

CurlManitoba
Bonspiels with a Berth Event Representative
Job Description for McDiarmid Senior Men's, Chicken Chef Master Men's,
Christmas Junior Bonspiel, Spring Jamboree, MCA Men's, CurlManitoba
Women's

Pre-Event:

- Review and familiarization with the draw.
- Arrangements for the pick up of the package of materials should be made through Marj Bone at the CurlManitoba office.
- Receive a list of first games and contact information from the Draw Master via email. CurlManitoba will advise all competitors
- Discuss reporting of results to media and CurlManitoba website with CurlManitoba Media Director (Cole Skinner) (This includes website updates and faxing results).
- Familiarize yourself with the CurlManitoba Rule Book. (The Rule Book is found under the 'about us' tab on our website
- Organize event representatives in each club to assist with reporting of results, etc.
- Eligibility to compete, use of fifth player, and game length/bell time are frequently asked questions. Any questions regarding the rule book should be directed to CurlManitoba Development Coordinator (Elaine Owen).
- The Representative receives a supply of Competitor Cards for sale Cards are to be sold for \$15 for Masters Cards and \$40 for CCA cards. Unsold cards plus money received and second copy of all cards sold are to be returned to the CurlManitoba office immediately after the event.

During Event:

- The Representative is the CurlManitoba's representative at the event and as such should be prepared to receive recommendations to be forwarded for further discussion, etc.
- The Representative should also confirm eligibility of coaches added to the team list on-site. All coaches that are on the list sent from the CurlManitoba will have been checked. If a team adds a coach it is the responsibility of the Representative to check their eligibility at the EARLIEST time possible with CurlManitoba Development Coordinator (Elaine Owen)
- The Representative is **NOT** expected to act as on ice Official (Umpire), the Representative is expected to communicate with the on-call Official (Umpire) and assist in explaining the situations in order to arrive at a ruling. Since the Representative is not expected to be in full time attendance, this responsibility may be delegated to another CurlManitoba representative. The CurlManitoba On-Call Official (Umpire) is on-call to deal with 'field of play' rulings ONLY. The On-Call Official (Umpire) will not

- deal with any issues of player eligibility or related non-game issues. A phone number will be provided at the start of event
- Operate a registration desk to greet curlers, and confirm attendance as indicated on the team entry listing provided by the CurlManitoba Office.
 - Implement the results reporting plan developed in consultation with the Media Director (Cole Skinner).
 - Following the final, photos of the new event winners are to be taken. The CurlManitoba Representative will co-ordinate the photos.
 - COLUR photos are required.
 - Digital photos are required. Photos MUST be at least a 300dpi image at 5" x 7". This is to be forwarded to the CurlManitoba Event Coordinator at (mca.media@curlmanitoba.org) **within 24 hours** of the event final.

Post-Event:

- Forward any issues or recommendations to the CurlManitoba office for review.
- Receive (in advance) a package to be presented to the bonspiel berth winners. This package will include championship crests, player's guide (if available at bonspiel time) and related championship information.
- Receive (in advance) a reporting package. Requested reports on the event should be completed and returned to the CurlManitoba Office immediately

Time Commitment

- Pre-event 1-2 hours
- Weekend of the event 6-12 hours
- Post event 1-2 hours

Qualifications

- Strong background in curling
- Familiar with general rules of curling
- Understanding of events and draws
- Good people skills
- Experience with club functions