

Berth Bonspiel Task List

Note: This list is not inclusive or exclusive but merely a starting point for Host Committees. A list of tasks the Host Committee is responsible for, broken down into different areas. The Host Committee has responsibility for planning and implementation of all details of the championship event (as outlined in the Hosting Agreement) with the exception of the actual competition.

Administration

- b) Appoint a host club chairperson and committee
- c) Submit name, address, email, and phone numbers of all members to CurlManitoba six months in advance of event.
- d) Supply individuals to handle the following: **team registration, event assistants, finances, and publicity to fax results and to update the drawboard at the rink and on CurlManitoba website.**
- e) Complete post event forms and return to the CurlManitoba curling office by fax or phone within 24 hours. ****** This is very important as these forms are used by the teams for the Provincial Championships.**

Facilities

- a) Provide ice required to complete the bonspiel. **Depending on the number of entries received and the number of sheets of ice available in the host curling club, there may be a requirement by the Host Committee to book an additional nearby curling club to co-host the event. (Costs related to this added ice are the responsibility of the Host Committee.)**
- b) Ensure ice conditions are the best possible for playdown.
- c) Ensure the icemaker is on-site during bonspiel in case of ice or rock problems.
- d) Provide Evidence of Insurability listing the CurlManitoba as an “Additional Insured” for the duration of the event. Must be provided thirty days before the start of the event.
- e) Provide a registration desk and a volunteer to be responsible for checking participants’ appropriate team members (as required by CurlManitoba policy). A listing of teams with card numbers will be included in bonspiel package. (The CurlManitoba will ensure that a supply of competitor cards will be available for sale if needed) **Note- not needed for juniors.**

Entry Fees Finance and Sponsorship

- a) Determine the prize distribution and be responsible for same. A minimum of 60% of the amount of entry fees forwarded to the club must be returned to the curlers in the form of prizes
- b) Use CurlManitoba's sponsor's product wherever possible
- c) Ensure, to the extent possible, no competitive sponsors to Event Sponsor are visible at event or used during the event (in consultation with the CurlManitoba Event Coordinator)
- d) Consult with CurlManitoba and receive authorization **on any sponsor issue** for this event
- e) Take photos of any sponsor and CurlManitoba provided banners that are displayed at the event.

Accommodations

- a) Provide a volunteer to work as an Event Assistant for each draw (must be knowledgeable of rules and not a competitor in the event).
- b) Provide for the following ‘Rules of Play’
 - all games are played to a **2:15 bell** (except Masters)

- all games in the bonspiel are played under the rules of the specific championship that the berth bonspiel is associated with. Where no specific rule is covered, refer to the CurlManitoba Rule Book and CCA General Rules of Curling.
- ALL competitions will allow for Two (2), 1-Minute Coaching Breaks per team per game throughout the competition (available only to teams accompanied by a registered, certified coach)
- Junior competition will allow for a 5 Minute break at the completion of the 5th end of each game.
- All teams will have a five-minute pre-game practice opportunity.

Media/Publicity

- a) Ensure that results are posted on the CurlManitoba website after each draw.
- b) Take high resolution digital photo of winning team and email to the CurlManitoba event coordinator.

Draw

- a) Provide available draw times to CurlManitoba for making the draw.
- b) Ensure the official draw is kept up to date during the event. The CurlManitoba Event Coordinator must approve any changes to the draw.

Advertising

- a) Provide details for the event (i.e. entry fees, draw times available, host contact and prize payout)