



WORLD CURLING BIDDING GUIDELINES

WMCC	-	World Men's Curling Championship
WWCC	-	World Women's Curling Championship
WJCC	-	World Junior Curling Championships
WJBCC	-	World Junior-B Curling Championships
WJMDCC	-	World Junior Mixed Doubles Curling Championship
WWhCC	-	World Wheelchair Curling Championship
WWhBCC	-	World Wheelchair-B Curling Championship
WWhMDCC	-	World Wheelchair Mixed Doubles Curling Championship
WSCC	-	World Senior Curling Championships
WMDCC	-	World Mixed Doubles Curling Championship
WMDQE	-	World Mixed Doubles Qualification Event
WMxCC	-	World Mixed Curling Championship
ECC	-	European Curling Championships
ECC-C	-	European-C Curling Championships
PCCC	-	Pan Continental Curling Championships

INTRODUCTION

The purpose of this document is to identify the general requirements for hosting one of these events, and the information which should be included in the host site's bid package.

The bid must include written approval from the host's World Curling affiliated National Curling Association/Federation and should clearly indicate which event you wish to host.

A major contribution to the successful outcome of such a bid could be the evidence of support, both financially and value in kind, of Government (Federal, Provincial, State or Municipal), and other agencies, tourist organisations, etc. The bid package should include details of any anticipated participation and contribution from such bodies.

It should be stressed that, prior to a bid package being submitted, every opportunity will be given to the Organising Committee (OC) of a potential host site to discuss and clarify all aspects of the requirements. In many cases, final decisions will be agreed by negotiation.

The bid package should be prepared under the following headings to assist the World Curling Board review process:

1. PRINCIPAL FINANCIAL CONSIDERATIONS FOR THE OC

- a) Any of the costs anticipated as a result of responsibilities listed in this document, following negotiation and agreement.
- b) World Curling will receive a percentage of any event profit.
- c) Rental charges of ice arena/venue to cover ice preparation and competition.
- d) The OC shall organise Opening and Closing functions. Tickets to be made available at no charge (or a minor charge approved by the World Curling) for Opening and Closing functions for athletes, team coach, competition officials and ice technicians. No alcohol to be served to the athletes at Junior events.
- e) The OC shall provide evidence of a guaranteed underwriter for the event in case of any losses.

2. ORGANISING COMMITTEE (OC)

The bidding group shall provide an organisational chart. The chart shall show the proposed organisational structure with the names of persons expected to occupy key positions. It should also list the main responsibilities and the estimated number of those to be assigned to each group in the organisation.

Volunteer base to include competition officials, ice making assistants, timekeepers, etc is shown in the attached chart. Numbers and qualifications to be agreed with World Curling. The responsibilities for any costs are shown in the attached chart.

3. BUDGET

The bid shall include a budget (revenue and expenses), along with the proposed prices of game tickets and event packages (tickets, accommodation, local transport), taking into account a forecast of anticipated attendance.

4. ACCOMMODATION AND OTHER FACILITIES

(Wheelchair accessible for WWhCC, WWhBCC and WWhMDCC)

The OC shall be certain that the community can guarantee suitable accommodation to cover the forecasted attendance numbers. Such accommodation should, if possible, be within 10 miles or 16 kilometres (a reasonable distance) from the ice venue. Rooms should be of a suitable standard and quality (en suite), in both single and twin occupancy. Allowance should be made for team requirements. Rooms not indicated in the contract are the responsibility of the participating Member Associations. Provision should also be made for international media, TV crew, designated World Curling personnel, sponsors – these costs are the responsibility of the individuals or the World Curling. If possible, hotels should have facilities for exchanging foreign currency, travellers cheques, etc. and should accept international credit cards.

The bid should include the following details :

- 1 List of all hotels, pillow count and room rates to be guaranteed for the event. Major hotels should be identified with recommendations for headquarters hotel, team hotel and media hotel.
- 2 List of other hotels/motels which would be suitable for spectators.
- 3 WMCC/WWCC only, the headquarters hotel should ideally have sufficient reception facilities to accommodate a variety of meetings and social events, ranging from small groups of up to 50, to larger groups of up to 500.

If confirmed, additional requirements would be:

- Board room/administration office for up to 14 persons (required prior to and for duration of the event).
- Conference room for up to 80 persons.

Additional guidelines and details will be made available during negotiations.

5. ARENA / CURLING CLUB

- a) Changing rooms for the players and coaches.
- b) First Aid facilities and approved facilities for drug testing.
- c) Restaurant and lounge facilities.
- d) Rooms and working facilities for media personnel (press, radio and TV), with all necessary communication equipment. (OC to install, users to pay for use).
- e) Appropriate media bench in the venue with electrical outlets for personal computers, suitably located.
- f) Bench for team officials, coaches and alternates at end of arena with electrical outlets for personal computers (3 places per team, 2 for Mixed Doubles). (Wheelchair accessible for WWhCC, WWhBCC & WWhMDCC).

If the venue allows and with approval of World Curling, for certain events the bench might not be required but coaches would be sitting directly behind the sheets at ice-level.

- g) Facilities for TV production (if required) including controllable arena lighting of a minimum of 1500 lux and secure parking area for TV vehicles.
- h) Separate rooms for ice technicians, umpires and competition officials, a TD office and a World Curling office.
- i) Provision of suitable ice making equipment (i.e. paint, foam, World Curling approved quality water), temperature and humidity control.
- j) Carpeting of suitable material for covering ice not used for curling (World Curling will provide procurement advice).
- k) A suitable timekeeping system, approved by World Curling, is required for most events.
- l) Umpire Equipment (i.e. 2 sets of all measure instruments – per venue if more than one ice-pad)
- m) Storage room for all technical material and equipment.
- n) A Chief Ice Technician and Deputy Chief Ice Technician shall be appointed by World Curling. They shall have responsibility for ice preparation and maintenance. World Curling is responsible to ensure that the curling stones are of an acceptable quality and standard.
- o) The venue, if not a curling club, shall be available for ice making preparation a minimum of 5 full working days before the practice day. For some minor events, a curling club venue where curling ice is already installed is preferable to an ice arena.
- p) There shall be adequate parking facilities for spectators, and reserved complimentary parking spaces for key officials and media personnel.

6. GROUND TRANSPORTATION (Wheelchair accessible for wheelchair events)

The OC shall be responsible for the provision of ground transportation at no charge between event hotels and venue, and hotels and the international airport for arrivals and departures for competing teams, World Curling Executive Board, staff and marketing agent, World Curling guests, World Curling Member Association representatives & presidents, broadcasting crew, competition officials, ice technicians and sponsors.

7. COMMUNICATIONS

There is a need for efficient communication during the event involving key members of the OC, umpires and competition officials. The OC will be responsible for the provision of suitable equipment.

8. MEDIA, MARKETING & MERCHANDISING

World Curling owns all media (television, interactive advanced television and webcasting), marketing and merchandising rights. This includes the right to sell advertisements on team and officials clothing. The World Curling Marketing Agent is the sole and exclusive worldwide promotional, marketing, broadcasting, advertising and sales consultant representing World Curling. Further details on the marketing arrangements are available on request.

World Curling will be responsible for the set up and design of the event website with a link to the World Curling site. The LOC will be responsible for local content.

9. PLAYING SCHEDULE

World Curling is responsible for the schedule and timing of games, in consultation with the OC and TV broadcasters.

10. OPENING & CLOSING CEREMONIES

If Opening and Closing Ceremonies are organised, the timing and format to be proposed by the OC and referred to World Curling for approval.

11. LOGO, PROGRAMMES AND POSTERS

The OC shall provide the design for an event logo (except ECC, WWCC and WMCC where World Curling provides the logo) to be agreed with World Curling in line with its corporate branding guidelines. The OC shall be responsible for the production of the programme and shall receive all revenues from the sales of advertising therein. World Curling or its Marketing Agent shall receive 5 pages at no charge for advertising purposes, all such advertisements to be in the possession of the OC by a given date after which date the pages revert to OC use. All revenues from the sale of programmes shall accrue to the OC. Posters advertising the event require to be approved by World Curling.

12. INSURANCE

The OC shall be responsible for Public Liability & Cancellation Insurance for the event.

13. RESPONSIBILITIES OF WORLD CURLING

World Curling will provide those essential items of equipment which would otherwise be unavailable to the OC e.g. curling stones of the required quality. A reasonable rental fee and the transportation costs will be charged against the OC for any equipment provided by World Curling for the event.

World Curling will provide prizes and regalia including:

- Trophies, medals, a World Curling Banner and anthems for all events.
- Hanging flags for WMCC, WWCC, WJCC and WWhCC. For all other events the OC has to provide the flags.
- Marching flags/poles for competing teams on request of the OC.

	WMCC/ WWCC Outside Canada	WJCC	WJMDCC	WWhCC	WWhBCC	WWhMDCC	WSCC	WMDCC	WMxCC	WJBCC	ECC A&B	ECC-C	PCCC	WMDQE
Competition Dates	Mar/Apr	Feb/Mar	Mar-May	Feb/Mar	Nov/Dec	Jan	April	April	October	January	Nov	May	Nov	Dec
Hosting Fee (Grant)	\$15,000	\$15,000	\$5000	\$15,000	\$5000	\$5000	\$5000	\$5000	\$5000	\$5000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 5000
Minimum Sheets of Ice (paid by OC)	4	5	4 (ideally 5-6)	4	4 or 5	4 or 5	6	5	5	6	5 & 6	5	4 & 5	5 or 6
Number of Teams / Participants	13 teams 104 max accredited players and team officials (8 per team)	10W + 10M 160 max accredited players and team officials (8 per team)	Open Entry Expected 32+ teams, 4 persons per team (2 players and 2 officials) Mixed gender	12 teams 96 max accredited players and team officials (8 per team) Mixed gender	Open Entry (approx. 14- 16 teams of 8 people) Mixed gender	Open Entry (approx. 25 teams of 4 people) Mixed gender	Open Entry (approx 35-45 teams 8 people)	20 teams 80 max. accredited players and teams officials (4 per team) Mixed gender	Open Entry (approx 35-40 teams of 6 people) Mixed gender	Open Entry (approx.20W + 20M teams of 8 people)	46 teams 368 max accredited players and team officials (8 per team)	Open Entry (approx. 16- 20 teams)	approx. 240 accredited players and team officials (8 per team)	Open Entry (approx. 30 teams) Mixed gender
Spectator Seating - minimum	1000	1000 (Can) 500 other	100	1000 (Can) 500 other	300	300	300	300	300	300	ECC-A: 500 ECC-B: 200	200	PCCC-A: 500 PCCC-B: 200	300
Competitor Pins (paid by OC)	66	101	not required	61	not required	not required	176-226 (approx.)	41	not required	not required	231	not required	101-151 (approx.)	not required
Event Crests (paid by OC)	910	1400	not required	840	not required	not required	3080 (approx)	400	not required	not required	3000	not required	2100	not required
Volunteer Icemakers (paid by OC)	10	12	8	10	8	8	12	12	8	8	20	12	20	12
Vol. Time Clock Operators (paid by OC)	10	12	8-12	10	12	12	12	12	12	12	20	not required	20	12
Vol. Ice Player Assistants (paid by OC)	0	0	0	10	10	10	0	0	0	0	0	0	0	0
Vol. End-Ice Observers (paid by OC)	4	4	0	0	0	0	0	4	0	0	4 (A-Div)	0	4 (A-Div)	4
Vol. Stats People (paid by OC)	10	12	0	0	0	0	0	12	0	0	12	0	12	0
Per Diems or Lunch and Evening Meal for the players (paid by OC)	65	0	0	0	0	0	0	0	0	0	0	0	0	0
Team Flights	Paid by Teams	Paid by World Curling	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by World Curling	Paid by Teams	Paid by Teams	Paid by Teams
Accommodation – Bed & Breakfast Players & Coaches	Paid by OC 3 Twins per Team	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams	Paid by Teams
Accommodation – World Curling (paid by World Curling)	20 singles	5 singles	4 singles	4 singles	4 singles	4 singles	4 singles	4 singles	4 singles	4 singles	20 singles	2 singles	10 singles	4 singles
Accommodation – TV (Paid by World Curling)	60+ people	Small Crew	0	0	0	0	0	Full Crew	0	0	Full Crew	0	Full Crew	0

	WMCC/ WWCC Outside Canada	WJCC	WJMDCC	WWhCC	WWhBCC	WWhMDCC	WSCC	WMDCC	WMxCC	WJBCC	ECC A&B	ECC-C	PCCC	WMDQE
Free Opening/Closing Functions – World Curling	60	4	4	4	4	4	4	4	4	4	60	2	30	4
Free O/C Functions – Marketing/Sponsors	15	2	2	2	2	2	2	2	2	2	15	2	10	2
Free VIP Seating – World Curling & MA Pres/Reps	60	10	6	10	6	10	6	6	6	6	60	10	30	6
Free VIP Seating – Marketing / Sponsors	30	2	2	2	2	2	2	2	2	2	30	2	20	2
Chief Umpire (*)	1	1	1	1	1	1	1	1	1	1	2	1	2	1
Deputy CU (*)	1	1	1	1	1	1	1	1	1	1	2	1	2	1
Chief Timer (*)	1	1	1	1	1	1	1	1	1	1	2	0	2	1
Deputy Chief Timer (*)	1	1	1	1	1	1	1	1	1	1	2	0	2	1
Game Umpires (*)	5	6	5-6	5	6	5	6	6	5	6	12	4	10	5
Chief Statistician/Results (*)	1	1	1	1	1	1	1	1	1	1	2	1	2	1
Deputy Chief Statistician/Results (*)	2	1	0	1	0	1	0	1	1	1	1	0	1	0
Chief Ice Technician (*)	1	1	1	1	1	1	1	1	1	1	2	1	2	1
Deputy Chief Ice Technician (*)	1	1	1	1	1	1	1	1	1	1	2	1	2	1

(*) For the ITOs (Chief Umpire, Deputy Chief Umpire, Chief Timer, Deputy Chief Timer, Game Umpires, Chief Statistician/Results, Deputy Chief Statistician/Results, Chief Ice Technician and Deputy Chief Ice Technician), the travel and Honorarium are paid by World Curling; Accommodation, per Diem and Function tickets are paid by the OC.