

**PROVINCIAL EVENT HOSTING
“THE BASICS”**

Each event is different and the following list is only a basic guideline for potential host clubs to consider. Some events will not require that you do everything on the list, while some may need more. Accommodations for players and officials are the responsibility of the OCA office. This list does not apply to the men’s championship as it is held in an arena and has a very different format.

The OCA General Manager will assist you throughout the process and you will be encouraged to attend the event you have elected to host the year before so you can see for yourself how things happen. This is an opportunity for your club members to show their creativity and their ability to work together as a team.

- Ice must be available for the full length of the championship.
- Ice Technician must be prepared to be present as requested.
- Club kitchen must be available for curlers and spectators to purchase meals.
- Club bar must be open except when the law states it must be closed.
- Volunteers may be required to assist with the following:
 - Creation of Program
 - Banquet and/or Reception(s)
 - Timing of Games
 - Entertainment
 - Spectator Seating (e.g. bleachers)
 - Publicity/Media
 - Sponsors

If you would like to host an OCA provincial final, please complete Exhibit 22 (Application – Provincial Championship Hosting) and forward it to the OCA office.