

**CurlManitoba**  
**CurlManitoba Berth Bonspiel Host Chairperson**  
**Job Description**

***Outline of Responsibilities – Bonspiel Host Committee Chair***

*Pre-Event:*

- Review the host agreement to ensure that all details have been implemented.
- The Host Committee Chair and Host Committee are responsible for pre-event bonspiel arrangements including reserving ice in the host club and blocking required accommodations at local hotels/motels
- The Host Committee Chair will receive a complete copy of the draw plus team lists including all personnel, competitor card #'s, and team contact information. **Pre-event contact with teams is done by the CurlManitoba Office.**
- The Host Committee will receive a cheque from the CurlManitoba for prize money payout.
- The Host Committee will receive a supply of Competitor Cards. CCA cards are to be sold for \$40.
- The Host Committee will receive a team list. If the CurlManitoba list does not include a competitor card number for each athlete, the athlete is expected to produce their card prior to their first game. Unsold cards plus money received and second copy of all cards sold are to be returned to the CurlManitoba office after the event.
- Plan for the distribution of results to the media. (Website & faxing) Discussion on this should take place with CurlManitoba Media Director (Cole Skinner).

*During Event:*

- Operate a registration desk to greet curlers and confirm attendance.
- The Host Committee is responsible for the local operation of the bonspiel.
- The Host Committee is responsible for consulting with the CurlManitoba Office in regard to non-field of play concerns or disputes.
- The Host Committee is responsible for communicating with the On-Call Official (Umpire) in regard to 'field of play' rules disputes.
- The Host Committee is responsible for implementation of the provincial plan for results distribution developed by the CurlManitoba Media Director and for distribution of results to local media.
- The Host Committee is responsible for implementing the results reporting system in a timely manner.

*Post-Event:*

- The Host Committee will receive (in advance) a package to be presented to the bonspiel berth winners. This package will include championship crests, player's guide (if available) and related championship information.

- The Host Committee Chair will receive (in advance) a reporting package. Requested reports on the event should be completed and returned to the CurlManitoba Office immediately following the event. Fax 204-925-5720
- The Host Committee Chair and local Host Committee are invited to make recommendations to CurlManitoba in regard to the operation of future berth bonspiels.

### **Time Commitment**

- Pre-event 2-4 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