Competitions Advisory Panel Charter

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Purpose

The Competitions Advisory Panel (CAP) is established to ensure that all Nova Scotia Curling Association (NSCA) championship events are planned, executed, and reviewed in a consistent, transparent, and athlete-centric manner. Its core objectives are to:

1. Prepare and maintain the annual Championship calendar, including managing and rescheduling events in the event of facility closures, inclement weather, or any other unforeseen disasters that may prevent an event from happening.

2. Select and evaluate host sites for each provincial competition.

3. Publish and update the following competition-related documents:

    a. General Documents
        i. Competitor Guide
        ii. Junior Team Ranking System
        iii. U18 Coach Interactions
        iv. U20 Coach Interactions
        v. Competition Directives

    b. Championship Appendices
        i. Men / Women Appendix
        ii. Seniors
        iii. Mixed Doubles
        iv. Mixed 4-Player
        v. Curling Club Championship

vi. Masters
vii. Club Series
viii. Wheelchair
ix. U20
x. U18
xi. Junior Mixed Doubles
xii. Junior Mixed 4-Player
xiii. U15
xiv. U12
xv. U9

4. Publish and distribute Draw documents in a timely manner before NSCA sanctioned provincial events.

5. Collect, analyze, and act upon participant feedback (players, coaches, officials) to continuously improve the competition experience.

6. Respond to competition inquiries in a timely manner.

Membership & Selection

The following are the Core Panel Members and their primary roles and responsibilities:

Technical Director (TD): Participates in overall planning and review of the championship calendar, recruits adult Event-Specific Representatives, including coaches, and collaborates on feedback review and implementation.

High Performance Coach (HP): Participates in overall planning and review of the championship calendar, recruits junior Event-Specific Representatives, advises on competition format alignment with high-performance development pathways.

Executive Director (ED): Ensures alignment of competition planning with NSCA strategic priorities, budget requirements, and sponsorship commitments. Communicates final decisions for event-related activities in collaboration with the Competitions Manager.

Competition Manager: Recruited and selected by the ED based on competitive curling acumen. This role has four main focuses:

1. Maintain the Rules Documentation
2. Create Draw Documents
3. Lead the development of the Championship Calendar
4. Collaborate on the Review of event feedback and apply adjustments as appropriate

In addition, the Competition Manager acts as a general advisor to the ED, TD, and HP coach as needed on any competition related matters.

Umpire: The CAP may request an umpire to attend and contribute to an event-specific review.

Event-Specific Representatives

Each competition season, a gender-balanced group of junior and adult curlers and coaches (appointed by the HP Coach and TD in consolation with the ED and Competition Consultant) participate in post-event reviews. The Panel will strive for regional diversity, but due to the high concentration of competitive curling based out of Halifax, this may not be the case 100% of the time. For the 2025–2026 season, the following individuals have been appointed by the TD:

Robby McLean [redacted]: Three-time junior and one-time men's NS provincial champion; currently competing in the men's circuit.

Kim Kelly [redacted]): Canadian and World Women's champion; 2023 Brier coach; still actively coaching.

Christina Black ([redacted]): Six-time NS provincial champion; Slam winner and Canadian Mixed Champion; still competing at the national level

Sebastien LeFort ([redacted]): Sydney CC member and 2025 Men's Provincial Curling Club Champion.

For the 2025–2026 season, the following individuals have been appointed by the HP Coach:

Danny Christianson ([redacted]) – Canadian Senior Champion; coached many junior teams to provincial championships; medaled at national junior championships; coached at Scotties.

Heather Smith ([redacted]) – Canadian Junior Champion; multiple provincial championships in women's and mixed; many Scottie's appearances; Canadian Mixed Champion; coached at junior nationals in her first year and received a national coaching award.

Owen McPherson ([redacted]) – U18 provincial champion; silver medalist at U18 Canadian Championship; multiple appearances at national junior championships, AUS Championships, and U Sports Championships.

Selection Criteria for Representatives

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The following are the general criteria when assembling Event-Specific Representatives

1. **Skill and Experience**: Junior representatives must have competed in at least one provincial championship during the previous season. Adult representatives must have served on a committee or held a leadership role at club-level events.
2. **Gender Balance**: At least one male and one female athlete from each division (junior and adult).
3. **Geographic Diversity**: Representatives should be drawn from different curling regions (western, central, and eastern Nova Scotia) to reflect varied hosting environments (e.g., urban and rural clubs).
4. **Commitment**: A willingness to participate in a post-mortem meeting, complete online surveys, and provide constructive feedback.

Responsibilities & Duties

The following is a detailed breakdown of the responsibilities and duties of the panel:

1. **Championship Calendar Preparation**

   Compile and publish a comprehensive calendar of NSCA provincial championships by the annual NSCA AGM date. This includes:

   i. Reviewing all host club Expression of Interest submissions.
   ii. Evaluating facilities for ice-surface standards, spectator capacity, and volunteer/official availability.
   iii. Confirming dates and locations, ensuring minimal conflict with other provincial, national, Olympic or world championship events.

2. **Host Application Review & Selection**

   a. Distribute the hosting Expression of Interest online form to all prospective clubs.

   b. Score applications against standardized criteria:

      i. **Facilities and Ice-Plant Capacity**: aligned with NSCA competition level standards.
      ii. **Financial Viability**: Access to required hosting grants, sponsorship commitments, and projected operating budget.
      iii. **Community Engagement**: Demonstrated ability to market events, secure lodging partners, and recruit volunteers.

   c. Decide host sites for the following season by the AGM.

3. **Rule Updates & Draw Documents**

    a. Review and publish competition-specific rule modifications by August 1 of each season and ongoing during the season if applicable.
    b. Draft and distribute draw documents to teams via email at least two weeks before the start date of the competition.
    c. Prepare and distribute online forms to collect Draw and competitions comments and questions.
    d. Reply to competition comments and questions within 48 hours.

4. **Curling IO Setup & Live Scoring**

    a. Configure Curling IO for registration and payment for each provincial event.
    b. Configure Curling IO for live scores and LSD and distribute login credentials to host committee.
    c. Provide Live score support and updates during events as round robins and playoffs are decided.
    d. Adjust team registrations after registrations have closed as requested by teams.

5. **Post-Event Feedback Collection & Analysis**

    a. **Competition Debriefs**: For two selected events each season (one junior, one adult), hold a post-mortem meeting within 14 days of event completion. Key attendees:
        i. TD, HP, ED, Competitions Manager, Host Club representative
        ii. Gender-balanced group of junior and adult athlete representatives (minimum four additional participants)
        iii. One official representative (selected by the ED)

    b. **Online Surveys**: Circulate a standardized competition feedback survey to all team contacts (as listed in Curling IO) via email within 48 hours of competition end. Survey content includes:
        i. Ice and rock conditions and venue logistics
        ii. Draw format clarity and scheduling fairness

iii. Event Duration & Scheduling
iv. Officials' consistency and rule enforcement
v. Rules Distribution & Clarity
vi. Overall participant satisfaction and suggestions for improvement

See **Appendix One** for a detailed description of the post event survey

c. **Actionable Feedback Report**: Within three weeks of event completion, produce a written report that includes:
    i. Summary of survey results (quantitative and qualitative)
    ii. Key findings from the in-person debrief (issues, successes, recommended changes)
    iii. List of actionable items (e.g., adjust draw start times, recruit additional officials, update rule clarifications)
    iv. Timeline for implementation and follow-up date

The report will be published to the NSCA website upon completion.

Conclusion and Final Remarks

By centralizing championship planning, host selection, rule updates, and feedback analysis, the Competitions Advisory Panel ensures that NSCA events reflect best practices, align with provincial and national standards, and continually adapt to participant needs. Panel membership—comprising the Technical Director, High Performance Coach, Executive Director, Competitions Consultant (Bruce Lohnes), and a gender-balanced athlete and coach cohort—guarantees diverse perspectives and expertise. Through systematic off-season reviews, ongoing survey feedback, and clear accountability, the Panel upholds NSCA's commitment to operational excellence, athlete development, and the long-term growth of curling in Nova Scotia.

Note that the underlining intent of this panel is to prepare our provincial champions for national and world competitions by aligning our provincial experience to the

national or world experience. All feedback and changes will ultimately be weighed against this objective.

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Appendix One: Post-Event Participant Survey Overview

As part of the Competitions Advisory Panel's ongoing commitment to continuous improvement, a standardized post-event survey will be distributed to all participants (athletes, coaches, and officials) following each championship. This survey is designed to capture detailed feedback across several key areas—event documentation, rules clarity, scheduling and format, ice and equipment conditions, officiating consistency, and educational needs—allowing the Panel to identify strengths, address issues, and implement targeted adjustments before the next competition.

1. Event Documentation & Communication

Participants will first be asked whether they received the draw document in a timely manner and if it contained all necessary information. This includes confirmation that schedules, team lists, ice assignments, ice-time allocations, and any special instructions (e.g., warm-up procedures, Covid-19 protocols, or equipment storage) were clearly communicated. By confirming that each athlete and coach had access to a complete, accurate draw well in advance, the Panel ensures that teams can plan practice times, travel logistics, and strategy sessions without disruption.

2. Rule Distribution & Clarity

The survey then addresses event rules. Respondents indicate whether they received the rule package before play began and whether they took time to review it in detail. Follow-up questions gauge the overall clarity of the rules—whether terminology was understandable, exceptions and tie-break procedures were clearly defined, and any last-minute rule changes were adequately explained. Clear rules distribution is critical for avoiding disputes on ice and ensuring that all participants compete under consistent expectations.

3. Practice Time & Competition Format

Next, participants evaluate the adequacy of practice time provided (e.g., length of warm-ups, sheet availability, and scheduling flexibility). They also assess the competition format *itself*—round-robin, triple knockout, page playoff, or other structure—rating whether it was fair, appropriately tiered, and conducive to allowing the top-performing teams to advance. Survey feedback here helps the Panel determine if future formats should be adjusted to balance competitive equity, game volume, and athlete development objectives.

4. Ice Conditions & Equipment Quality

Feedback on ice conditions is collected to ensure playing surfaces consistently meet competition-level standards. Participants rate whether the ice was true (minimal frost, reliable curl, and consistent speed) and if any end sheets affected game play. If host-club rocks are used, the survey asks whether they were sufficiently maintained, fr Competitions Advisory Panel e of excessive pitting or wear, and comparable to NS Curl certified stones. Any equipment issues noted—such as worn handles or inconsistent pebble—are documented so that corrective action (e.g., Running Surface sharpening, pebble maintenance, can be taken at future events.

5. Event Duration & Scheduling

The survey inquires whether the overall event length felt too long, too short, or "just right," allowing participants to comment on scheduling gaps, overly tight turnarounds between games, or excessive downtime. This feedback helps the Panel fine-tune game start times, practice windows, and playoff scheduling in order to optimize athlete performance, fan engagement, and volunteer availability.

6. Officiating & Rule Enforcement

Participants evaluate officiating performance by rating consistency in applying rules enforcement during play (e.g., hog-line violations, sweeping infractions, measurements), and the clarity of instructions given by umpires. They also confirm whether timing clocks (if used) were accurate and functioning properly. Any discrepancies in officiating or timing equipment are flagged for follow-up—whether through additional training, recalibration of clocks, or clarification of ambiguous rules—so that future events maintain high standards of fairness and transparency.

7. Educational Opportunities & Pre-Game Rule Review

Finally, the survey asks if participants would find value in a pre-game rules review session (for athletes and coaches alike) before future championships. This question is intended to gauge appetite for optional on-ice clinics or virtual briefings led by the Technical Director, Competitions Consultant, or certified umpires, creating opportunities for education on rule changes, scoring protocols, and new Curling Canada directives. Responses guide the

Panel's decision on offering structured rules clinics or distributing supplemental explanatory materials ahead of future competitions.

By systematically collecting this feedback after each event, the Competitions Advisory Panel can produce a concise Actionable Feedback Report—summarizing survey findings, identifying primary concerns, and assigning responsibility for corrective actions. These ongoing surveys form the backbone of the Panel's commitment to transparency, continuous learning, and providing an athlete-centered competition environment across Nova Scotia.