

# RESPONSIBILITIES OF A REPRESENTATIVE

- 1) Attend the two board meetings each year. Meeting our quorum requirements is important in order to be able to transact any business. If you cannot attend, arrange for an alternate representative by proxy. Your club has a vote. Make sure it is cast and cast as your club has instructed after reviewing the issues at a club meeting. Report back to your club any and all business conducted by the USWCA during the year. Meeting reports are in the Members Area at [www.uswca.org](http://www.uswca.org).
- 2) Attend the informal Representatives meeting held the day before the Board of Directors meeting. There will be a review of any major considerations to be voted on at the Board of Directors meeting. This is your opportunity to fully understand the proposals that will be presented. This is also a good time for you, the representative, to bring up any concerns or questions, and to get to know the other Representatives from other parts of the country.
- 3) **Create an account on the [uswca.org](http://www.uswca.org) website.** The Members Area contains organization meeting reports, committee business, and the Directory. This section is available to all USWCA members with an approved account.
- 4) Familiarize yourself with the [History of the USWCA](#), the [USWCA Bylaws](#) (located among Bylaws Committee documents), and the [Strategic Plan](#) (located among Governance Committee documents in the website Members Area..
- 5) **Promptly return the information requested by the USWCA Secretary in the Spring/Summer** to assure you and your club's current officers are included in the Roster. It is very important to maintain a roster so that we can inform our members about our activities and event deadlines.
- 6) Check with your club treasurer to be certain that dues and the names of active women curlers are sent to the USWCA Comptroller **before the January deadline**. To be eligible for the National Bonspiel, the Senior Bonspiel and the International Tours, dues must be paid on time.
- 7) **You, the Representative, are responsible for communicating with the All-American Committee.** All American pins and information packets will be available at the Fall Meeting. To request pins for your club's All-American event, submit an [application form](#) to the All-American Committee Chair. Be sure that the person running your event has a current copy of the All-American Regulations. **Once the competition is completed, the results form with the names of the winning team(s) must be submitted to the All-American Committee Chair for publication in *US Curling News*.** [All forms and the regulations](#) are available on the USWCA website.

- 8) **Information about the USWCA National Bonspiel will be sent to you, the Representative.** You are responsible for letting your club members know that all women members of the USWCA, 21 years of age and older by January 1 of the bonspiel year, are eligible to participate. The Representative sends all team applications and entry fees to her Regional Coordinator by the stated deadline. Encourage your club members to participate in this 32-team competition. The National Bonspiel is always held in conjunction with the Winter Meetings, usually in February.
- 9) You will receive USWCA Senior Bonspiel information. This competition, held in November or December, is for women who have reached 55 years of age by December 31st of the year of the bonspiel. Depending on the size of the host club, the bonspiel accepts between 16 and 32 teams.
- 10) **Encourage Five Year and Under Bonspiel participation.** Each region has its own competitions which are limited to curlers with *five (5) years or less* of curling experience. A Women's Challenge is limited to women curlers; an Open Bonspiel is played in an open format for men and women. **Curlers do not have to be members of the USWCA.** The host club usually sets the dates. The committee's Regional Coordinator will contact you with information as to the date and site, also available on the USWCA website.
- 11) **International Tours:** Tours to **Scotland** and **Canada** are scheduled by mutual agreement between those countries and the USWCA. Information concerning eligibility and dates of the Tours will be announced by the USWCA. All member clubs receive information through you, the Representative, so you can report to your club membership, and generate interest among them.
- 12) Representatives may sell USWCA membership pins and other USWCA merchandise to all women curlers. They may be obtained from the Promotional Sales Committee. The Pins & Trophies Committee also has 8-end pins available.
- 13) **Pass on all information you receive from the USWCA** via email, social media, your club bulletin board and any other way you can communicate to your club members. Encourage all USWCA members to read it.
- 14) Commit to serve as a Representative for at least three years. The continuity helps us all. During this time, you will become more knowledgeable about the USWCA and the benefits it provides for your club.
- 15) **Volunteer your services** to at least one committee of the USWCA. We encourage Representatives to attend committee meetings in person.
- 16) Please consider hosting the National Bonspiel or Senior Bonspiel, when your region is eligible for the competitions. As well, consider hosting a 5 Year and Under Bonspiel or a Junior Bonspiel, and adding your women's bonspiel to the USWCA Circuit.