

BONSPIEL DIRECTOR JOB DESCRIPTION

- 1) Using previous years experience, combined with planned changes, prepare a budget for submission each spring as part of the overall budget process.
- 2) Follow the Club Rules for Bonspiels issued by Directors and printed in the roster book.
- 3) The Schedule and Entry Fees will be approved by Directors with recommended fees set by the Director of Bonspiels.
- 4) Sponsors are the responsibility of the Sponsorship & Promotions Chairperson, but work closely with them to ensure your information is accurate.
- 5) Update the Glanford Website with the current year bonspiels/sponsors and registration forms on-line.
- 6) Inform members via website email of all upcoming events.
- 7) Maintain an up-to-date mailing list of area Curling Clubs and previous years entrants.
- 8) In early to mid October prepare and mail an Invitation and Schedule to everyone on the mailing list.
- 9) Post the schedule on the club house bonspiel bulletin board with clear instructions on registration and payment requirements.
- 10) Organize the catering schedule and advise the House Manager of your arrangements.
- 11) Receive and record entries in order to follow the “first in” rule.
- 12) Enlist the aid of Volunteers to run, host or help out at the bonspiels.
- 13) Two to Four weeks before the event confirm with each entry their draw time or Standby status.
 - a) Plan the prize format for each spiel using the cost guidelines set by the club.
- 14) Day of the Spiel;
 - a) Plan to arrive at the club with light snacks one hour before the start.
 - b) Have skip names prepared on inserts for the holders in the lounge over the ice sheets.
 - c) Have score cards available for each game and the master score sheet ready to record results (computerized).
 - d) Using a random process, draw the teams for the first game.

- e) Ten minutes before the start, welcome the teams and review any specific rules/housekeeping.
 - f) Arrange for prizes to be displayed and presented at the appropriate time.
 - g) Ensure that the trophy is presentable beforehand and then properly presented to the winners. Always check to see if the sponsor can be present.
 - h) Record all the names of the winning teams (1st, 2nd and consolation).
 - i) Take photos of the winning team with the sponsor banner visible and provide to the Sponsorship Director.
 - j) Provide winning team names to the Liaison Director.
 - k) Ensure payment to caterers, hosts etc. have been paid.
 - l) Ensure all teams have paid in full.
- 15) Send an email to membership with a picture of the winning team and summary of bonspiel.
- 16) After each spiel, fill out the Bonspiel Report and submit it to the Treasurer along with the net proceeds of the event within 7 days of the completion of the event.
- 17) Make note of the experience in preparation for improving the event next time.
- 18) Attend all Board meetings.
- 19) Prepare a report for the annual general meeting, summarizing the open bonspiel activities of the season.