

**CurlManitoba
Berth Bonspiel & Regional Qualifiers Club
Responsibilities**

Berth Bonspiels & Regional Qualifiers are "unofficial play"

Note: A CurlManitoba "On Call" umpire is available to advise you on rules related questions. The "On Call" umpire will not deal with any non-game issues.

Host Chair Responsibilities

1. Pre Event:
 - Provide competition ready ice which includes scraping, pebbling and cleaning
 - Provide a standard tape measure for Last Stone Draw Measurements
 - Provide suitable food and beverage services throughout the event

2. During the event:
 - Operate a registration desk to confirm athletes and coaches are on the team list provided by CurlManitoba
 - Each team will have a 5 minute practice prior to the game. You will need to ring the bell to start and end each practice.
Practice starts 20 minutes prior to game time
 - **The last stone draw will be completed immediately following the 5-minute practice**
 - Ring the bell for the start and end of the game
 - 10 ends: 2 hour and 15 minute mark
 - 8 ends: 1 hour and 50 minute mark
 - Host chairs are NOT expected to act as an on-ice umpire. However, if a dispute arises which relates directly to rules of play, contact the "On call" umpire, explain the situation and arrive at a decision.
 - Update the draw on the CurlManitoba website on an end by end basis for each game (instructions will be provided) and fill in the draw at the club.
 - If a team adds a coach on site prior to the start of the event; contact Elaine Owen, Event/Development Manager at eowen@curlmanitoba.org, to check their eligibility.
 - **Note:** Until a coach is verified, they are not allowed access to the ice or the team during the game including time outs
 - Act as CurlManitoba's representative during the event and be prepared to receive recommendations from the athletes to forward to CurlManitoba.
 - Collect score cards after each game (the card must be signed by the winning skip/third). Please ensure the score is correct and print the winning skips name on the scorecard.
 - Ensure the berth winners receive their envelope with information on the Provincial Championship, which will be included in the package from CurlManitoba.
 - ***Ensure the chair or a representative is present throughout the event to ring the bell and update the website.***

3. Post-Event:
 - Prepare any recommendations in regard to operations of the event and email or fax to your Event/Development Coordinator (Elaine Owen or Erika Radosevic)

CurlManitoba Responsibilities

- Take Entries
- Create the draw
- Put the draw onto the CurlManitoba website
- Notify teams of their first game, draw and rules
- Check eligibility of all athletes and coaches
- Provide a package for the host chair/club including the following:
 - Envelope for berth winners, which includes congratulations letter with information for the Provincial Championship
 - Draw and rules for event (will also be emailed to the host and **all** teams)
 - "On call" umpire phone number
 - Cheque for ice rental to the host club
 - Rural Berth Bonspiels and Regionals: 50% of entry fees
 - Winnipeg Berth Bonspiels, Regionals: current WCCA rateNote: This payment is inclusive of GST, you are responsible for the appropriate remittance.
 - List of teams and contact information
 - Score Cards
 - Instruction sheet on how to update scores on CurlManitoba website

CurlManitoba Contact Information

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