

CLINIC INSTRUCTOR HANDBOOK

2025-2026



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 183 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. While clubs are encouraged to support NCCP training through the Ontario Curling Council (OCC), many see NCCP as focused on competitive coaching. The CCP fills this instructional gap with practical, club-level support.

Clubs are also encouraged to promote in-house instructional capacity by developing Trained Club Coaches through OCC'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 an OCC Learning Facilitator 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 the OCC.

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 OCC 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 Member Services Coordinator.
- Participate in annual CCP training sessions before being assigned to any clinic.
- Submit a valid Criminal Record Check (CRC) to Curling Ontario, dated within the past three years, in accordance with Curling Ontario's policies.

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 and the OCC, 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 Member Services 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 Member Services 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 Member Services 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 Member Services 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 the OCC.
- 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 Member Services 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 Member Services 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.

[Want to join the team? Email us!](#)

INSTRUCTOR REMUNERATION & EXPENSE POLICIES

Effective August 7, 2025

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.
- The hourly rate is reviewed annually and reflects rates across all other Curling Ontario Instructor programs.

	Team Leader	Regional Coordinator
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	Instructors working two separate clinics on the same day will be

	will be provided lunch by the hosting club	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	+\$5.00/hour (Total: \$30.00/hour)	Flat \$25.00 per clinic
Notes		Paid once per club per day , even if two clinics are held

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 Curling Ontario 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 2025–26 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. OCC Learning Facilitators may also have unused kits that can be borrowed if needed.

CLINIC OFFERINGS AND PRICING

Clinic #1 “Learn to Deliver”

Duration: 3 Hours

Instructor Ratio: 8-1

This 3-hour clinic is ideal for a newer curler (up to 2 years of experience). With both off and on ice instruction, this clinic teaches the basics of the curling delivery – focusing on balance, correct timing, and grips, turns, and releases. Introductory sweeping instruction is included. Participants will have an opportunity to learn about, observe, practice, and receive feedback on their deliveries and sweeping.

Number of Students	1-8	9-16	17-24	25-32	33-40
Clinic Cost*	\$125	\$210	\$290	\$375	\$455
Instructor Cost	\$90	\$165	\$240	\$315	\$390
Total Cost	\$215	\$375	\$530	\$690	\$845

*Clinic cost is subject to HST

Clinic #2 “Skills Analysis”

Duration: 3 Hours

Instructor Ratio: 8-1

This 3-hour clinic is best suited to a curler with 1-2+ years of experience. This clinic will review delivery fundamentals with an increased focus on skill analysis/fault correction. After technical review of each aspect of the delivery, participants will have an opportunity to practice the skill and receive feedback for improvement. Most of this clinic will be conducted on the ice. Time will be reserved at the conclusion of the clinic for additional feedback from clinicians on any aspect of the delivery.

Number of Students	1-8	9-16	17-24	25-32	33-40
Clinic Cost*	\$125	\$210	\$290	\$375	\$455
Instructor Cost	\$90	\$165	\$240	\$315	\$390
Total Cost	\$215	\$375	\$530	\$690	\$845

*Clinic cost is subject to HST

Clinic #3 “Video Analysis”

Duration: 3 Hours

Instructor Ratio: 6-1

This 3-hour clinic is largely conducted on ice, with a short off-ice delivery review preceding on-ice analysis. Participants will have an opportunity to practice their delivery, be videotaped and immediately receive technical feedback. After an opportunity to correct identified delivery faults/areas for improvement, participants will have an opportunity again to be videoed and receive feedback. Due to the time intensive and personalized feedback that is inherent with this clinic attendance is limited to 18 with 3 CTP Instructors. Participants will have the opportunity to electronically receive their videos along with key feedback.

Number of Students	1-6	7-12	13-18
Clinic Cost*	\$125	\$210	\$290
Instructor Cost	\$90	\$165	\$240
Total Cost	\$215	\$375	\$530

*Clinic cost is subject to HST

Clinic #4 “Basic Strategy”

Duration: 2 Hours

Instructor Ratio: 24-1

This 2-hour off-ice clinic will review some of the basic concepts of strategy. This clinic is suitable for curlers with little to moderate strategic knowledge or experience, or front-end players looking to learn more about strategy. This clinic will address the three different types of strategy, how to employ these strategies with appropriate shot selection, factors that influence strategy, and how to play to your team’s strengths. There will be opportunities to engage in discussions regarding different strategic scenarios.

Number of Students	1-24	25-40
Clinic Cost*	\$125	\$210
Instructor Cost	\$60	\$110
Total Cost	\$185	\$320

*Clinic cost is subject to HST

Clinic #4 “Intermediate Strategy”

Duration: 2 Hours

Instructor Ratio: 24-1

This 2-hour off-ice clinic will address advanced strategy and would be appropriate for experienced curlers with vice/skip experience. This clinic will build on the basic concepts of strategy by introducing concepts like shot tolerance, end plans, game plans, angles, drag effect and will provide time to actively engage through discussions regarding different shot scenarios.

Number of Students	1-24	25-40
Clinic Cost*	\$125	\$210
Instructor Cost	\$60	\$110
Total Cost	\$185	\$320

*Clinic cost is subject to HST

Clinic #5 “Stick Delivery”

Duration: 3 Hours

Instructor Ratio: 8-1

This 3-hour clinic is designed to provide information, instruction on and technical feedback for curlers who deliver using the stick. There will be off-ice components including background of stick curling, technical overview (delivery), etiquette, rules and equipment review, followed by stick-specific warm up routines, delivery instruction, sweeping instruction with technical feedback throughout. Opportunity will be given towards the end of the clinic for participants to ask additional questions or obtain further feedback.

Number of Students	1-8	9-16	17-24
Clinic Cost*	\$125	\$210	\$290
Instructor Cost	\$90	\$165	\$240
Total Cost	\$215	\$375	\$530

*Clinic cost is subject to HST

Clinic #6 “Build Your Own”

Duration: 3 Hours

Instructor Ratio: 8-1

This 3-hour clinic will include 3 modules which will be selected from the list of available topics to ensure the clinic is tailored to the interests and needs of the attendees. This clinic can be

modified in a variety of ways to best suit the club.

Topics Available: Brushing, Weight Control, Increasing Hit Weight, Game Play with Technical Assistance, Line of Delivery, Skills Analysis (Delivery), Strategy (off-ice), Rules & Etiquette (off-ice).

Number of Students	1-8	9-16	17-24	25-32	33-40
Clinic Cost*	\$125	\$210	\$290	\$375	\$455
Instructor Cost	\$90	\$165	\$240	\$315	\$390
Total Cost	\$215	\$375	\$530	\$690	\$845

*Clinic cost is subject to HST

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	Terry Corbin	Regional Coordinator	coachcorbin@rogers.com
Hamilton / Niagara	Terry Corbin	Regional Coordinator	coachcorbin@rogers.com
Toronto - GTA	TBD	—	—
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](#)