

CLINIC INSTRUCTOR HANDBOOK

2026-2027

CURLING ONTARIO CLINICS PROGRAM INSTRUCTOR HANDBOOK

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PROGRAM OVERVIEW

CCP Description

The Curling Ontario Clinics Program (CCP) is a province-wide initiative that provides structured, skill-based training for club-level curlers across Member Clubs. Clinics are led by Trained Club Coaches following a standardized curriculum rooted in modern instructional methods and sport development principles. Participants benefit from on-ice instruction and curated development resources, while instructors receive advanced training and support as part of a system of ongoing curriculum improvement.

Club-Hosted Clinics

All Curling Ontario Member Clubs can host CCP clinics at a standardized rate. Many of Ontario's Member Clubs lack certified or formally trained instructors; CCP addresses this by delivering turnkey group instruction through experienced facilitators, using Curling Ontario's approved technical plans.

These clinics are designed for intermediate curlers and are not a replacement for Adult Learn to Curl (AL2C) programs. Clinics typically run from late September to the end of March.

Program Features

CCP participants receive instruction in:

- Delivery mechanics and brushing techniques
- Skill development and performance analysis
- Game strategy and tactical thinking

Additional options include:

- Stick delivery training
- Video analysis using current technology

Clubs may customize three-hour clinics by selecting from a menu of on-ice and off-ice topics.

Target Participant Demographics

The CCP serves curlers of all ages and genders — from Little Rockers to Masters. Most clinics are three hours in length and facilitated by 1 to 3 instructors, depending on club needs.

Regional Delivery Model

CCP clinics are delivered by regional instructor teams established across Curling Ontario's designated

CCP regions. When a clinic is requested, scheduling and logistics are coordinated by Curling Ontario, the Regional Coordinator (RC), and the requesting club. Regions are listed in Appendix A.

Value of the Program

The CCP is a key benefit of Curling Ontario membership and affirms the organization's role in club-level instructional development. Clubs are encouraged to support NCCP training through Curling Ontario's Coach Education Programs, however, the CCP fills an instructional gap with practical, club-level support.

Clubs are also encouraged to promote in-house instructional capacity by developing Trained Club Coaches through Curling Ontario's NCCP programming.

PROGRAM STRUCTURE AND OUTCOMES

The Curling Ontario Clinics Program (CCP) aims to expand access to quality instruction across the province and build instructional capacity within Member Clubs.

Program Objectives

- Establish Regional Teams in each designated region, led by a Regional Coordinator (RC) and supported by a pool of trained CCP Instructors.
- Assign a lead to each region to support Advanced Clinics.
- Ensure all instructors meet Curling Ontario's instructional standards through formal training.
- Increase the number of qualified instructors to deliver consistent training support to clubs.
- Build a second tier of instructors below the NCCP Learning Facilitator level to enhance club-level development.
- Identify and prepare instructors and RCs for future Learning Facilitator roles with Curling Ontario

Participant and Program Outcomes

Curlers benefit from structured clinics that enhance skills, boost confidence, and improve long-term engagement. Skill progression helps reduce participant discouragement, supports retention, and may inspire future instructors or coaches.

Instructor Development and Oversight

New CCP Instructors are paired with experienced team members before leading as Team Leaders (TLs). Instructors may be observed by Learning Facilitators to ensure adherence to CCP standards, typically in

response to feedback. The purpose is to promote consistency and continuous improvement across clinics.

Program Awareness

Ongoing promotion and engagement may be needed for some Member Clubs to fully recognize and utilize the CCP's benefits

INSTRUCTOR STANDARDS & ELIGIBILITY

Required Credentials and Commitments

To maintain the quality and consistency of instruction, all individuals in CCP instructional roles must meet the following minimum qualifications:

- Be a minimum NCCP Trained Club Coach, with demonstrated interest in pursuing further certification through the NCCP Competition Coach course.
- Be reasonably available to participate in clinics, as scheduled by Curling Ontario.
- Receive approval from the Curling Ontario review team, including the RC and Club Development Coordinator.
- Participate in annual CCP training sessions before being assigned to any clinic.
- Complete requirements for "Curling Ontario Clinics Program Instructors" in Sideline Learning. These requirements include:
 - complete and upload a valid Criminal Record Check (CRC) dated within the past three years.
 - complete NCCP Safe Sport Training Module. (valid for 3 years)
 - review & acknowledge Curling Ontario's Concussion policy, Screening disclosure & Code of Conduct.

Additional Expectations by Role

RCs must meet the minimum standard of Trained Club Coach and demonstrate continued professional development. RCs are expected to pursue a Learning Facilitator designation, with support from Curling Ontario including possible financial assistance.

Professional Development (PD) Credits

All CCP Instructors assigned to deliver clinics during the season are eligible to receive 3 Professional Development (PD) points toward their NCCP maintenance of certification, provided they deliver a minimum of one clinic.

ROLES AND RESPONSIBILITIES

Responsibilities Of The Regional Coordinator (RC)

RC responsibilities include:

- Manages their clinic team(s) in an appropriate manner, including communications and a safe work environment, representative of Curling Ontario's high training standards.
- Assists the Curling Ontario Club Development Coordinator Coordinator in recruiting, reviewing, and appointing team members who are qualified and willing to teach clinics.
- Takes the annual CCP Instructor Training Session prior to the start of the season.
- Facilitates team logistics:
 - Oversees required team member training
 - Submits team apparel orders as per Curling Ontario offerings
 - Assists in reviewing and editing program material
 - Keeps assigned CCP Equipment Kit and additional CCP promotional elements
 - Arranges team member evaluations as required
- Liaises with the Curling Ontario Club Development Coordinator when a Club-Hosted Clinic request is received in their region.
- Coordinates with the requesting club to:
 - Review details of the submitted clinic request
 - Assign pre-clinic arrangements, including priorities, required ice sheets, off-ice spaces, AV equipment, and meals (if required)
 - Confirm clinic date availability
- Selects and confirms TL and Assistant Instructor assignments.

- Arranges instructor carpooling as a priority.
- Reports confirmation back to Curling Ontario Club Development Coordinator.
- Keeps the CCP Excel sheet updated with required information.
- Reviews expense claims of TL and assigned Assistant Instructors, and submits them along with their own to the Curling Ontario Club Development Coordinator as soon as possible after clinic completion.

Clinic Team Leader (TL)

In addition to the responsibilities of a Team Member, the TL is the main point of contact for the organization and conduct of each individual clinic. They must ensure all assigned instructors know what portion of the clinic they are instructing/helping with and that content aligns with Curling Ontario training material.

TL responsibilities include:

- Liaises with the RC when a clinic request is assigned.
- Liaises with the requesting club to ensure all last-minute details are confirmed (e.g., opening of the club, club rep, lunch details, AV setup).
- Determines the lesson plan and provides direction to Assistant Instructors.
- Ensures photographs are taken for each clinic and submitted as part of the post-clinic report.
- Completes a brief post-clinic email to the RC with photos and details including:
 - Assigned instructors
 - Participant list
 - Clinic insights/observations
 - Any issues
- Submits expense claims to RC as soon as possible after the clinic.

Responsibilities of Team Members

Team Member responsibilities include:

- Perform all CCP roles in adherence to Curling Ontario policies and the Volunteer Code of Conduct. Represent Curling Ontario and the Clinics Program appropriately.

- Be a minimum NCCP Trained Club Coach (LF designation optional).
- Keep clinic availability up to date on Curling Ontario's clinic sheets.
- Communicate effectively with participants, teammates, and Member Clubs using the full CCP curriculum.
- Be reasonably available to assist with clinics.
- Follow the CCP Instruction Manual and Lesson Plans.
- Maintain a valid CRC (within 3 years) on file with Curling Ontario.
- Act as TL when agreed and assigned.
- Submit expense claims to the RC promptly after the clinic.
- Submit all required reports, including post-clinic reports (if requested) and Incident Reports (per Health and Safety Policy, pages 18–21).
- Be registered in the CCP Instructor System and maintain an accurate online profile.

Curling Ontario Responsibilities

Curling Ontario manages the CCP program and supports instructor teams at every level.

Key responsibilities include:

Program Oversight & Coordination

- Oversee clinic operations, advertising, requests, and club communications.
- Manage the online clinic booking and instructor assignment system.

Instructor & Team Support

- Confirm seasonal appointments for RCs and Instructors.
- Host annual CCP workshops and training in partnership with Curling Ontario
- Provide access to instructor resources and ensure regional equipment is up to date.

Evaluation & Development

- Review clinic feedback and conduct instructor evaluations as needed.
- Maintain and evolve the CCP curriculum and Instructor Handbook.
- Support continuous program improvement based on instructor and club input.

Postponement due to Weather Process

The safety of CCP Instructors and attendees is a top priority. Weather conditions may impact travel or the facilitation of a CCP clinic. The assigned Clinic TL is responsible for determining whether travel is unsafe due to weather and must take the following steps:

- Monitor weather conditions in the days leading up to the clinic.
- Communicate with your team in advance about how a postponement will be determined and reported.
- Contact the club representative to confirm:
 - How and when they will be notified if the clinic is postponed.
 - That the **club** is responsible for informing clinic attendees of any postponement or change.
 - A potential alternative clinic date, so the club can relay this to attendees.
- Notify the RC, Curling Ontario Club Development Coordinator, and all assigned Instructors of the new date—or cancellation, if necessary.

INSTRUCTOR TRAINING AND SUPPORT

RC Training

RCs complete a 3–4 hour annual training session with Curling Ontario staff, covering CCP operations, lesson plans, video tools, equipment, and technology. Reimbursement is determined annually.

Team Member Training

Each RC is responsible for pre-season training of their team (in person or via webinar), including:

- Full review of the technical package and Handbook
- Confirmation of completion submitted to the Club Development Coordinator

RESOURCES AND WEBSITE ACCESS

All CCP Instructors will be added to the shared Curling Ontario CCP Website here: <https://curlingontario.ca/ccp-instructor-system/> with access to all materials and forms. Included will be the following:

- Training & Coaches Locker
- Lesson Plans & Resources
- Clinic Schedules and Assignments
- Post Clinic Reporting and Payments
- CCP Instructor Handbook

Further detail of resources is provided in APPENDIX B: REFERENCE MATERIAL.

INSTRUCTOR REMUNERATION & EXPENSE POLICIES

Effective August 20, 2026

Guiding Principles

- Instructors will be remunerated by Curling Ontario in a fair and equitable manner.
- All Team Members will be paid the same hourly rate, regardless of the clinic type, number of hours worked, or participant count.
- Additional pay for team lead for day-of-clinic coordination.
- The hourly rate is reviewed annually and reflects rates across all other Curling Ontario Instructor programs.

	Regional Coordinator	Team Leader	Assistant Instructors
Hourly Fee		\$25.00 / hour	\$25.00 / hour
Minimum Time Claim		2 hours minimum per clinic	2 hours minimum per clinic
Travel time bonus		Additional 1 hour of pay may be claimed if round-trip travel exceeds 2 hours (calculated using 100 km/hr standard)	Additional 1 hour of pay may be claimed if round-trip travel exceeds 2 hours (calculated using 100 km/hr standard)
Mileage Reimbursement		\$0.45/km (round-trip), based on Google Maps	\$0.45/km (round-trip), based on Google Maps

Carpooling		Carpooling is mandatory when reasonable; only the driver may claim mileage	Carpooling is mandatory when reasonable; only the driver may claim mileage
Per Diem		Not Covered	Not Covered
Meals		Instructors working two separate clinics on the same day will be provided lunch by the hosting club	Instructors working two separate clinics on the same day will be provided lunch by the hosting club
Expense Submission		Submit expenses to RC for verification Forms must be submitted within 30 days Post-clinic reports (including photos) are required	Submit expenses to RC for verification Forms must be submitted within 30 days Post-clinic reports (including photos) are required
Additional Pay	25.00 Per Clinic organized	+\$5.00/hour (Total: \$30.00/hour)	
Notes	Paid once per club per day , even if two clinics are held		

Expense submission

Instructors are required to submit their expense form no later than 30 days following the clinic date, but doing so as quickly as possible is appreciated.

Submission of expense forms will be done according to the following steps:

- Instructors submit expense form to their RC who will review the expense form.
- RC send all the expense forms for a specific clinic to Émile Asselin (emile@curlingontario.ca).
- Émile Asselin will review the expense forms and send them to Curling Ontario's finance department.

CLINIC OPERATIONS

CCP Regional Delivery Structure and Instructor Roles

Each CCP region is assigned an RC who oversees clinic delivery within their area. For each scheduled clinic, the RC selects a Clinic Team Leader (TL) and, when needed, appoints Assistant Instructors from a regional pool of qualified instructors (Team Members).

The RC acts as the primary liaison between Curling Ontario, the hosting Member Club, and the designated TL. The TL is responsible for the on-site coordination of the clinic, including assigning teaching areas to Assistant Instructors and ensuring that all logistical details are addressed in collaboration with the host club.

A NCCP Learning Facilitator is affiliated with each region and may be called upon to assist with more advanced clinic presentations, when required. It should be noted that many Learning Facilitators — who also deliver National Coaching Certification Program (NCCP) courses on behalf of Curling Ontario — have full-time commitments and are frequently coaching or facilitating during the early part of the curling season. This often coincides with the peak clinic request period.

RCs are also responsible for organizing and delivering any required pre-season training to their instructor teams. Once a regional team has been assembled and trained, they are encouraged to actively promote the CCP to clubs within their region and serve as ambassadors for Curling Ontario's approach to skill development for intermediate curlers.

Program promotion is supported at the provincial level through the Curling Ontario website, digital newsletters, and social media channels.

Regional Assignments

The Curling Ontario Clinics Program will operate across various serviced regions for the 2026–27 season.

Each region must have a minimum of three Team Members (or be in the process of recruiting them), consisting of one RC and two Instructors. Additional Instructors may be added as needed based on the region's clinic volume.

All Team Members must meet the Curling Ontario Coach Certification requirements and comply with established volunteer screening policies.

Please reference APPENDIX A: REGIONAL COORDINATORS AND CONTACTS to find our serviced regions, the names of the current RC's, and their contact information.

Equipment Required

CCP Instructors are welcome to use their own coaching equipment when delivering clinics. Many are

active coaches already equipped with tablets, laptops, AV adapters, and curling-specific tools. However, Curling Ontario provides standardized equipment for each Region, coordinated through the RC. Additional items may be available from the Curling Ontario office. Every effort will be made to ensure each Region is adequately outfitted to support effective CCP delivery. Curling Ontario will continue to invest in updated technology to enhance program delivery whenever possible.

Each CCP Equipment Kit includes the following:

- 10" tablet preloaded with:
 - Curling Ontario video messages
 - Lesson resources
 - Video files
 - Technical coaching software/applications
- Plastic curling stone (bucket-style)
- Large magnetic strategy board
- Flipchart with markers or whiteboard
- Supply box with assorted items:
 - Markers, pens, name tags
 - Elastic bands, clips, cords (video/electrical/bungee)
 - String (line of delivery)
 - Pylons/cones, dice, step-on slider
 - Bathroom scale, tripod, etc.
- Curling Ontario apparel (to be worn by all instructors)

Note: A laptop and projector may be available from the Curling Ontario office upon request.

[2026-2027 Clinic Offerings*](#)

Please note: honoraria listed in the clinic offering document includes Regional Coordinator honorarium.

APPENDIX A: REGIONAL COORDINATORS AND CONTACTS

The following Regional Coordinators (RCs) and Team Leaders are responsible for clinic delivery and instructor oversight in their designated areas. Each region is supported by at least one RC who liaises with Curling Ontario and local clubs.

Region	Name	Role	Email
West – London	Greg Elliott	Regional Coordinator	gr8ge123@icloud.com
West – Kitchener / Guelph	Don McFaul	Regional Coordinator	coach@mcfaulgolf.com
Hamilton / Niagara	Don McFaul	Regional Coordinator	coach@mcfaulgolf.com
Toronto – GTA	Danny Sugimoto	Regional Coordinator	dannysugimoto@yahoo.com
Muskoka	Susannah Moylan	Regional Coordinator	sjmoylan@gmail.com
Kawartha	John Humphrey	Regional Coordinator	humphrey.john@ymail.com
Eastern Ontario (Kingston/Ottawa)	John Blythe	Region Coordinator	blythej@rogers.com

APPENDIX B: REFERENCE MATERIAL

The following items can be found on the Curling Ontario Clinics Program Instructor System page here:

<https://curlingontario.ca/ccp-instructor-system/>

- Training & Coaches Locker → [Click Here](#)
- Lesson Plans & Resources → [Click Here](#)
- Clinic Schedules and Assignments → [Click Here](#)
- CCP Instructor Handbook

Post Clinic Reporting and Payments

- Expense Form **make a copy before editing** → [Click Here](#)
- Direct Deposit Form **make a copy before editing** → [Click Here](#)