

# Provincial Championship 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 is 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 and Hosting Event Guide) with the exception of the actual competition.**

*\*This list is for all Provincial Championship events, EXCLUDING the Scotties and Safeway Championship. For further information about those two events, please contact the CurlManitoba office.*

## Administration

1. Appoint an Event Chairperson 12 months prior to hosting the championship
2. Supply list of Host Sub-Committee Chairpersons, complete with addresses, emails and phone numbers to the CurlManitoba office 6 months prior to the championship. This listing will include, but is not limited to, the following requirements:
  - a) Facilities
  - b) Finance and Sponsorship
  - c) Ceremonies/Receptions
  - d) Banquets
  - e) Media/Website
  - f) Accommodations
  - g) Officiating
3. Attend the event championship held the previous year (Host Chairperson or designate)
4. Invite the CurlManitoba Event Coordinator/Event Representative to all meetings and provide copies of all minutes to the CurlManitoba Event Coordinator/Event Representative no later than seven days after.

## Facilities

1. **Provide the ice required for the Championship and ensure an icemaker is on hand at all times throughout the championship in case of ice problems or rock handle breakage, etc.**
2. **Scrape the ice and pebble after each draw as required to ensure the best conditions are available for the curlers.**
3. Ensure all provincial sponsor ice logos, banners and signage are displayed in curling club.
4. Ensure appropriate name signs are in place for each draw.
5. Provide transportation to and from the championship (from CurlManitoba storage facility &/or previous Championship host location) for time clocks and ensure time clocks are installed properly prior to the championship. (Host Committee is also required to provide transportation for other event materials such as standings boards, officiating equipment, measuring sticks, etc to and from the Championship.) This is to be arranged with the CurlManitoba Championship Event Coordinator.
6. Provide dressing room(s) for curlers.
7. Provide reserved parking for each Team (1), Head & Supervising Official (Umpire), Title Sponsor and the CurlManitoba representative.
8. Provide a secured room for Official (Umpire)s and officiating equipment, including an electrical outlet to recharge Walkie-Talkies.
9. Arrange for all liquor licenses.
10. Supply and staff registration desk
11. Provide names and contact information for an on call Doctor, dentist and physiotherapist during the event.
12. Ensure there is adequate seating for viewing.
13. Provide reserved seating for team coaches, one timekeeper and one Official (Umpire) (if assigned) directly behind each sheet.
14. Provide reserved seating as requested by sponsors and association representatives.
15. Fill out and submit a CurlManitoba facility checklist one month prior to the event. (Information found in hosting guide.)
16. Reserve the facility for the exclusive use of the championship during the duration of the event.

### **Finance and Sponsorship**

1. Adhere to the current CurlManitoba Sponsorship Policy
2. Charge an admission fee. The amount to be determined by host committee in consultation with the CurlManitoba Event Coordinator.
3. Provide suitable admission tickets or pin.
4. Supply a complete final championship report within 45 days of the completion of the event. Report to include: **Daily attendance numbers (if applicable), full Financial Disclosure of all Revenues and Expenses, summary of the event including concerns and recommendations. If Financial Disclosure is not received by CurlManitoba within 45 days after the event, the Host Committee may face a financial penalty.**
5. Provide copy of sponsorship/finance package four months prior to the event.

### **Ceremonies/Reception**

1. Arrange formal opening ceremonies as per CurlManitoba Event Hosting Guideline.
2. Provide Piper(s) for the Opening Ceremony.
3. Arrange formal closing ceremonies as per CurlManitoba Event Hosting Guidelines
4. Arrange for a Master of Ceremonies (subject to CurlManitoba approval) for Opening and Closing Ceremonies.
5. Provide an on-ice PA system for opening & closing ceremonies
6. Provide a small reception after the opening and closing ceremonies for the Official (Umpire) party.
7. Provide a covered table at closing ceremonies to display trophies/plaques, crests, etc. on ice
8. Supply (in conjunction with the CurlManitoba Event Coordinator) high-resolution digital pictures of the winning team (as defined in the Hosting Guide) to the CurlManitoba Office within 24 hours of the completion of the event.
9. Provide a detailed plan of both ceremonies one month prior the event.

### **Banquets**

1. **Provide Banquet & Event passes for 64 players, 16 coaches, CurlManitoba Officials (Umpires), Sponsor Representatives, and Dignitaries. (16-team event with coaches approximately 90).** (number to be determined in consultation with the CurlManitoba Event Coordinator)
2. **Provide a sit-down or buffet style banquet as per CurlManitoba Event Hosting Guide. (Host Expense)**
3. **Assist in planning the head table, and evening program. (In conjunction with the CurlManitoba Event Coordinator).**
4. Limit the number of speakers at the banquet. CurlManitoba shall have final approval.
5. Arrange for a Master of Ceremonies (subject to CurlManitoba approval)
6. Provide a covered table at banquet to display trophies.
7. Print Banquet tickets as required.
8. Provide a detailed banquet plan one month prior to.
9. Host Committee may supply pipers. (Host Expense)

### **Promotion/Marketing**

1. Supply a detailed schedule of events to the CurlManitoba at least 12 weeks prior to the event with contact names and phone numbers.
2. Provide the appropriate URL information to enable establishment of a link between the CurlManitoba website and the Host Club/Committee website.

### **Accommodations**

1. Secure suitable accommodations, in consultation with the CurlManitoba Event Coordinator, as follows:
  - a) Two rooms per team (three rooms per team for Junior events) for a minimum of 4 nights. (Room charges are the team's responsibility)
  - b) One room each for Title Sponsor and CurlManitoba representatives (CurlManitoba President, CurlManitoba Championship Event Representative, CurlManitoba Championship Event Coordinator)
  - c) Head Official (Umpire) and supervising Official (Umpire) (if necessary)
  - d) Media (number to be confirmed with CurlManitoba Event Coordinator)

2. Provide pricing information and process for booking accommodations for the players guide at least (3 months) prior to the event.

### **Officiating**

1. Host Committee must hold a minor timers training course.
2. Host committee will supply all timers and schedule one timer per sheet per draw.

### **Media/Publicity**

1. Ensure that all results, on a minimum end-by-end basis, are posted on the CurlManitoba website. The Host Committee may also create their own Internet presence for event information and /or results. A link will be established from the CurlManitoba website to the host site at the request of the Host Committee.
2. Provide a person(s) to serve as a media contact person during the event. Duties to include relaying of results to media by fax and/or email as required as well as to provide regular results updates of the CurlManitoba website.
3. Provide pre-registered and approved media with accreditation/event passes &/OR honour CurlManitoba accreditations
4. Provide one dedicated phone line for fax machine and cover cost of fax calls on this line
5. Provide one dedicated phone line for the media, and cover cost of calls on this line.
6. Provide a working area in club for attending media.

### **Miscellaneous**

1. Supply spare players' pool (minimum of 3 for Juniors, Seniors, Masters & 4 for Mixed) List of Spares to be provided to the CurlManitoba at least 7 days prior to commencement of the event. CurlManitoba Event Coordinator to approve.
2. Request CurlManitoba/Sponsor approval of all logos to be used on souvenirs &/or in event publicity.