



WORLD CURLING FEDERATION

WORLD JUNIOR CURLING CHAMPIONSHIPS GUIDELINES FOR BIDDING

INTRODUCTION

The World Junior Curling Championships (WJCC) is an International event organised by the World Curling Federation (WCF), held annually during March, and involving 10 Men's and 10 Women's teams representing the Member Associations of the WCF.

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

The bid must include written approval from the host's WCF affiliated National Curling Association/Federation.

A major contribution to the successful outcome of such a Bid could be the evidence of support, both financially and 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 and in many cases, final decisions will be agreed by negotiation.

Following acceptance of a bid, full details of the responsibilities entailed in the running of a WJCC will be provided to the OC.

The WCF will provide a grant of US \$15000 to assist the OC to cover expenses in advance of the event. Payment will be made after the signing of the Championship Contract.

The Bid Package should be prepared under the following headings to assist the WCF Executive Board review process.

1. PRINCIPAL FINANCIAL OBLIGATIONS FOR THE OC

- 20 TEAMS*
- 1) Any of the costs anticipated as a result of responsibilities listed in this document, following negotiation and agreement.
 - 2) Accommodation and breakfast for 100 Players for an agreed number of nights (normally 11). Payment for additional nights and for coaches and other team officials will be the responsibility of the participating Association.
 - 3) Accommodation and Per Diem for Competition Officials on a shared cost basis with the WCF. Actual numbers and split to be negotiated.
 - 4) Per Diems or Meals or Meal Vouchers for Players. OC Proposals to be submitted.
 - 5) Ground Transportation only (see 6 - page 4).

NOTE: Team transportation from home country to nearest major airport is **not** the responsibility of the Organising Committee.

2. ORGANISING COMMITTEE

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. Numbers and qualifications to be agreed with WCF.

3. BUDGET

The Bid shall include a budget (Revenue and Expenses).

4. ACCOMMODATION AND OTHER FACILITIES

A community should be certain that it can guarantee suitable accommodation to cover the forecasted attendance numbers. Such accommodation should, if possible, be within a reasonable distance from the Ice Arena. Rooms should be of a suitable standard and quality (en suite), in both single and double occupancy, capable of accommodating : 20 Competing teams (5 players plus coach - 3 rooms per team) at OC cost. Allowance should be made for team requirements in excess of 3 rooms per team, the cost of which would be the responsibility of the participating Association. Provision should also be made for International media, designated WCF personnel, Competition Umpires and Officials, and Sponsors.

Hotels should have facilities for exchanging foreign currency, travellers cheques etc. and acceptance of 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 WJCC. Major Hotels should be identified with recommendations for - Headquarters, teams, and media.
2. List of other hotels/motels which would be suitable for spectators.
3. The Headquarters should ideally have sufficient reception facilities to accommodate a variety of social events, ranging from small groups of up to, say 50, to larger groups of up to, say 500. (See also 5.2)

Additional guidelines and details will be made available during negotiations.

5. ARENA

The arena should meet the following requirements :

- 1) Seating for a minimum of 2000 people in Canada and 1000 in other countries.
- 2) Function facilities. (If not available in arena, suitable facilities must be guaranteed in a hotel or other suitably located venue).
- 3) Changing rooms for players, (ideally, one changing room per team, or alternatively 2/3 teams per room).
- 4) First Aid facilities and approved facilities for drug testing.
- 5) Restaurant and lounge facilities.
- 6) Rooms and working facilities for Media personnel (press, radio and TV), with all necessary communication equipment. (OC to install, users to pay for use).
- 7) Media bench with power points for personal computers, suitably located.
- 8) Bench for coaches and 5th players at end of arena with power points for personal computers.
- 9) Facilities for TV production including controllable arena lighting of a minimum of 1000 lux.
- 10) Secure parking area for TV vehicles.
- 11) Separate rooms for Ice staff, Umpires and Competition Officials.
- 12) Provision of suitable Ice Making equipment. Temperature and humidity control within arena.
- 13) Carpeting of suitable material for covering ice not used for curling.
- 14) Storage room for all technical material and equipment.
- 15) Curling Stones for 5 sheets of ice, plus 2 spares, of the highest quality and acceptable to the WCF.
- 16) An Ice Consultant and assistant shall be appointed subject to the prior approval of the WCF. They shall have responsibility for Ice Making and Curling Stones.

The arena shall be available for ice making preparation a minimum of one week before the start of the WJCC.

There shall be adequate parking facilities for spectators, and reserved complimentary parking spaces for key officials and media personnel.

6. GROUND TRANSPORTATION

The OC will be responsible for the provision of all ground transportation requirements for designated WCF personnel, Competition Umpires and Officials, competing teams and Sponsors. This includes transportation from and to Airport or other arrival/departure point, and between hotels and arena.

7. COMMUNICATIONS

There is a need for efficient communication during the WJCC involving key members of the OC, Umpires and Competition Officials. The OC will be responsible for the provision of suitable equipment.

8. TELEVISION

The WCF Marketing Agent is the sole and exclusive world wide promotional, marketing, advertising and sales consultant representing the WCF.

9. PLAYING SCHEDULE

The WCF and its Marketing Agent are responsible for the schedule and timing of games, in consultation with the OC.

10. SPONSORS

The WCF and its Marketing Agent have involvement with National and International Sponsors whose interests have to be protected, and all sponsorship proposals will be subject to negotiation.

**WCF Secretariat
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