1. Objective

Curling Canada is requesting expressions of interest for the hosting of the 2025 Canadian University & College Curling Championships.

2. Background

Curling Canada is the national sport governing body responsible for the development, promotion and organization of curling in Canada. In cooperation with its Provincial and Territorial Member Associations, Curling Canada provides programs and services to curlers of all ages. The primary area of administration and the most financially consuming of Curling Canada's responsibilities are championships. On an annual basis, Curling Canada sanctions and conducts 11+ national curling championship events. Approximately 10,000 competitive curlers from all provinces and territories enter play at the curling club level with the hopes of becoming one of the Canadian Champions crowned annually. The Canadian Curling Championships are:

Brier - Men's Championship

Tournament of Hearts - Women's Championship

Mixed Championship - 4-person

Seniors - Canadian Senior Men's and Women's Championships

Under-21 - Canadian Junior Men's and Women's Championships

Under-18 - Canadian Junior Boy's and Girl's Championships

Wheelchair Championship

USPORTS / CCAA Post-Secondary Curling Championships

Mixed Doubles Championship

In addition to these Championships, Curling Canada is also responsible for the following events:

PointsBet Invitational

World Championships (when held in Canada)

Curling Pre-Trials

Curling Trials

Mixed Doubles Trials

3. Economic Impact Assessment - University & College Championships

The following key benefits have been associated with the event:

- Streaming coverage for the Host Committee to leverage.
- The Host Committee retains 100% of all ticket sales revenue and local sponsorship sales.
- The rights and profits to any other revenues (i.e. 50/50 draws) during the course of the event are 100% retained by the Host Committee.

- A legacy from the event may be established for the benefit of curling in the region.
- Volunteer development and capacity enhancement for future events.
- 198 athletes & coaches, 50 officials.
- Economic impact, as reported by previous host cities and EI assessments, is approximately \$750,000.
- Hotel rooms booked by (not including fans/supporters) = 150 rooms per night.

4. Timelines

Please see **Page 17** for timelines for the bid process.

5. Bid Process

- Bid packages will be treated with confidentiality as a 'closed' process given the multitude of stake-holders and diverse interests which may be represented.
- Curling Canada reserves the right to not accept any or all of the bids at its discretion.
- While Curling Canada is seeking the best possible bid for this event, it is not obligated to accept the highest bid.
- As above, bids must be in the form of written presentation only. In the event that a site visit is required, Curling Canada will be responsible for all related expenses. Curling Canada reserves the right to disseminate further information to all candidates throughout the bid process.
- This document must be fully completed as presented. We welcome other promotional / marketing documentation to support any bid, however, if this PDF is not completed, your bid will not be reviewed.

EVENT

2025 University & College Championships

February 23-27, 2025

DETAILS & REQUIREMENTS

- **NOTE: this event may be coupled with the 2025 UNDER-18 Championships (February 16-22)**
- five (5) days of competition
- 32 teams of 6 persons
- ideally two (2) small arenas or at minimum, one (1) small arena and four (4) sheets of curling club ice
- forty-two (42) hours of live, full production streaming coverage
- 150 room nights required per day (6 days) for streaming, athletes and staff
- economic impact approximately \$0.75 million
- volunteer commitment approximately 150

LAST 4 COMMUNITIES THAT HAVE HOSTED THIS EVENT

2023: Sudbury, ON

2022: cancelled due to Covid

2021: cancelled due to Covid

2020: Portage la Prairie, MB

FUTURE HOSTS OF THIS EVENT

2024: Fredericton, NB

EVENT

Application pertains to: **2025 Canadian University & College Championships**

Dates: **February 23-27, 2025**

Have you notified your Curling Member Association of bid? Yes ☐ No ☐

Minimum Hosting Fee - \$5,000 (Cash and/or Value In Kind) Yes ☐ No ☐

ORGANIZATION SUBMITTING BID

Name of Applicant

Contact person

Contact phone

Contact email

Signature

MAJOR COMPETITIONS

List **any** major sport competitions hosted in the past 5 years
(prior hosting does not preclude awarding of event)

HOST CITY INFORMATION

Name of Host City

List any major activities or events scheduled to take place in your city **one year before and/or one year after** the proposed dates of this Curling Canada competition (not exclusive to curling events). Please include any events where a bid has been submitted or are planning on submitting a bid where success is not currently known:

EVENT

DATES

In preparing your proposals, applicants should consider how best to meet Curling Canada's objectives for this event:

- Operating a financially viable event.
- Event execution that supports athlete success.
- Present a world-class event that showcases athletes and presents Canada as a leader in sport.
- Provide a superior entertainment experience for all spectators & viewers.
- Maximize exposure through the media, television, participants and spectators at the event.
- Prominent promotion and exposure in local and national media.
- Leave a curling legacy for the Host Community.

REVENUE GENERATION

Bid analysis by Curling Canada weighs revenue generation as **50% of the strength of any bid.**

BID FEE

Minimum bid requirement towards event budget \$5,000 - insert your bid number

Your bid fee is made up of the following: Cash considerations . . . \$

Value in kind - budget relief items:

	Item	Value		
#1	<input type="text"/>	<input type="text"/>	...\$	<input type="text" value="\$0"/>
#2	<input type="text"/>	<input type="text"/>	...\$	<input type="text" value="\$0"/>
TOTAL BID FEE\$				<input type="text" value="\$0"/>

TICKET SALE POTENTIAL

Number of people residing within 200km of venue

Number of registered curlers within 200km of venue

COST CONTROL AND ATHLETE SERVICES

*Bid analysis by Curling Canada weighs Cost Controls and Athlete Services as **40% of the strength of any bid.***

VENUE INFORMATION

1. Name of venue(s)
2. Daily rental fee for competition venue
3. Address
4. Facility Contact Name
5. Mobile
6. Email address
7. Owner / mgmt company (if any)
8. Size of main competition surface
9. Seating capacity of competition arena
10. Number of suites available for sale
11. Two (2) complimentary suites available for Curling Canada (if any) Yes ☐ No ☐
12. Is the building equipped with dehumidifying system? Yes ☐ No ☐
13. What is the strength of dehumidifying system?
14. Is there an air exchange system? Yes ☐ No ☐
15. What is the strength of the refrigeration system?
16. Provide estimate of number of hours required to remove netting, glass and support posts
17. Provide a lighting level within the arena
18. Is there room for mobile broadcast truck within building or outside?
19. Number of dressing rooms in the rink
20. Number of function rooms available in facility
(Minimum 10 rooms needed for questions 19/20)
21. Is there a functional room (separate of questions 19/20)
with toilet access available to be used for Doping Control purposes?

22. Is there an existing medical / training room available?
23. What medical service provider does the venue currently use
24. Distance to closest hospital
25. Can sponsored food / beverage be brought into the arena?
26. Is there free or paid parking? If paid parking lots available, what is the cost?
27. Curling Canada requires a maximum of 50 parking spots. Achievable? Yes ☐ No ☐
28. Is there a jumbotron? Please attach technical specifications
29. Does the jumbotron have an assigned operator available for the competition days?
30. Approximate size of the concourse? Is it available to setup sponsor booths and kiosks for Curling Canada's corporate partners?
31. Does the arena have free public WiFi available? ☐ Yes ☐ No
32. What is the strength of the upload and download speeds for WiFi?

TICKETING, SERVICE FEES & ADVANCE PAYMENT TERMS

Does the venue require dealing with an exclusive ticketing provider agreement? If so, please provide details regarding anticipated fees or fee ranges. Curling Canada may consider sourcing our own supplier and agreements if not required by the venue.

All fees related to ticketing including credit card charges will be considered payable by the customer over and above the advertised price and must be displayed to the customer at the time of purchase. Curling Canada acknowledges ticket related fees vary by venue and ticket service provider. As a condition of any bid being accepted, any and all fees must be agreed to before any announcement being made. Please list applicable ticket related fee categories and identify what it includes as applicable.

Where possible and only if applicable, provide estimated ticket fees for the following categories:

14 - 25 game packages	<input type="text"/>
4 - 13 game packages	<input type="text"/>
2 - 3 game packages	<input type="text"/>
single game tickets	<input type="text"/>

In the event that your existing ticketing provider, if applicable, is unable to provide the necessary level of technology to meet Curling Canada's package and reserved seating needs, or if your ticketing provider agreement is not exclusive or not applicable to our event, please advise what venue fees that would have to be applied in a situation that Curling Canada sources its own supplier.

Curling Canada will require advanced funds on ticket sales at minimum rate of 75% of face value. The understanding is retained funds will go towards paying rent and expenses. Venues must agree to advance funds on a mutually agreed to schedule as part of a venue agreement. That schedule will be no less than quarterly payments starting no more than 3 months after the initial on sale.

All ticket sales proceeds will be held in a trust account in the name of Curling Canada.

VENUE MAP

PLEASE PROVIDE A VENUE MAP OUTLINING ALL ROOMS ON ALL LEVELS AVAILABLE FOR USE.

CONVENTION SPACE

- 1 Name of convention space available for Entertainment Area
- 2 What are the dimensions of available rooms?
- 3 What is the daily rental fee for the room?
- 4 Distance from the competition venue?
- 5 Number of tables available for use?
- 6 Number of chairs available for use?
- 7 Number of coolers available for use?
- 8 Is the room equipped with a music and entertainment system?

9 Does the space have an assigned emergency medical services provider? If so outline?

10 Does the space have assigned janitorial services provider? If so outline?

11 Does the space have in-house catering services? If so outline?

12 Can outside suppliers be brought in for any of the above services?

CONVENTION SPACE MAP

PLEASE PROVIDE A CONVENTION CENTRE MAP OUTLINING ALL SPACE, RESTROOMS AND OTHER AREAS AVAILABLE FOR USE ON ALL LEVELS.

HOTEL INFORMATION

Please complete the required general hotel information below for major hotels. An official and more detailed Hotel Request For Proposal will be sent to area hotels by **Frank DiRocco**, Regional Director, Meeting Encore/Fuel Sports on behalf of Curling Canada. For all hotel related questions, please contact Frank DiRocco at fdirocco@meetingencore.com.

Hotel#1 Name	<input type="text"/>
Address	<input type="text"/>
Contact Name	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>
Hotel website	<input type="text"/>

Hotel#2 Name	<input type="text"/>
Address	<input type="text"/>
Contact Name	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>
Hotel website	<input type="text"/>

Hotel#3 Name	<input type="text"/>
Address	<input type="text"/>
Contact Name	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>
Hotel website	<input type="text"/>

EVENT DATES:

Access to ice surface: 1:00AM, Tuesday, February 19

Setup days: February 19-22

Practice days: February 23

Event days: February 23-27

Tear down and move out: February 27 by midnight (ice surface)

BASE RENTAL FEE

Base rental fee for setup, official practice days, event days and tear down is the following:

\$

COSTS TO BE INCLUDED IN BASE RENTAL FEE

- IATSE costs in venue and convention space (if applicable)
- Ushers
- Box office staff
- On-site manager for all days outlined
- IT support manager for all days outlined
- Spectator medical services
- Security
- Use of any building owned equipment (staging, tables, forklift, stanchions, fridges etc)
- Existing telephone lines (long distance included)
- Cleaning and custodial services
- Use of ice resurfacing machines
- Arena Public Address system
- In-house video system / jumbotron
- Access to edit suite
- In house AV supervisor
- All dressing rooms (except major tenants)
- Utilities (including electricity, electrician, gas, lighting, water, heating, ventilation, air conditioning, hot /cold water facilities, waste removal, interior and shore power for event broadcaster)
- Costs associated with take down of any stanchions, posts, glass and removal of netting
- Use of suites and boxes as outlined in Application to Host

ADDITIONAL COSTS

Costs to be paid by Curling Canada include:

- In-ice sponsor logos and curling rings
- Carpeting, pipe and drape
- Setup and tear-down of media bench
- All ice making

MERCHANDISE AND CONCESSIONS

The venue will allow Curling Canada to setup kiosks for the sale of event related merchandise.

All revenue generated from sale of event related merchandise will belong solely to Curling Canada.

All concourse food and all beverage concession sales revenue (alcoholic and non-alcoholic) on official practice day and event days will be split 75% Venue / 25% Curling Canada unless otherwise negotiated.

SPONSORSHIP AND SIGNAGE

Curling Canada retains all rights, revenues and responsibility for the cost of covering the existing rink board signage and will arrange for rink board covering to be installed featuring only the event sponsors. Venue will allow, with no additional charge, sponsors to donate food and beverage for distribution to volunteers, sponsors, media, athletes and officials for use throughout the venue including on the field of play.

CURLING CANADA SPONSOR DELIVERABLES

Venue will allow sponsors of Curling Canada to setup kiosks which may include serving and brewing food or beverage products for sale.

INTERNET ACCESS

Curling Canada requires internet connectivity be made available in all assigned areas of the venue (e.g. offices, broadcast areas, consumer areas, logistics). Please indicate whether you can provide secured private wifi and wired connectivity (speeds similar to high speed internet available from national carriers). Please indicate whether this is included in the price of venue rental.

ARENA MANAGEMENT ADVERTISING AGREEMENT

We hereby confirm that except for advertising allowed by Curling Canada, the arena will be free from all advertising during the **2025 Canadian University & College Championships**.

The arena means the whole of the inside of the rink that can be viewed within TV sight lines (ten rows of seats). Curling Canada withholds the rights, at their cost, to drape any signage outside of TV sight-lines that they deem necessary

Licensors will provide a list of all current sponsor signage and placement in the venue

ARENA MANAGEMENT REPRESENTATIVE:

Name

Date

Signature

, the applicant organization, acknowledges that the sponsors listed below are current national sponsors of Curling Canada and as such hold contractual rights as outlined in agreements between each sponsor and Curling Canada. The applicant organization will honour the contractual agreements and will not solicit or enter into agreements with companies within the protected categories. All local sponsorships require Curling Canada approval and protected categories are subject to change.

Name

Date

Signature

I have the authority to bind the applicant organization ☐

COMMUNITY INVOLVEMENT

Bid analysis by Curling Canada weighs Community Involvement and desire as **10% of the strength of any bid**. Please attach to the application package **in two pages or less** answers to the following questions.

- Why does your city want to host this championship?
- If your bid is successful, what are the committee's plans to market the championship to local residents?
- If your bid is successful, what are the committee's plans to engage local sponsorship in support of this event?
- Most events of this magnitude require a minimum number of volunteers, if your bid is successful, what are the committee's plans to engage local citizens to volunteer for this event?
- Curling Canada invites organizations that support our mission of more curlers, curling better, more fans and in particular, bringing diversity to our sport. Would you like to make a statement on your organization's wish to support this initiative. How you currently conduct your business and, how you could help us with our mandate?
- If your bid is successful, how will you engage with local Indigenous communities in a meaningful way, both leading up to and during the event?

PLEASE SUBMIT ELECTRONICALLY TO:

Danny Lamoureux
danny@curling.ca
613-878-3682

TIMELINES FOR THE BIDDING PROCESS

DEADLINE	DELIVERABLE	NECESSARY DOCUMENTS	WHO TO PREPARE
July 1, 2023	Curling Canada provide all MA's with proposed dates (including setup and tear-down if necessary) for all events that can be bid on for the 2023-2027 seasons.	Summary of Events to be bid upon	Curling Canada
October 31, 2023	All application packages due to Curling Canada	Completed Application Form	Local Committee
October 2023	Decisions and notifications		Curling Canada
December 2023	Announcements		Curling Canada

HOSTING AGREEMENT

[EVENT]

[LOGO]

[DATE]

[VENUE]

[LOCATION]

- 1) **Agreement:** THE CANADIAN CURLING ASSOCIATION (operating as Curling Canada) a non-profit amateur sport body duly incorporated under the laws of the Dominion of Canada, and the [venue) a non-profit organization in the Province / Territory of [name].
- 2) WHEREAS CURLING CANADA has the overall responsibility for the [event] to be held **[date]**, and Curling Canada, as the governing body for curling in Canada, has final authority for all technical aspects of the [event].
- 3) AND WHEREAS the [event] was awarded the right to host the [event] and has further agreed to host the [event] subject to organizational requirements outlined by Curling Canada and on the terms and conditions hereinafter set out.
- 4) Any matters not specified in this contract will be resolved through discussion between the parties.
- 5) The official name of the [event] is the "[event]". Curling Canada shall provide approval of the [event] mark (i.e., logo) and any merchandising applications.
- 6) **Grant of rights:** Curling Canada hereby grants to the [venue], which accepts, the exclusive right to organize and administer the [event] in accordance with the terms and conditions hereinafter set forth. Without limiting the generality of the foregoing, Curling Canada acknowledges and agrees that the grant of rights made hereunder includes the right of the [venue] to use the mark "[event]" as well as various other rights as defined. This grant does not include television, interactive television and webcasting rights, or the right to sell advertisement on team clothing, which are retained by Curling Canada unless otherwise stated.
- 7) **Representations and warranties of the [VENUE]:** The [venue] shall organize and administer the [event] in accordance with the terms and conditions of this agreement and in a manner that will add prestige to the [event] itself, to Curling Canada as the governing body of Canadian curling, and the sport of curling in general. Curling Canada reserves the unilateral right to revoke this Agreement at any time prior to the [event], without further consequence to itself, financial or other, in the [event] that, in its sole judgment, it considers that the [venue] is unlikely to meet the high standards associated with its name. Revocation of this Agreement shall take immediate effect on receipt by the [venue] of such notice.

8) **Dates:** The [event] will take place on [dates].

9) **Finance**

(a) The hosting fee of **\$5,000** is payable to Curling Canada on or before [dates].

(b) **Insurance:** The [venue] is responsible for the provision of adequate levels of Public Liability and Cancellation Insurance for the [event]. Liability cover should extend to cover all individuals appointed by the [venue] to assist with the delivery of the [event] whether contracted or volunteers. Guidance and further information on these requirements are available from Curling Canada. Proof of coverage to be supplied to Curling Canada Office at least two (2) months prior to the start of the [event].

(c) Curling Canada shall hold no responsibility for any losses made by the [venue] in the delivery of the [event].

10) **Facilities & Equipment** - Items of equipment provided by Curling Canada (see Appendix 1):

(a) The [venue] shall ensure any equipment provided by Curling Canada is stored securely at the [venue]'s expense.

(b) The [venue] will provide, at no charge to Curling Canada, the appropriate ice and associated facilities required to deliver the [event].

(c) **Ice:** Exclusive access to the ice facilities must be available to allow for the proper installation of championship quality ice. The preparation of the ice surface is the responsibility of the [venue]'s Chief Ice Technician and his or her staff.

(d) **Stones:** Curling Canada is responsible for approving the stones to be used at the [event] in consultation with the Chief Ice Technician. If required, Curling Canada will supply stones and electronic handles. The date for the delivery of this equipment shall be mutually agreed between Curling Canada and the [venue].

- (e) **Ice Making Equipment:** Where possible, the [venue] shall provide suitable ice making equipment. If this is not possible, Curling Canada can supply an Ice Technician box, one (1) ice scraper, and two (2) blades (if applicable). Curling Canada and the [venue] will agree the date for delivery of this equipment.
- 11) **Umpiring Equipment:** Curling Canada shall be responsible for providing suitable umpiring equipment for the [event].
- 12) **Scoreboards:** unless otherwise agreed, Curling Canada will provide the scoreboards. Curling Canada and the [venue] will agree the date for delivery of this equipment.
- 13) **Advertising Boards:** unless otherwise agreed, Curling Canada will provide advertising boards. Curling Canada and the [venue] will agree the date for delivery of this equipment. The costs for any boards for [venue] generated sponsors will be the responsibility the [venue].
- 14) **Game Timing System:** Curling Canada shall provide a Game Timing system (clocks). Curling Canada and the [venue] will agree the date for delivery of this equipment.
- 15) **Coach and Media Bench:** If deemed necessary, the [venue] shall construct at their expense, a Coach and Media Bench to the specifications of Curling Canada. The design of this Bench will be agreed between Curling Canada and the [venue] following a formal site visit:
- (a) **Coaches Bench:** The Coaches Bench will provide space for two (2) people - one from each team - to sit behind each sheet of ice. Depending on the venue and design of the bench, it may also provide seating for identified Time Clock Operators. A minimum of two (2) power outlets per sheet will be available on this Bench. A secure, reliable Wi-Fi signal / connection must be provided to the Coaches Bench at the [venue] expense.
- (b) **Media Bench:** The size and scale of the Media Bench will depend on the expected Broadcast demands on the [event]. The detailed design of the bench will be finalized during the site survey. Broadcast and Media personnel using the Bench will have access to power and secure Wi-Fi supplied at the [venue] expense.

- (c) **TV Platform and Positions:** Curling Canada shall, if required, provide at their expense, overhead camera platforms at the home and away end of the chosen sheet for broadcast. If required, one camera position may be built at the opposite end of the arena.
- (d) **Timing Positions:** A suitable station for Timer Clock Operators will be identified during the site visit.
- 16) **Lighting for Television:** If necessary, a minimum lighting standard of 900 lux with even light over the entire ice surface shall be provided, unless otherwise agreed in writing with the [venue]. Curling Canada is responsible for the cost of any upgrades required to bring the lighting up to the standard required by the [venue] Broadcaster.
- 17) **Power Supply:** The [venue] is responsible for ensuring that there is an appropriate power supply available for the [event] at no cost to Curling Canada, which will cover both the competition and broadcast requirements.
- 18) **Existing Venue Obligations:** The [venue] shall act reasonably to ensure that Curling Canada is free from any [venue] franchise obligations and / or restrictions in relation but not limited to catering, product sampling, and merchandising within the venue. If permanent advertising exists in the venue, then this shall be covered at the [venue]'s expense if deemed necessary by Curling Canada.
- 19) **Off-ice Facilities:** The following rooms are required for the operation of the [event] and will be provided at the [venue] expense:
- (a) **Team Changing Facilities:** The [venue] will provide adequate, secure changing facilities for all participating teams at the competition venue.
- (b) **Chief Umpire's Office:** A room for officiating personnel to change, prepare reports, and hold meetings in privacy shall be provided. It should have a table big enough to hold meetings of up to six (6) people and have at least one desk with access to power and secure, reliable Wi-Fi supplied at the [venue] expense.

- (c) Suitable space shall be identified during one of the official site visits where post-game interviews (**scrum area**) can be conducted. Curling Canada and the [venue] shall agree this space.
- 20) **VIP area:** If available in the venue, a VIP area will be provided to Curling Canada. This will be made available at no cost to Curling Canada.
- 21) **Public Catering:** Public catering must be provided on a scale appropriate to the expected number of spectators. The [venue] will provide this on a user-pay basis.
- 22) **Communications:** Curling Canada must have access to a public address system covering the Field of Play to allow game announcements to be made by the Technical Officials. Where possible a wireless microphone will be provided to Curling Canada to access this system.
- 23) **Photographer:** The [venue] shall appoint and be responsible for the compensation of a local photographer. Curling Canada will contribute **[\$TBA]** towards compensation. See Appendix 2.
- 24) **Results and Statistics:** Curling Canada shall be responsible for the provision of a results and statistics software package and hardware solution at no cost to the [venue]. If required, the [venue] shall provide Curling Canada with volunteers to assist in the production of statistics and content for the web at the cost of the [venue].
- 25) **Decorations, Flags, Anthems and Leader Boards:**
- (a) The [venue] will provide suitable decorations for the arena and warm area(s) in consultation with Curling Canada. All advertising / promotions should incorporate the name of [event] and Curling Canada.
- (b) Curling Canada will provide the following items at no cost to the [venue] by a date mutually agreed between Curling Canada and the [venue].
- (i) One ASSOCIATION Championship Banner;
 - (ii) One Arena Flag for each participating Member Association.
 - (iii) One Marching Flag and pole for each participating Member Association.

26) Telecommunication Facilities: The [venue] is responsible for ensuring a suitable broadband Internet connection is accessible in the venue for teams and [event] personnel (Officials, Media, Statisticians, etc.,) to effectively carry out their work. The [venue] is required to provide Curling Canada with details of the existing broadband Internet capacity in the venue and details of any plans to increase capacity to meet the needs of the [event]. The [venue] is responsible for the cost of any upgrade to existing facilities.

27) Parking: The [venue] shall reserve five (5) complimentary parking spaces for key officials and media personnel. The number of parking spaces required and their location will be identified during the site survey.

28) Accreditation:

(a) Curling Canada will provide accreditation material: lanyards, pouches, card stock. The [venue] will manage the accreditation system and will identify access areas. Curling Canada shall provide each competing team with a maximum of five (5) accreditation passes and shall provide accreditation for all ASSOCIATION officials.

(b) The [venue] shall reserve four (4) seats for each of the draws for Curling Canada and the title sponsor. The seats - provided at no cost to Curling Canada or the title sponsor - will be for use only by Curling Canada for the draws on the days for which the people using the seats have booked accommodation at the [event]. Bookings for these seats should be confirmed by a date mutually agreed between Curling Canada and the [venue].

(c) If required, the [venue] shall provide admission tickets for Curling Canada national sponsors. Where possible, the actual number will be confirmed by Curling Canada at least one month prior to the [event].

(d) The [event] title along with named logos etc. of any [event] Sponsor shall be featured prominently on every accreditation.

29) Teams:

- (a) **Accommodations:** Curling Canada shall arrange accommodation for competing players, ASSOCIATION officials, and broadcast personnel at a suitable hotel in consultation with the [venue]. Room bookings will be confirmed by a date mutually agreed between Curling Canada and the [venue].
 - (b) Specific names will be provided to the [venue] as they become available. Where possible this information should be provided at least twenty (20) days prior to the start of the [event].
 - (c) **Transportation:** The [venue] is **not** responsible for the cost of travel for the teams from their homes to [location]. The [venue], however, is responsible for providing, at no cost, **eligible drivers** to transport athletes to and from the hotel to the venue, during all competition days including practice days and evenings and to any official functions.
 - (d) Curling Canada will be responsible for providing public liability insurance for all provincial/territorial team members, all ASSOCIATION Governors and staff and all ASSOCIATION officials, including the Chief Umpire and all other game umpires named by Curling Canada. Curling Canada will indemnify and hold harmless the [venue] together with its affiliates, directors, officers, employees and authorized representatives from and against any costs, expenses, claims, suits or actions for loss, injury or damage resulting from or arising directly or indirectly out of a breach by Curling Canada of any of its obligations under this Agreement regarding the operation of the [event] unless such loss, injury or damage results from negligent acts of the [venue] or its authorized representatives.
- 30) **Technical Officials:** Curling Canada appoints all officials. The [venue] volunteer requirements are as follows: one (1) time clock operators per scheduled game and one (1) results volunteer to help with on-line scoring.
- 31) **Honoraria and Per Diems:** Curling Canada is responsible for any honoraria payments made to ASSOCIATION appointed officials.
- 32) **Broadcast and Webcast Rights:** Curling Canada will work in conjunction with [venue] to provide the maximum possible broadcast coverage from the [event] at Curling Canada expenses.

- 33) Media Relations Support:** The [venue] shall appoint a volunteer who will work with Curling Canada media team. It is preferable that this person has some experience working with the media and social media in particular. This appointment needs to be confirmed with Curling Canada at least three (3) months before the start of the [event].
- 34) Media Guide and Information Pack:** Curling Canada will compile a media guide information pack for the [event]. This guide will be available to download at least one month prior to the [event]. Curling Canada will ensure that a limited number of hard copies of the guide and any additional information/updates or changes are available to media at the [event] venue.
- 35) Spectators:** Curling Canada will hold an appropriate number of rooms at suitable hotels for spectators to the [event]. Information on how to book hotels will be provided to the [event] website and sent to participating Member Associations through Curling Canada's competitors' guide.
- 36) Functions and Ceremonies:**
- (a) The [venue] will organize opening and Closing Ceremonies. Scripts and contents for these Ceremonies will be provided by Curling Canada. Curling Canada will approve all elements of the [event] Ceremonies.
 - (b) The [venue] will organize the daily march-in ceremony for each draw. Curling Canada will approve all elements of the daily ceremonies.
 - (c) The [venue] is responsible for the master of ceremonies for all ceremonies.
 - (d) The [venue] shall stage the closing Victory Banquet. Curling Canada will provide a grant of **[\$TBA]** in covering the costs for fifty-six (56) competitors and Curling Canada's allocation of no more than ten (10) additional guests. The [venue] shall organize this banquet with menu approval by Curling Canada.
 - (e) The [venue] shall provide, at their own expense, an opening social function/activity that would be held on the first Sunday evening. The function should include a cocktail / snack menu for food provided by the [venue] with a cash bar.

- (f) The [venue] and Curling Canada establish a common list of guests who shall receive complimentary invitations to the major social events provided that each party may add to the guest list for those [event], which it hosts.
- (g) Opening and closing ceremonies are important elements of the [event] and planning for both must be done in complete consultation among the [venue] and Curling Canada. The final authority regarding all ceremonies belongs to Curling Canada.

37) Competition Arrangements

- (a) Curling Canada will prepare a draw. Precise game times shall be agreed between Curling Canada and the [venue] having regard for participating teams, television, venue, and [venue] issues.
- (b) **Practice and Training:** the venue must also be available for the official training day and all other official training sessions.

38) Marketing and Promotion:

- (a) The [venue], using the Guidelines supplied by Curling Canada, may design a unique local [event] logo. It shall be submitted to Curling Canada and its Marketing Agents for approval at least six (6) months prior to the start of the [event] unless otherwise agreed between Curling Canada, the [venue], and Curling Canada's Marketing Agent.
- (b) Curling Canada shall provide competitors' cresting.
- (c) **Pins:** Curling Canada shall produce a competitor heart pin. Any surplus competitor's pins will be shared with the [venue].

39) Poster, Programme, and other Printed Material:

- (a) The [venue] may, at its discretion, be responsible for the cost and the production of the programme and shall receive all revenues from the sales of advertising therein. Curling Canada shall receive up to two (2) pages at no charge for use by its sponsors, etc. All such

advertisements should be in the possession of the [venue] by a date mutually agreed between Curling Canada and the [venue], after which date the pages revert to the [venue] for its use. All revenues from the sale of programmes shall accrue to the [venue].

(b) The [venue] may, at its discretion, may produce the official [event] poster, which must display the [event] logo, and sponsor bar and shall be approved by Curling Canada and its Marketing Agent. The production costs of the [event] poster shall be the responsibility of the [venue].

(c) The [event] title, along with names, logos etc. shall be featured in prominent positions on every official print document, such as but not limited to, the [event] programme, tickets, press releases, results and statistics sheets, competition releases etc. published by the [venue].

40) Website: Curling Canada will be responsible for the set up and design of the [event] website. The [venue] will be responsible for providing local content (see Appendix 2). No alternative websites or social media accounts should be set up for the [event] without the written permission of Curling Canada's Director, Communications and Media Relations.

41) Ticketing: Tickets must be made available to the public at least three (3) months prior to the [event]. All costs related ticketing are the responsibility of the [venue]. The [venue] will receive 100% of ticket revenue. The [venue] will supply a maximum of ten (10) ticket packages to Curling Canada for its use.

42) Sponsorship and Marketing Rights:

(a) All matters relating to Sponsorship and Signage shall be subject to the approval of Curling Canada. The [venue] is encouraged to seek local corporate/business support through, **as example**, Diamond, Gold, Silver, Bronze & Friends sponsorship program. Sponsorship fulfillment is the responsibility of the [venue], following direction from Curling Canada. All revenues from Diamond, Gold, Silver, Bronze & Friends sponsorship program belong 100% to the [venue]. All sponsors must be pre-approved by Curling Canada before any contract is signed.

- (b) Curling Canada retains the rights to market the Title and Presenter positions. If a Title and/or Presenter sponsorships are sold, Curling Canada is responsible for and shall provide fulfillment. If the [venue] can secure a Title and/or Presenter Sponsorship positions (with agreement from Curling Canada), Curling Canada shall provide a negotiated finder's fee of 40% cash to the [venue]. Curling Canada would be responsible for and shall provide fulfillment should the [venue] secure a Presenter Sponsorship position.
- (c) All commercial agreements involving the supplying of goods and/or services for the [event] must be negotiated by, through or with the knowledge and approval of Curling Canada. Curling Canada agrees that all contractees within such additional commercial agreements (Patron program) shall be referred to as official suppliers of the [event].
- (d) Where possible, the [venue] shall approach ASSOCIATION National Sponsors and Suppliers before approaching competitors in their categories. Curling Canada reserves the right to amend this list at any time.

43) Site Visits: Curling Canada will conduct site visits and meetings with the [venue] as deemed appropriate by Curling Canada and agreed to by the [venue]. The travel, accommodation and per diem costs of Curling Canada during these site visits are the responsibility of Curling Canada, however any costs incurred by the [venue] in attending these site visits are the responsibility of the [venue].

44) Security: The [venue] shall take all necessary measures to assure the personal security of all participants at the venue during the [event] at no cost to Curling Canada.

45) Trophies and Medals:

- (a) Curling Canada will provide a Championship Trophy for the [event] Winners. The trophy can be made available to the [venue], at their expense, in advance of the [event] for promotional purposes if requested.
- (b) Curling Canada will provide one medal for each player of gold, silver and bronze medal winning teams and their coach as listed on the original team line up form at its cost.

- 46) **[venue] and Volunteer Clothing:** Should the [venue] wish to provide Volunteers or Staff with uniform clothing, the design and any sponsor / supplier branding shall be submitted to Curling Canada for approval prior to any agreement being reached. As a rule, for uniform clothing branding, any sponsor / supplier identification shall be equal or less than any branding of the [event] Title Sponsor or the Curling Canada emblem. The Official [event] Logo shall be displayed on all official clothing. First right of refusal for volunteer uniforms shall be negotiated with Curling Canada's third-party merchandiser (TBA).
- 47) The [venue] shall consult with Curling Canada on all promotional materials, advertisements, and posters for the Canadian [event] and Curling Canada shall approve them.
- 48) In exercising its rights or performing its obligations under this Agreement, each party hereto shall comply with all applicable laws, regulations and other measures having the force or effect of laws, and nothing contained in this Agreement shall be interpreted to require any party to fail to comply with or breach any such laws, regulations or other measures.
- 49) By signing the [venue] agreement, the authorized signing officers acknowledge their respective organization's understanding and acceptance of the terms and conditions contained within it.

50) FORCE MAJEURE

If this License Agreement becomes impossible to perform due to events outside the Parties' reasonable control, including but not limited to acts of God, fires, floods, explosions, riots, wars, hurricane, vandalism, accident, restraint of government, catastrophic widespread disease and other like events (but excluding for certainty any strike or labor dispute) which prevents the availability and use of the Venue because of destruction or damage to the Venue and/or unfitness of the Venue for occupancy ("Force Majeure"), the Parties' performance under this License Agreement shall be suspended for the period of Force Majeure, or entirely where it will be impossible for Curling Canada, in its sole determination acting reasonably, to stage the Event. Where Force Majeure makes it impossible for Curling Canada, in its sole determination acting reasonably to stage the Event, HOST shall return to Curling Canada any Fee, deposit, advance payment or any payments made whatsoever to HOST, without any further liability or obligation on the part of either Curling Canada or HOST.

51) Any Other Matters: The requirements of this contract may be altered if agreed by both parties in writing.

IN WITNESS WHEREOF Curling Canada has affixed its corporate seal attested to by the hands of its duly authorized signing officers this ____ day of ____ A.D. 20__.

CANADIAN CURLING ASSOCIATION

Per	_____
Title	_____
Signature	_____
Per	_____
Title	_____
Signature	_____

IN WITNESS WHEREOF the [venue] affixed its corporate seal attested to by the hands of its duly authorized signing officers this _____ day of _____, A.D. 20__.

COMMITTEE

Per	_____
Title	_____
Signature	_____
Per	_____
Title	_____
Signature	_____



APPENDIX 1

	as of May 2023,		
Crate	OFFICIALS	lbs	L x W x H (inches)
100	10 radios/headset, chargers, digital measures	35	30x22x16
103	Scoreboard numbers	100	37x25x13
104	Provincial / Territorial scoreboard names (4 each)	40	36x26x14
418	6 generic scoreboards, hardware, #'s	60	24x24x48
106	Measures	200	96x27x24
124	6 Time clock	175	113x30x15
Crate	CEREMONIES	lbs	L x W x H (inches)
200	Provincial placards & poles, flags & poles	150	58x22x22
	[event] trophy	20	25x16x16
	[event] banner	60	24x13x34
Crate	ICE	lbs	L x W x H (inches)
313	Scraper	400	48x48x48
	64-96 generic Curling Canada handles	50	5 small boxes
330-331	Curl Time #1 and #2	50	36x30x30
	2 blades - 60"	100	60x6x6
	Sticky mats		
	Bunting		
	Carpet		
Crate	ARENA	lbs	L x W x H (inches)
401	2 standing boards	15	6x12x55
439	Curling Canada Backdrop - 4' x 2'		
Crate	IT	lbs	L x W x H (inches)
	Printer	25	24x24x24
909	Laptops (two)	20	16x6x12
Crate	MISCELLANEOUS	lbs	L x W x H (inches)

Appendix 2 - Photographers

The [venue] committee is responsible for enlisting the services of a photographer for the entirety of the event.

The photographer will be responsible for:

- Both still and action shots throughout the week (see below list of required photos)
- Uploading high resolution photos (approximately 2-5MB) to Curling Canada's photo gallery (Third Light) or arranging for an alternate option to provide photos to Curling Canada during the event
- Getting in touch with Danielle Inglis, Coordinator, Social Media & Web Content, at dinglis@curling.ca to arrange for access to Third Light gallery/any Third Light troubleshooting issues
- Coordinating timing for photo uploads with the daily web news writer to correspond with daily game stories. Please note that photographers will need to supply a selection of photographs before or at the conclusion of each draw.
- Arranging for high resolution images to be copied to a disk, or sent to Curling Canada via Dropbox or Google Drive for our archives

Required photos:

- Teams in front of name sign (pictured L-R skip, third, second, lead, alternate, coach or in the case of mixed doubles, female on left and male on right)
- Headshot of each player
- Group shot after opening ceremonies
- Action shots of each player (frontal facing)
- Various action shots (landscape orientation photos required each day for news stories)
- Trophy shot of winners
- Medal winning team
- Award winners at closing banquet
- Stock photos for website

Examples of Action Photos



Social Media

Any social media content for Curling Canada events is to be done via Curling Canada's official social media accounts (Facebook, Twitter, Instagram, YouTube).

The Swift Current Curling Club committee should coordinate with Al Cameron at acameron@curling.ca and Danielle Inglis at dinglis@curling.ca on the creation and timing of content for the social media posts, as well as the official event hashtag.

We encourage the [venue] committee and all volunteers to promote the event using social media. For ideas and suggestions on how to best use social media for promotion, please get in touch with Al and Danielle.

Website

The event website will be built and maintained by Curling Canada. Please get in touch with Danielle Inglis at dinglis@curling.ca on the creation and information population of the website.

The following website content is required for the event websites.

Tickets

- Ticket package name (i.e. "All-Event Pass", "Single Draw Tickets", etc.)
- Price for ticket package
- Between 1-3 quick bullet points (or one sentence) of details of ticket package (i.e. "Access to all matches including playoff games")
- Link to buy tickets
- If required, any other brief details about the tickets that should be on the website in an FAQ section

Visitor Information

- [venue] hotel/accommodations in the area
- [venue] hotel/accommodations contact information
- If applicable, information on group rates
- Venue website
- Photos of the venue/accommodations to be used if there is any specific photo that should be used (otherwise we will pull photos from the respective websites)
- If applicable, information from the local tourism bureau

Volunteers

- Form to be filled out by potential volunteers
- Who the volunteer contact is

Sponsors

- Local sponsor logos
- Links to sponsor websites
- Level of sponsor (i.e. Gold Sponsor, Vehicle Sponsor, etc.) and order of sponsor categories as it should appear on the website

[venue] Committee (optional)

- List of committee members
- Contact information for your committee (if desired)