



UNITED STATES WOMEN'S CURLING ASSOCIATION

NATIONAL WOMEN'S BONSPIEL

PROCEDURE MANUAL

September 2019 Edition

PROCEDURE MANUAL REVISIONS

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USWCA NATIONAL WOMEN'S BONSPIEL - PROCEDURE MANUAL

PURPOSE

This manual has been compiled under the auspices of the National Women's Bonspiel Procedure Committee (NWBPC), to bring together information relative to the organization, presentation, and procedures governing the United States Women's Curling Association (USWCA) National Women's Bonspiel.

It is designed to:

- Reference the Regulations governing the USWCA National Women's Bonspiel.
- Act as a working guide for the National Women's Procedure Committee (NWBPC), the National Women's Bonspiel On-Site Committee (NWBOC), and Club Representatives.
- Provide procedure guidance as to the selection of teams to participate in the National Women's Bonspiel.

An outline of the "duties and responsibilities" of the NWBPC and NWBOC are outlined in Sections I and II respectively, along with various exhibits illustrating methods used to accomplish the work.

References and sources of material used in the compilation of this manual include:

- The United States Women's Curling Association By-Laws
- The United States Women's Curling Association – Founded 1947—Rules
- Materials contained in the files of the NWBPC
- Procedure Manuals of the USWCA
Original NWBPC Manual 1984
Revised 1993, 1994, 1995, 1996, 1997-98, 1999-2000, 2001, 2004, 2007
2010, 2011, 2012, 2013, 2014, 2019

REGULATIONS AND POLICIES

The USWCA National Women's Bonspiel is governed by the regulations as set forth in the United States Women's Curling Association – Founded 1947 Rules -- Regulations for National Women's and Senior Women's Bonspiels as well as policies established by the NWBPC.

Accordingly:

- It shall be the responsibility of the Board of Directors of the USWCA to hold an Annual National Women's Bonspiel at a member club. This Bonspiel shall be held in a different

geographical region each year, rotating respectively between the West, Wisconsin, East and Central regions.

- The USWCA 2nd Vice President is responsible for determining the Bonspiel sites.
- National Bonspiels shall not conflict in location or date with each other or with the U.S. Women's Championship.
- The size and structure of the Bonspiel and the budget shall be determined at each Fall Board meeting considering recommendations from the hostess club. It is intended that a thirty-two (32) team, ten (10) end bonspiel be held annually. Any changes to this policy must be presented to the NWBPC, one and a half (1½) years prior to the Bonspiel, for discussion and recommendation to the Board of Directors. A policy change must be approved by a majority vote of the USWCA Board of Directors.

Note: The National Bonspiel Committee moves that the entry fee increase from \$360 to up to \$400 for the 2020 and future bonspiels. (Motion approved at the Winter 2019 USWCA Board Meeting).

- The Annual National Women's Bonspiel shall be limited to teams from member clubs of the USWCA. Teams must all be composed of women who have reached the age of 21 before January 1 of the Bonspiel year.
- The supervision of the Bonspiel shall be the responsibility of the hostess club in accordance with the regulations and guidelines set forth in this manual.
- All games shall be played under current United States Curling Association (USCA) Rules of Play with USWCA exceptions.

ADMINISTRATION

The USWCA Board of Directors has delegated the responsibility of administering the National Women's Bonspiel to the National Women's Bonspiel Procedure Committee (NWBPC). The USWCA Bylaws describes the National Women's Bonspiel Procedure Committee in Article VIII -- Standing Committees, Section 3.

As set forth in the USWCA Bylaws:

- Members of the National Women's Bonspiel Procedure Committee shall include the Procedure Chairperson, four (4) Regional Coordinators, and On-Site Bonspiel Chairpersons (up-coming and following year).
- All members of the Committee, except the On-Site Chairpersons, shall be appointed annually by the President of the USWCA.
- The On-Site Chairperson shall be appointed by the hostess club.

- The Committee shall meet during the Fall and Winter meetings of the USWCA Board of Directors.

In addition, Advisors to the Committee shall include the: 2nd Vice President, Reference Committee Chairperson, Rules Committee Chairperson, and other members as deemed necessary and appointed by the President.

SECTION I

NATIONAL WOMEN'S BONSPIEL PROCEDURE COMMITTEE

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C. Format for Determining Allocations

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Exhibits

Exhibit A Application Instruction Letter to Club Representatives

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SECTION I
NATIONAL WOMEN’S BONSPIEL PROCEDURE COMMITTEE

A. OVERVIEW:

The primary responsibilities of the National Women’s Bonspiel Procedure Committee are to:

1. Establish Bonspiel size, number of ends to be played, dates for mailing materials and Bonspiel entry and final acceptance deadline dates, on or before the USWCA Fall meeting.. It is intended that the National Women’s Bonspiel shall be a 32-team, 10-end event. Deadline dates are firm for receipt of entry forms and checks. No requests for draw times will be honored.
2. Prepare and send the Invitation Flyer, Application Instruction Sheet and Entry Form (Exhibits A, B, C respectively) to Club Representatives for distribution within their club.
3. Apply an equitable formula for determining allocations for “team selection” and a controlled blind draw for “first round pairings.”
4. Communicate to applicants the results of the allocation and first round pairings, and manage communication and information pertaining to team roster line-up, wait-listed teams, and list of substitutes.
5. Provide guidance and support to the On-Site Bonspiel Committee Chairperson(s).
6. Make recommendations and/or motions to the Executive Council for matters needing action by the Board of Directors.

B. DUTIES AND RESPONSIBILITIES

PROCEDURE CHAIRPERSON

1. Organize and chair the meetings of the Procedure Committee. Meetings at a minimum should review:
 - Minutes from Prior Meeting
 - Application Process (Fall) and Allocation Results (Winter)
 - Entry Form Deadline Determination (Fall)
 - Updates from On-Site Chairs:
 - Past: Final Report and Financial Statement
 - Present: Progress Report and Budget
 - Future: Theme, Pin Design, Progress Report (including accommodations, transportation, etc. and Preliminary Budget
2. Provide information regarding bonspiel business to committee members in a timely manner.
3. Attend the meetings of the Executive Council and the Board of Directors. Present to these bodies applicable updates, status reports and committee recommendations and/or motions concerning the Bonspiel.
4. Maintain a “committee notebook” including, but not limited to, Committee Minutes, the Bonspiel Procedure Manual (current and prior versions), samples of all National Women’s Bonspiel forms, copies of draw formats used in facilities with various numbers of available sheets, copies of NWBPC reports to the Board of Directors, copies of National Women’s Bonspiel budgets and actual P & L statements, copies of National Women’s Bonspiel Programs, copies of sample draw sheets, and correspondence.
5. Update the National Women’s Bonspiel Procedure Manual as necessary. Disburse copies of the Manual to NWBPC Members, USWCA President, Reference Committee Chairperson, and Rules Committee Chairperson.

Any suggestions for changes, corrections, or additions should be directed to the Procedure Chairperson.
6. Provide an electronic copy of the NWBPC Fall and Winter meeting minutes no later than two weeks after the meeting dates to the USWCA secretary.
7. Provide a copy of the Wausau Draw to the On-Site Chairperson as soon as the club enters into agreement with the USWCA to host the bonspiel, (approximately two-years prior to the bonspiel).

8. Obtain the bonspiel participation pin design from the host club's On-Site Chairperson and present it to the NWB Procedure Committee for approval at the Fall Meeting.
9. Manage the Application, Allocation and Team Selection, and First Draw Pairings applying the following steps:

Step 1: Application Documents

- a) Set deadline application date on or before the Fall meeting.
- b) Prepare and send an email to each USWCA Club Representative only (No Individual Invitations) shortly before or after the Fall meeting:

Exhibit A Instruction Letter to Club Representatives
Prepared by Procedure Chairperson

Exhibit B Announcement Flyer
Prepared by On-Site Bonspiel Chairperson

Exhibit C Application Entry Form
Prepared by Procedure Chairperson

Note: Documents are emailed to Club Representatives by the USWCA Secretary.

- c) Provide the USWCA Webmaster with the Flyer, Entry Form and Instruction Letter (member access only for instruction letter) for inclusion on the USWCA website.
- d) Provide guidance and support to Regional Coordinators as they receive questions, entry forms and checks, and review for completeness.
- e) Receive all entry forms and checks from the Regional Coordinators via priority postal mail.

Step 2: Allocation and Team Selection

- a) Obtain a list of club membership numbers, excluding associate/social and male members from the count, by region as of the end of the prior fiscal year from the USWCA directory and/or USWCA Comptroller. For example, 2013-2014 fall/winter season membership count will be used for the 2015 bonspiel allocation formula. These numbers are used in the allocation formula as specified in the guidelines.
- b) Apply the allocation formula to select teams to participate in the National Bonspiel as detailed in the *“Format for Determining Allocations,”* Section 1 Item C, and illustrated in Exhibit D.
- c) Create a master email “distribution list” to be used to manage communication between the Procedure Chairperson and Team Applicants: Selected and/or Wait Listed.

- d) Notify all applicants (designated contact person on entry form) and Regional Coordinators of the “Team Selection Results” via Email (Exhibit E), within two (2) days after receiving the entry forms and checks from the Regional Coordinators.

Request from teams that were not selected if they want to remain or withdraw from the “Wait List” and if any team member would also like to be added to the “Substitution List.”

Attach to the email the following documents prepared in advance by the Host Club and submitted to the NWBPC Chairperson for review and approval:

- Welcome Letter” (Exhibit F)
- Schedule of Events and Draw Times” (Exhibit G)
- Banquet Meal Selection and Food Allergy Form
- Host Club Participation Waiver

Attach the USWCA Athlete Agreement. This form allows the USWCA to take pictures, videos, and provide live streaming of some games.

- e) Compile a team roster of the selected teams (and wait-listed teams) and send it to the USWCA Comptroller to verify payment of club and individual member dues for the current fiscal year. Resolve any outstanding problems or issues.
- f) Handle all team substitutions and team withdrawals until the start of the bonspiel at which time the On-Site Rules Committee will take over. Follow “*Format for Determining Substitutions*” in Section 1 Item D. Compile a list of subs from teams on the waiting list and individuals who sent in info on entry form.
- g) Destroy checks of those teams that were not selected to participate after the bonspiel.

Step 3: First Round Pairings

- a) Use the Wausau draw for the appointed number of club sheets at the host club. Send a copy of it to the On-Site Chairperson of the upcoming Bonspiel.
- b) Determine the first round pairings for the Bonspiel as detailed in the “*Format for Determining First Round Pairings*,” Section 1, Item F, and illustrated in Exhibit H. First Round Pairings should be performed immediately after verification of dues is completed (mid-January).
- c) Send (via email) to the On-Site Chairperson and USWCA Webmaster a PDF file of First Round Pairings and Roster of Teams.

REGIONAL COORDINATORS

1. Receive the application entry forms and checks from Club Representatives in their respective region.
2. Follow up with Club Representatives, who have not submitted any entry forms from their club, to determine the participation intention of their club, at least two (2) weeks prior to the deadline.
3. Review all entry forms and checks to make sure they are complete, legible, prioritized (if more than one club team is applying) and signed by the club representative. Make sure each check is payable to the “host club,” and not the USWCA.
4. Email the NWB Procedure Chairperson a list of the entries, including: club name, name of the skip and/or contact designee (if different), and their respective email address and phone number.
5. Mail all entry forms and checks immediately after the deadline to the NWB Procedure Chairperson.

USWCA CLUB REPRESENTATIVES

1. Receive the Bonspiel information and forms for her club (emailed by the USWCA Secretary from the NWB Procedure Committee) and inform all the eligible USWCA members of her club about the application process for entry into the National Bonspiel. Each Representative will follow the process prescribed by her club in determining the order of multiple teams when more than one club team enters.
2. Certify that all team members are USWCA women members of her club who have reached their 21st birthday before January 1 of the Bonspiel year.
3. Certify that all team members are eligible according to the USWCA National Bonspiel Rules and Regulations and have paid their club dues in full before submitting their entry form. For example: 2015 (Winter) Bonspiel is in the 2014-2015 season.
4. Send all certified entry forms and entry fees to the Regional Coordinator by the stated deadline. Submit individual team checks, not one club check. Entries may include complete teams from a single club, composite teams composed of individuals in the same region, composite teams composed of individuals in different areas and individuals. Teams composed entirely of members of the same club receive priority in the allocation process.

ON-SITE BONSPIEL CHAIRPERSON

The National Women’s Bonspiel On-Site Chairperson is responsible for the overall production of the Bonspiel. The On-Site Chairperson shall work closely with the NWB Procedure Chairperson, as outlined in the manual and support to each other during the

planning stages. The On-Site Chairperson will use the USWCA National Bonspiel Procedure Manual, Section II, as a guide to produce the National Women's Bonspiel.

C. FORMAT FOR DETERMINING ALLOCATIONS

Team selection to participate in the National Bonspiel is formula driven based on the criteria and allocation described in this section. The allocation first begins with a current list of USWCA membership as of the close of the last fiscal year. A list of final club membership numbers, excluding associate/social and male members from the count, by region as of the end of the prior fiscal year can be obtained from the USWCA web-site. Exhibit D (sample) is a spreadsheet that details an allocation selection.

1. If Bonspiel is Fully Subscribed:

All teams submitting entries are accepted.

2. If Bonspiel is Oversubscribed:

- a. Total the USWCA women membership of Clubs submitting Team Entries (except membership of clubs submitting composite teams or single entries). A club's total membership is counted only once, regardless of the number of teams that club has submitting entries. Divide the total membership number by the total number of teams in the Bonspiel. This is the Unit Number.
- b. Divide each Club Membership by the Unit Number to determine the Unit Allocation for that Club and Region.
- c. The Host Club automatically receives one (1) of the allocated entries in its Region. This is included in, and not an addition to, the Unit Allocation calculated for their Region.
- d. No club shall be allowed to have additional teams in the bonspiel until all other non-represented clubs have been exhausted (Note: Motion approved at the Winter 2019 USWCA Board Meeting).
- e. By Region, one team is accepted from each club submitting a valid entry, beginning with the club with the highest total USWCA membership, continuing until the Region allocation is filled. Should additional places remain unfilled, entries are allowed in this order:
 - i. Clubs not represented shall be selected based on Region/Club size (largest to smallest unit allocation), rotating through each Region, one-entry per rotation.
 - ii. Additional club teams (additional club teams are selected in order from the largest club membership to the smallest until the list of complete teams for the Region is exhausted). See "f." below for further explanation.

- iii. Composite teams organized from the Region.
 - iv. Club teams from other Regions.
 - v. Composite teams comprised of single entries from that and different Regions.
- f. No club will receive more than two (2) team entries, regardless of Region allocation, until each USWCA Club submitting an entry has been allotted one team entry into the Bonspiel.
 - g. If there are not sufficient entries in any one Region to fill its allotment, extra teams from another Region will be selected. The Region having the highest number of USWCA members submitting entries is eligible for the first extra place, the second highest number of members the second extra place, etc.
 - h. The NWBPC Chairperson, in consultation with the USWCA President, has discretionary powers to enable the participation of the maximum number of different clubs in the Bonspiel.

3. If Bonspiel is Undersubscribed:

- a. If the Bonspiel is undersubscribed then all teams submitting application entry form and entry fees are selected.
- b. Any remaining open slots shall be filled, if possible, by the NWBPC Chairperson working in consultation with the Regional Coordinators. Teams may be formed from individual entries. If the Bonspiel does not reach the 32 team quota within a reasonable time after the final deadline, the NWBPC Chair and the On-Site Chair, in consultation with the USWCA President, may agree to proceed with the number of entries received.

4. Allocation of Back-Up Teams if Bonspiel is Over-subscribed:

- a. Once the Bonspiel has been filled and the teams notified, any team dropping out will have its position filled by a team from the club dropping out, or team from the same Region.
- b. If there is no team available from the Region needing a replacement team, then the order in which the back up teams will be used will be made as in **2.g** above.

D. FORMAT FOR DETERMINING SUBSTITUTES

1. All changes to the team roster are handled by the NWB Procedure Chairperson until the start of the bonspiel. After the start of the bonspiel, the On-Site Bonspiel Chairman is responsible for subs.
2. A list of available subs will be compiled by the NWB Procedure Chairperson in the following order:
 - a. Any teams on the wait list, the team individuals will be at the top of the list. Make sure they are available to sub.
 - b. Singles by Region who signed up on the original application form.
 - c. Local subs from the host club and local/regional USWCA Member clubs.
3. All subs must be current USWCA club members and have paid current USWCA dues.
4. A team is first encouraged to obtain their own sub from their own club. Check to see if any singles have signed up from their club with the initial good faith entry as they would get first preference.
5. A sub will be selected by the NWB Procedure Chairperson from the Region of the club needing a sub if there is a sub available. If there is more than one sub from the Region on the list, the order will be determined by a blind draw. If there are no subs from their Region, then go to the next closest Region or to the local sub list. Use a blind draw until a sub is found.
6. Once the bonspiel is started, continue to use the original list in #2. This is when local subs come into play because most subs are needed at the last minute.
7. All teams must start the bonspiel with four (4) team players. See USWCA Rules and Regulations.

E. FORMAT FOR DETERMINING FIRST ROUND PAIRINGS

The NWB Procedure Chairperson determines the first round pairings using a controlled blind draw and sends them to the On-Site Chairperson, as soon as possible, after the selected bonspiel teams have sent in their application and entry fee(s).

The following is the procedure for determining the pairings in order that teams from the same Region and/or Club do not meet in early games. An example of First Round Pairings is provided in Exhibit H.

- 1) Construct a working draw sheet of the first event similar to the table in Exhibit H (Region and Team Columns are blank to start).
 - a) Divide the draw sheet into an Upper and Lower Bracket consisting of two tiers in each bracket (total of 4 tiers) and 4 game slots per tier (total of 16 game slots).
 - b) Number the slots in each bracket accordingly: upper bracket 101 -108 and lower bracket 109 – 116. Each slot has a top and bottom representing the two teams selected to play each other in that particular game.
- 2) Write the Region names in each slot (East, Central, Wisconsin, and West) so that each Region is equally represented in each slot, based on the allocation by Region results.
 - a) If a Region has 8 teams then they should be distributed equally in each bracket (two per tier), but making sure they are distributed in every other slot so they don't play against one another (i.e.: 101, 103, 105, 107 or 102,104, 106, 108).
 - b) If a club has two teams, split them between the two brackets.
 - c) If a club has three teams, one would go in the top bracket and the other two would be in the bottom bracket, but in different tiers.
 - d) If clubs play on the same ice, put them in different brackets (i.e.: Arden Hills and St. Paul, The Country Club and Canadian Club of Boston).
- 3) Write the name of team and their respective Region on a card on a blank index card: one card per team for a total of 32 cards.
- 4) Write the Region name on an envelope; one envelope per Region, four envelopes in total. Note on the front of the envelope the number of cards enclosed in case they are not evenly divided.
- 5) Sort the cards by Region and put them in their respective Region envelope.
- 6) Pull a team name from the two Regions represented in slot 101 and place their card on top and bottom of the slot. Repeat for slot 102. Then go to Tier 4 and repeat for slot 116 and 115. Continue to alternate until the draw sheet is complete.

- 7) Review the results to make sure that each team is listed on the draw sheet, spread equally and not playing the same team in the first game as the prior year (compare to last year's draw sheet). If the latter occurs you can switch them with someone in the same Region while staying in the same bracket.

EXHIBIT A – INSTRUCTION LETTER TO CLUB REPRESENTATIVES



To: **USWCA Club Representatives**

From: **USWCA National Bonspiel Procedure Committee**

Subject: **XXth USWCA National Bonspiel**

The xxth USWCA National Bonspiel will be hosted by the Host Curling Club of City, State from February xx-xx, 20xx. Please encourage your club members to participate in this 32-team, timed 10-end competition. Explain that the mission of the “USWCA is to develop, nurture and promote the sport of curling.” It’s a great message. As a USWCA club representative, your role is to:

1. **Determine how your club will prioritize teams** if more than one applies. Your club can choose play-downs, lottery, or any other equitable method. Whatever method your club decides on should be made in advance of announcing the bonspiel to your membership.
2. **Set a dead-line date for teams, and individuals to submit their “entry request” and “check” to their club representative (you)**, that will allow enough time for team priority selection and for you to validate their eligibility (see item #4), before your deadline of December 5, 20xx.
3. **Announce the event to your membership using the enclosed “flyer” and “entry form.”** The last line of the “flyer” directs interested applicants to contact their USWCA club representative for more information. This is a good place for you to place a label with your name and contact information, and the entry deadline date you set for your members.
4. **Review applicants for eligibility.** USWCA Rules and Regulations with regard to the National Women’s Bonspiel eligibility, state:
 - A. *Participants must be a minimum of 21 years of age before January 1, 20XX.*
 - B. *Participation in the bonspiel is limited to women’s teams from member clubs of the USWCA.*
 - C. *All team members must be full dues-paying, league-playing members of the same USWCA club, otherwise the team will be considered a composite team. The USWCA has not adopted a strict definition for a league-playing member of a club. Each club should determine who is acting in good faith in claiming to be a league-playing club member and each qualifying entrant must comply with her club’s ruling.*

Note 1: If an applicant belongs to more than one club, she should declare which one is her primary home club.

Note 2: Verify that each applicant has paid their club dues in-full for the current 20XX-20XX season. You will probably have to give a list of applicant names to your Treasurer to confirm payment receipt.
5. **“Prioritize” (Team 1 versus Team 2), indicate which method was used (play-down, lottery or other), and “certify” that the applicant(s) meet the eligibility criteria** by signing your name in the box provided on the bottom of each entry form.
6. **Send the application entry form(s), and corresponding \$XXX entry check for each team, to your Regional Coordinator by the December X, 20XX “date-of-receipt” deadline (not postmark date).** No exceptions.

7. **Contact your Region Coordinator if your club does not intend to enter a team and if you have any questions.**

Region	Coordinator Information	
East	Name	Mailing Address Email Address Phone Number
Central	Name	Mailing Address Email Address Phone Number
Wisconsin	Name	Mailing Address Email Address Phone Number
West	Name	Mailing Address Email Address Phone Number

We are currently looking at options to improve the sign-up process and are exploring ways to move from a paper to an on-line application. Please be patient with us.

We hope you are enjoying your role as USWCA club representative. Thank you in advance for your cooperation and effort to promote this bonspiel to your membership.

EXHIBIT B – ANNOUNCEMENT FLYER (example)
(To Be Designed by Host Club)



**XXth USWCA National Bonspiel
“Theme”
Month xx, 20XX**

**Host Curling Club
Host Address**

Eligibility Requirements:

Entry Fee:

Format:

Accommodations:

Please contact your USWCA Club Representative for more information about eligibility and the application process.

EXHIBIT C – APPLICATION FOR ENTRY FORM (example)



XXth USWCA National Bonspiel
Hosted by the Host Curling Club of City, State
February XX-XX, 20XX
Entry Form

Applicants:

- Please complete the following entry form and submit it to your USWCA club representative, along with your team’s entry fee of \$xxx in the form of a check payable to: Host Curling Club-20XX USWCA National Bonspiel.
- Each applicant must pay their full club membership dues for the current 20XX-20XX season in advance of applying to this event.
- Entry fee is non-refundable, unless the team is not selected or ineligible to participate in the event.
- Entry form must have four names listed on a team application and all necessary contact information requested must be completed. Circle the position of the contact person, if different from the Skip.
- Individual entries can apply using the same form. No entry check is required at this time.
- Once the team selection is completed, all Skips or designated Contact Persons will be notified of the results. Further bonspiel information and instructions will follow. Club teams take priority over Composite Teams in the allocation selection process.
- If your team or individual entry has not been selected, you will be asked if you want to be placed on the event’s “wait-list” and/or added to the “sub-list.”

CLUB TEAM or COMPOSITE TEAM (circle one)			
Position	Name and Address	Club	Phone and Email
Skip			
Vice			
Second			
Lead			

Individual Entry			
Position	Name and Address	Club	Phone and Email

USWCA CLUB REPRESENTATIVES ONLY:	
Team Priority #: _____ Method Used : Lottery ___ Play-down ___ Other ___ (check one)	
<i>I certify that all participants: (1) are USWCA women members in good standing, (2) have reached their 21st birthday before January 1, 20XX, and (3) are full dues-paying, league-playing members of the curling club.</i>	
Signed _____	USWCA Representative of _____
Curling Club:	Date: _____

EXHIBIT D: ALLOCATION SPREADSHEET (example)

Club #	Team #	Region/Club	Membership			Allocation			2 nd Team	Total Teams Selected
			Members	Alloc %	Units Assigned	Host	Club	Inclusive		
EAST										
1	1	East A	100	5.0	1.60		1		1	
2	1	East B	90	4.5	1.44		1		1	
3	2	East C	80	4.0	1.28		1		1	
4	1	East E	60	3.0	.96		1		1	
5	1	East F	50	2.5	.80		1		1	
6	1	East G	40	2.0	.64		1		1	
7	1	East H	30	1.5	.48		1		1	
8	1	East I	20	1.0	.32		1		1	
9	1	East K	10	.5	.16			1	1	
	10	Total East	480	24.0	7.68		8	1	9	
CENTRAL										
1	2	Central A	100	5.0	1.60		1		1	
2	1	Central B	90	4.5	1.44		1		1	
3	2	Central C	80	4.0	1.28		1		1	
4	1	Central D	60	3.0	.96		1		1	
5	1	Central E	50	2.5	.80	1			1	
6	1	Central F	40	2.0	.64		1		1	
7	1	Central G	30	1.5	.48		1		1	
8	1	Central H	20	1.0	.32		1		1	
9	1	Central I	15	.8	.24			1	1	
	11	Total Central	485	24.3	7.76	1	7	1	9	
WISCONSIN										
1	1	Wisconsin A	100	5.0	1.60		1		1	
2	1	Wisconsin B	90	4.5	1.44		1	1	2	
3	2	Wisconsin C	80	4.0	1.28		1		1	
4	2	Wisconsin D	70	3.5	1.12		1		1	
5	1	Wisconsin E	60	3.0	.96		1		1	
6	2	Wisconsin F	50	2.5	.80		1		1	
7	2	Wisconsin G	45	2.3	.72		1		1	
8	1	Wisconsin H	40	2.0	.64		1		1	
	12	Total Wiscon.	535	26.8	8.56		8	1	9	
WEST										
1	1	West A	150	7.5	2.40		1		1	
2	1	West B	125	6.3	2.00		1		1	
3	1	West C	100	5.0	1.60		1		1	
4	2	West D	75	3.8	1.20		1		1	
5	1	West E	50	2.5	.80		1		1	
	6	Total West	500	25.0	8.00		5		5	
31	39	TOTAL	2,000	100%	32	1	28	2	1	32

Unit Assignment Allocation:

Unit Number = Total Membership (2000) divided by number of teams in bonspiel (32) = 62.50

Regional or Club Allocation: Region or Club membership divided by unit number (62.50)

EXHIBIT E: ANNOUCEMENT OF SELECTED & WAIT LISTED TEAMS (example)

TO: Applicants
CC: Regional Coordinators, On-Site Chairpersons, President USWCA
Subject: XXth USWCA National Bonspiel – Team Selection Results
Emailed: 12/XX/20XX

Hi Ladies

Thank you very much for applying to the **XXth USWCA National Bonspiel**, to be held February XX-XX, 20XX at Host Curling Club in City, State. Before we get started, please **return a separate RSVP confirming that you received this email**; whether your team has been selected or not. **RSVP to: *insert email address.***

Please notify me immediately if your team needs to withdraw or if there is any change to the list of players on your team. This email is being sent to Skips listed on the applications, or their contact designee. If the contact person needs to change, let me know.

Here are the results for the allocation selection process:

LIST OF TEAMS BY REGION - SELECTED AND WAIT LISTED			
EAST	CENTRAL	WISCONSIN	WEST
Selected	Selected	Selected	Selected
East A-1 East B East C East D East E East F East G East H East I	Central A-1 Central B Central C-1 Central D Central E Central F Central G Central H Central I	Wisconsin A Wisconsin B-1 Wisconsin B-2 Wisconsin C Wisconsin D Wisconsin E-1 Wisconsin F Wisconsin G-1 Wisconsin H-1	West A West B-1 West C West D West E
Wait Listed	Wait Listed	Wait Listed	Wait Listed
East A-2	Central A-2 Central C-2	Wisconsin E-2 Wisconsin G-1 Wisconsin H-1	West B-2

For those teams on the WAIT LIST, please let me know if you or any member on your team would like to be placed on the substitution list. I will hold onto your checks and void them if your team withdraws from the wait list or if your team has not been selected by the start of the bonspiel.

Eligibility in this event requires that players are USWCA women members in good standing, have reached their 21st birthday before January 1, 20XX, and are full dues-paying, league playing members of their curling club. To this effect your club representative has certified this information on your application. Please make sure that your club has paid their USWCA club and member dues before their January 15th deadline.

Enclosed you will find the following documents:

- 1. Welcome Letter**
- 2. Schedule of Events and Draw Times**
- 3. Food Allergy Request**
- 4. USWCA Athlete Form**

Please mail the Food Allergy Request form (if applicable) and the USWCA Athlete form (4 forms, one for each player) to:

USWCA On Site Bonspiel Chair

Street Address

City, State Zip Code

Or

Email her at: **USWCA20XX@gmail.com**

Please look over the documents and instructions carefully. Please be aware that **FINALS START AT X:XX PM on Sunday**, so plan your travels accordingly. You will be notified of your first draw around mid-January. Feel free to contact me or if you have any questions or concerns.

Lastly, please inform your club representative whether your team has been selected or is on the wait list. Share the attachments with your teammates.

Happy Holidays!

First and Last Name of

USWCA National Bonspiel Procedure Chairperson

EXHIBIT F: WELCOME LETTER (example)

Host Curling Club
9999 Curling Main St
City, State XXXXX

Congratulations! Your team has qualified for the XXth USWCA National Bonspiel being held from February xx-xx, 20xx at the Host Curling Club in City, State. The Host Curling Club membership welcomes you to our club. We look forward to having a great bonspiel and show off our new club. Our theme is "*name of theme*."

Accommodations

Name of Hotel is located in – *hotel address*. The hotel is x.x miles from the airport.

Please make your hotel reservation through the "link" on the USWCA web site section: "National Bonspiel 20xx." The special bonspiel group rate is \$xxx per night (double, queen or king) and includes 2 breakfast tickets per room/per night. The group rate is available until January xx, 20xx or until the group block is sold out, whichever comes first.

Transportation from the Airport

The hotel offers complimentary shuttle service to and from the airport and within a 5 mile radius. Please call the hotel (919-941-6000) to make your shuttle reservation in advance of your arrival.

Transportation from the Hotel to the Curling Club

Rental cars are available at the airport. If you are driving, parking is free at the hotel. The hotel shuttle is out of the 5 mile radius, and cannot be used to transport your team back and forth. The curling club is approximately 6.2 miles northwest from the hotel.

Directions to the Curling Club from the Hotel:

Head southwest on Page Creek Lane toward Creekstone Drive. Turn right onto Page Road. Make a U-turn. Turn left onto the Interstate 40 W ramp. Merge onto I-40 W. Take exit 279B to merge onto NC-147 North toward Durham/Downtown. Take exit 8 for Ellis Road. Turn left onto Ellis Road. Continue straight onto SoHi Drive. Destination will be on your left. If you see Ed Cook Road you have gone too far.

Depending on the time of day you are traveling traffic could be heavy on this route so please allow yourself extra time at rush hour. Interstate 40 and NC-147 are main traffic arteries in Durham, North Carolina.

Team Withdrawal or Substitute

If your team withdraws, needs to change its line-up, or is in need of a substitute before opening ceremonies, please contact *Chairpersons Name*, USWCA National Procedure Chairperson, at *email and cell phone number*.

Triangle Contact Information

We look forward to seeing you in February. If you have questions about Triangle or Durham, or need a substitute after the start of the bonspiel please contact:

Host On-Site Bonspiel Chairperson for the Host Curling Club
Email and Cell Phone Number

EXHIBIT G: SCHEDULE OF EVENTS AND DRAW TIMES (example)

<p style="text-align: center;">HOST CURLING CLUB XXth USWCA 20XX National Bonspiel SCHEDULE OF EVENTS</p>						
Wednesday, February XX						
	6:00 – 9:00 pm	Kit Party & Team Photos		Host Curling Club		
	7:00 pm	Opening Ceremonies				
	8:00 pm	Skips Meeting				
	9:00 – 10:00 pm	Hospitality Suite		Hotel		
Thursday, February XX						
	6:00 am - 10 am	Hotel Breakfast		Hotel		
	7:00 – 9:00 am	Club Continental Breakfast		Host Curling Club		
	11:30 & 12:30	Dutch Treat Lunch		Host Curling Club		
	6:00 pm	Cocktail Party		Hotel		
	7:00 pm	Banquet Dinner		Hotel		
	8:30 – 10:00 pm	Hospitality Suite		Hotel		
Friday, February XX						
	6:00 am - 10 am	Hotel Breakfast		Hotel		
	7:00 – 9:00 am	Club Continental Breakfast		Host Curling Club		
	11:30 & 12:30	Dutch Treat Lunch		Host Curling Club		
	5:00 & 6:15 pm	Buffet Dinner		Host Curling Club		
	8:00 – 10:00 pm	Hospitality Suite		Hotel		
Saturday, February XX						
	6:00 am - 10 am	Hotel Breakfast		Hotel		
	7:00 – 9:00 am	Club Continental Breakfast		Host Curling Club		
	11:30 & 12:30	Dutch Treat Lunch		Host Curling Club		
	8:00 – 10:00 pm	Hospitality Suite		Hotel		
Sunday, February XX						
	6:00 am - 10 am	Hotel Breakfast		Hotel		
	7:00 – 9:00 am	Club Continental Breakfast		Host Curling Club		
	7:30 am	Semi Finals Begin		Host Curling Club		
	11:00 – 2:00 pm	Brunch		Host Curling Club		
	1:15	Teams Piped on Ice		Host Curling Club		
	1:30	Finals		Host Curling Club		
	Immediately following final games	Award Ceremony		Host Curling Club		
Draw Times						
	AM	AM	PM	PM	PM	PM
Thursday	7:30	10:10	12:50	3:30		
Friday	7:25	10:00	12:35	3:35	6:10	8:50
Saturday	7:25	10:00	12:35	3:35	6:10	8:50
Sunday	7:30 Semi	10:10 Semi	1:30 Finals All Events			

EXHIBIT H: FIRST ROUND PAIRINGS (example)

FIRST ROUND PAIRINGS Host Curling Club		
GAME	REGION	TEAM – SKIP
Upper Bracket – Tier 1		
Game 101	East Central	
Game 102	East Wisconsin	
Game 103	East West	
Game 104	Central Wisconsin	
Upper Bracket-Tier 2		
Game 105	East Central	
Game 106	Wisconsin West	
Game 107	East Wisconsin	
Game 108	East West	
Lower Bracket- Tier 3		
Game 109	East West	
Game 110	East Wisconsin	
Game 111	East Central	
Game 112	West Wisconsin	
Lower Bracket – Tier 4		
Game 113	East Wisconsin	
Game 114	Central Wisconsin	
Game 115	Central West	
Game 116	East Wisconsin	

SECTION II

NATIONAL WOMEN’S BONSPIEL ON-SITE COMMITTEE

A. Overview

B. Duties and Responsibilities

On-Site Bonspiel Chairperson

On-Site Bonspiel Treasurer

On-Site Bonspiel Committees

Exhibits

Exhibit I Schedule of Bonspiel Organization

Exhibit J Sample Budget

Exhibit K Official Game Record

Exhibit L Trophy Receipt Form

NATIONAL WOMEN'S BONSPIEL ON-SITE COMMITTEE

A. OVERVIEW

The Committee, also referred to as the National Women's Bonspiel On-Site Committee, is composed of an On-Site Chairperson, who is a member of the club that is hosting the National Women's Bonspiel and is appointed by her club. The On-Site Chairperson appoints sub-committee chairpersons (listed below) as deemed necessary to perform whatever functions are needed to prepare for and produce the National Women's Bonspiel.

B. DUTIES AND RESPONSIBILITIES

Job descriptions of the On-Site Chairperson, Bonspiel Treasurer and the various On-Site Sub-Committees that have proven necessary in the past production of a National Women's Bonspiel follow. The Chair may change, add, or subtract committees and committee duties as is practical for her situation. Various committees include:

1. Housing and Meetings
2. Entries
3. Communications
4. Rules
5. Draw
6. Decorations
7. Banquet
8. Hospitality
9. Registration and Information
10. Kit Party
11. Pins and Trophies
12. Evening Dinner or House Party
13. Entertainment

DUTIES OF THE ON-SITE CHAIRPERSON

The National Women's Bonspiel On-Site Chairperson is responsible for the overall production of the Bonspiel. The On-Site Chairperson shall work closely with the NWB Procedure Chairperson, each providing deliverables as outlined in the manual and support to each other during the planning stages.

Duties and Responsibilities Include:

1. Appoint committee chairpersons and assist with the assignment of members to each committee. Distribute copies of "duties" of specific committees to their respective committee chairperson.
2. Call meetings of the sub-committee chairs as may be needed.
3. Establish a theme, logo and participation pin design for the bonspiel. Work closely with sub-committee chairpersons in accomplishing this task.
4. Discuss facilities, fund raising (if needed), and overall plans with sub-committee chairpersons.
5. Determine and communicate target dates for sub-committee work.
6. Send the name of the Rules Committee Chair (Chief Umpire) to the USWCA secretary for inclusion in the USWCA roster no later than May 1st of the year prior to the Bonspiel. This person will serve as a member of the USWCA Rules Committee.
7. Consult with the USWCA President concerning meeting rooms and meals during the USWCA meetings the week of the Bonspiel. **DO NOT contract** with a hotel without discussing the meeting arrangements with the USWCA President. Work with the USWCA President to coordinate this week of meetings and bonspiel accommodations. Meeting room arrangements and food service are listed under the Housing Committee duties.
8. Attend the USWCA NWBPC Fall and Winter meetings beginning one and a half (1½) years prior to the Bonspiel. At the first Fall meeting, 18 months prior to the bonspiel present a Progress Report entailing information on accommodations, transportation, theme, logo, pin design, proposed budget, and any further procedural requests to the NWBPC.

Any changes to the bonspiel format must be requested in writing to the NWBPC before the first Fall Meeting, 18 months prior to the bonspiel.

The Progress Report and Budget are updated during the follow-up meetings. A copy should also be emailed to the NWBPC Chairperson prior to each meeting for distribution to the committee.

9. Design a **Flyer** announcing the Bonspiel by August 1st prior to the Bonspiel and email it to the NWB Procedure Chairperson, who will include it with the instruction and entry form email to Club Representatives. Reference Example: Section1, Exhibit B.
10. Prepare a **Welcome Letter, Schedule of Events and Draw Times, Food Request Form, and Participation Waiver** by December 1st and email them to the NWB Procedure Chairperson. Reference “Duties of Entry Committee.”
11. Receive all entry fees from the NWB Procedure Chairperson for all thirty-two (32) teams. These are used for Bonspiel expenses. An advance of funds may be requested in writing from the USWCA Treasurer. These funds are available May 15 the year preceding the Bonspiel and must be repaid as soon as possible, not later than January 15 the year of the bonspiel.
12. Send a copy of the final Wausau draw, after adding the first round pairings, back to the NWB Procedure Chairperson for final approval. Note: The draw sheet should be the same Wausau Draw Sheet template (based on the number of sheets the club has) that was provided to them when they initially agreed to host the bonspiel.
13. Prepare a Bonspiel Program for distribution to all Bonspiel participants with extra copies for the NWB Procedure Chairperson, Bonspiel scrapbook, etc. The Program should include a roster of all participants by Region and Club, a copy of the draw sheet, prior year event winners and runners-up, a list of the USWCA officers, a list of the On-Site Committee, a Schedule of Events, Emergency Phone Numbers and other pertinent local information, a list of important Bonspiel rules, and any other information the host club would like to include.

Important: Word of entry cancellation must be reported to the NWB Procedure Chairperson immediately to facilitate early replacement of teams in the Bonspiel. Any team player changes are also to be reported to the NWB Procedure Chairperson. All substitutions to teams are handled by the NWB Procedure Chairperson until the start of the bonspiel.

14. Plan and coordinate the Opening and Closing ceremonies of the Bonspiel with the assistance of the Hospitality Committee and President. In the Opening ceremonies, the first stone is thrown by the President of the USWCA and swept by past Presidents of the USWCA.
15. Arrange for past and incoming presidents of the USWCA in attendance to be presented (announced) at the USWCA Annual Meeting banquet.
16. At the end of the event, prepare a record of the Bonspiel results (PDF Format) and email it to the USWCA Webmaster and NWBPC Chairperson. The official record should list each of the four events, winners and finalists, along with the team and individual names.
17. Put together one scrapbook for the Bonspiel to include any correspondence, programs, pictures, etc. The scrapbook from the previous Bonspiels should be displayed at the club during the current event. Following the Bonspiel, send your scrapbook to the On-Site

chair two years hence. (example – the 2007 scrapbook should be delivered to the 2009 On-Site chair. She is to bring it to the following Bonspiel - 2008.) At the end of the current Bonspiel, the On-Site Chair of the following Bonspiel takes the scrapbooks from the preceding three Bonspiels to display at her Bonspiel the following year. The remaining scrapbook is returned to the club that hosted that Bonspiel. That club should be in the same region as the current Bonspiel.

18. Maintain a log/file as the work proceeds, to include all material deemed crucial to the smooth running of the Bonspiel. This includes the final report and a detailed Profit & Loss Report to be passed along in a timely fashion to the next year's On-Site Chairperson and to the NWBPC Chairperson. This should be done immediately after the Bonspiel..
19. Present this final report of the Bonspiel, along with the final Profit & Loss Report, to the Board of Directors at the next Fall meeting of the USWCA. If you are unable to attend, you may designate either your Club Representative, NWBPC Chairperson, or On-Site Committee member to present the report.
20. Return the Bonspiel Procedure Manual to the NWBPC Chairperson after the Bonspiel. Include any comments or revision to the Section 2 of the manual that might be helpful for future events.

Note: For assistance with committees and duties – **See Section 2 – Exhibit I** - Schedule of Bonspiel Organization

DUTIES OF THE ON-SITE BONSPIEL TREASURER

The Treasurer of the Bonspiel is appointed by the On-Site Bonspiel Chair. Primary duties include:

1. Maintain the bonspiel finances in a separate account. Checks should be made payable to the account name designated by the On-Site Bonspiel Chair/Club and noted in the letter sent to USWCA Representatives and Application Form in October.
2. Prepare a Bonspiel Budget using the “budget line-item format” presented in Exhibit J. The budget is to be submitted to and voted on by the NWBP Committee, 18-months prior to the bonspiel, at the Fall Meeting.
3. Prepare and submit a final detailed Profit & Loss Report, no later than 60-days after the bonspiel.
4. Communicate budget allowances to various committees, if applicable.
5. Process payment for all bills related to the bonspiel.

The Bonspiel budget and Profit & Loss Report are presented to the NWBPC meeting by the On-Site Chairperson.

Do not use the USWCA tax ID # for the bank account. The USWCA is a tax-exempt organization. The Treasurer should apply for the “Certification of Exemption” in your state. This may not be available in all states.

Seed money for the Bonspiel may be applied for in writing and received from the USWCA Treasurer by May 15 the year prior to the Bonspiel and must be returned in full no later than January 15 the year of the bonspiel.

If Bonspiel expenses are met entirely by Entry Fees, the surplus revenue from the Bonspiel must be returned to the USWCA Treasurer. If additional fund raising is needed to cover Bonspiel expenses, then the net surplus from those funds may be retained by the host club.

DUTIES OF THE HOUSING COMMITTEE and MEETING COORDINATOR

The duties of the Housing Committee and Meeting Coordinator, in conjunction with the USWCA President, include making arrangements for:

- The USWCA Annual Meeting in February.
- All hotel arrangements, including meeting rooms and meals during the USWCA meeting the week of the Bonspiel.
- Hotel room arrangements for a block of reserved rooms for all participants in the Bonspiel.
- The welcoming Kit Party is also handled by this committee.

The schedule for committee work is as follows:

Early March

1. Arrange contracts for services with the hotel for the February meeting and Bonspiel, in conjunction with the USWCA President,

Note: Do not sign any contracts until you have discussed the plans with the USWCA President

September

2. Begin preparations for the USWCA Annual Membership meeting held in February.
3. Deliver to the USWCA Secretary at the Fall meeting preceding the Bonspiel:
 - a. Prices for Dutch treat meals for those attending the USWCA February meeting
 - b. Hotel brochures, reservation cards, schedules for airport limo or other in-city transportation services
4. Deliver hotel reservation cards, brochures, and airport limo information to Entries Chair.
5. Make arrangements for the welcoming Kit Party, including a room at the hotel, if necessary, food and bar service, table for kits, and music, if desired. The Kit Party may also take place at the Curling Club. The Decorations Committee should be consulted on room decorations.

January

6. Report final reservations for meeting meals to the hotel according to the hotel's schedule. The USWCA Secretary will provide reservation numbers for the meals scheduled during the meeting.
7. Check with hotel on meeting room arrangements, including tables, head table with microphone, water and glasses and availability of other amenities (free of charge) such as coffee and rolls, note pads, pencils.
8. Arrange for an information and registration table in the hotel lobby.

Check with the USWCA President and Secretary and the Bonspiel Entries Chair on room arrangements and room assignments upon receipt of reservations.

Early February

9. Supply final “room lists” from the hotel at the reservation desk, if available. Committee personnel should be available to resolve any last minute problems.

DUTIES OF THE ENTRIES COMMITTEE

This committee will work with the On-Site Bonspiel Chairperson to prepare four (4) documents to be sent to all teams applying to the bonspiel. A draft of each document must be sent, via email in an editable document (Word or Excel), to the NWBP Chairperson for review and approval by December 1st.

Once finalized, the NWBPC Chairperson will attach these documents to the email that announces the “results of the team selection allocation” for the National Bonspiel. This email is sent by the NWBPC Chairperson to each “Skip” or their designated contact person listed on each of each entry form.

Documents Prepared by Host Club:

1. Welcome Letter
 - a) Hotel information or brochure including price of room, phone numbers and references, and reservation deadlines.
 - b) Hotel limo service information from airport, car rental information (Each team is responsible for its own transportation, including rental of cars, etc.)
 - c) Contact Information.
2. Schedule of Events and Draw Times
3. Banquet Choice and Food Restriction Form
4. Host Club Participation Waiver

In addition to the four (4) documents listed above, teams will also be sent the USWCA Athlete Agreement. This form is produced by USWCA and allows USWCA to take pictures, videos and provide live streaming of some games.

DUTIES OF THE COMMUNICATIONS COMMITTEE

This committee will plan a publicity campaign covering the Bonspiel, and work closely with the USWCA Webmaster to communicate aspects of the Bonspiel on the USWCA website. This includes:

Publicity

1. Prepare and send two articles on the Bonspiel to the USWCA Publicity Committee Chair for the US Curling News. The first article should be sent before October 1 announcing the Bonspiel and giving details of special events to take place and information on the hostess club. The second article should be sent immediately after the Bonspiel giving names and club affiliations of the winners and runners-up of each event as well as highlights of the Bonspiel. Include a photo of the winning team.
2. Send results with “digital” photographs of winning teams to the USWCA webmaster for inclusion on the USWCA website, immediately following the Bonspiel.
3. Contact and arrange with the local newspaper for a story preceding the Bonspiel and other stories during and following the Bonspiel. Where appropriate, results of the games may be reported daily to the local media.
4. Contact local television and radio stations for possible Bonspiel coverage. Suggest that interviews are possible if they are interested and make arrangements with the persons to be interviewed.
5. Create publicity forms for a story with appropriate blanks for enclosure in the materials sent to the Skips for use in their local papers.
6. Assign committee members to be present at the Bonspiel site as much as possible to catch any unusual stories or pictures.
7. Refer to the United States Women's Curling Association – Founded 1947 Rules, "Regulations for National Women's and Senior Women's Bonspiels" Section VI, E. which states "Members of the press, camera operators, including television, with permission from the On-Site Chair, may film any game in progress provided that they do not interfere with the play and provided no flash bulbs or other intense lighting is used."
8. Assign an Official Photographer to take pictures during:
 - a) The Opening Ceremony (First Rock): picture of the first rock being thrown and a picture of the USWCA President and Past Presidents as a group shot. Send pictures after the Kit Party.
 - b) Presentation to each Event Winner and Finalist Team, including captions of which event, name of team and individuals shown in pictures. Send pictures right after the event is finished.

All pictures should be sent to the USWCA Webmaster in **JPEG format**. A **caption** needs to accompany all pictures. Any other photos of interest may be sent as well.

USWCA Website

1. Reference USWCA website to become familiar with the information and location of material pertaining to the National Bonspiel: home page and side bar. Link to Bonspiel page is: <http://www.uswca.org/national-womens-bonspiel>.
2. Establish a line of communication with the USWCA Webmaster to clarify roles and responsibilities on deliverables, namely photos and electronic draw sheet.
3. Assign an Official Photographer to take pictures during the bonspiel. Send all photos to the USWCA Webmaster, along with the completed USWCA Photo Release form.
4. Select a person to be in charge of updating an electronic copy of the draw sheets.
 - a. During the event, that person will need to update the electronic copy after each draw and send a PDF copy immediately to the USWCA Webmaster, so it can be posted on the USWCA website.
 - b. Or have the person in charge work with the USWCA Webmaster to learn how they can update the draws directly to the USWCA web-site.
 - c. Copy the final draw sheet to a PDF document and send a copy to the NWBP Chair and the USWCA Webmaster. Do this before it is deleted or expires if it is linked to a web page.
5. Work with Webmaster if live web-streaming is available.

DUTIES OF THE RULES COMMITTEE

The Bonspiel On-Site Rules Chair shall serve as the Chief Umpire. She or he will also serve as a member of the USWCA Rules Committee. An outline of the Chief Umpire's duties and the duties of the other umpires who will be appointed will be found in the United States Women's Curling Association Regulations for National and Senior Bonspiels – Founded 1947 -- Rules.

Other duties of the On-Site Rules Chair/Chief Umpire include the following:

1. Arrange for timers for all ten-end games. All games must be timed. It is your responsibility along with the On-Site Chairperson, to schedule timers for all games. Training sessions may be needed prior to the bonspiel. Curlers from other local clubs and USWCA Reps or Committee Members who are not curling in the bonspiel may be used as timers, if they are properly trained or experienced.
2. Provide clipboards, pencils, rulebooks, score sheets (Reference Exhibit C for a Sample of "Official Game Record"), nametags, and instructions for each umpire and clipboards, time clocks, time and score sheets and instructions for each timer.
3. Affirm that a master draw sheet is at the information desk.
4. Provide a list of substitute players available from the host club. Check with the NWBPC Chair, or check upon arrival, as to availability of members who were on teams that did not make the cut. They should be used first in the same manner as sub teams, i.e. from same club as team needing sub, then Region, then a blind draw.
5. Obtain copies of the Regulations for National Women's and Senior Women's Bonspiels from the USWCA Rules Chair. Include one copy in the kit for each team entered in the Bonspiel.
6. Obtain the USCA Rules of Play & any Interpretations (from the address below) and provide a copy to each team entered in the Bonspiel:

Executive Director USCA
1100 Center Point Drive, Box 866
Stevens Point, WI 54481-0866

7. Arrange for a meeting of team Skips prior to the beginning of the Bonspiel to review important rules and other pertinent issues. This meeting is often before, during or just after the Kit Party.
8. Notify all teams that the games will be timed by trained timers using the "Curl Time" program on laptop computers, provided by the host club, in accordance with USWCA rules.

DUTIES OF THE DRAW COMMITTEE

The Draw Committee is responsible for maintaining and communicating the draw schedule. Initially, the Master Draw Schedule and First Round Pairings is prepared by the NWBPC Chairperson. This schedule is forwarded to the On-Site Chairperson soon after teams have been selected and notified. The “Wausau Draw” format is used for the Bonspiel, and specifically entails:

- If the first game is lost the team drops to the second event.
- If the first game is won and the second is lost the team drops to the third event.
- If the first two games are won and the third game is lost the team drops to the second event.

Upon receipt of the Master Draw and First Round Pairing, the Draw Committee duties include:

1. Creating four draw sheet posters (approximately 20” x 30”) for each event to be displayed at the curling club. Electronic versions may be used, but may not replace the poster version.
2. Create a smaller desk version of the master draw sheet to be maintained at the Information Desk of the curling club.
3. Create a letter size version of the master draw sheet to be included in the “program booklet” supplied in the Skip’s kit, as well as a supply of extra copies.
4. Create name place cards for each team participating in the Bonspiel to be displayed on sheets at their respective game time. Team and/or Skip names should be duplicated on both sides of the place cards. Utilize next game brackets if available. Have a few blank place cards on hand in case of a last minute change.
5. Create a first draw poster for display at the Kit Party and Program Booklet (optional).
6. Supervise the work of the ice maintenance crew.
7. Provide a supply of new club brooms and stabilizers, in case they are needed.

DUTIES OF THE DECORATIONS COMMITTEE

The Decorations Committee is responsible for promoting the Bonspiel's theme and logo, which have been decided in advance by the On-Site Committee. The theme and logo should be carried throughout the Bonspiel, and used for invitations, participation pins, name tags, kits, place cards, bulletin boards, banquet program, etc.

The Decorations Committee's duties include:

1. Deciding what material will be needed to decorate the curling club, and room used for the Kit Party.

Note 1: The Club decorations will be a function of your budget and by the size of your facility (doorways, bulletin boards, refreshment tables, etc.). Welcome signs are encouraged.

Note 2: If your curling club status is tax-exempt, be sure to get a tax-exempt form from the On-Site Chairperson before making any purchases. The USWCA tax exempt form cannot be used for local curling club purchases related to the bonspiel.

2. Arrange for table centerpieces and place cards (optional), table numbers, tablecloths, napkins, colors, and other Banquet issues. Note: to avoid overlap, decided whether all or part of these items will be performed by the Decoration Committee or Banquet Chairperson/Meeting Coordinator.
3. Arrange for a centerpiece for the House Party, if one is planned. Work with the house party host to see they would like one, or are planning to provide their own.
4. Create invitations for and directions to the House Party to be included in the Skit's Kit. House Party directions should be from the curling club and the hotel, and include the phone number of the hostess.
5. Prepare an estimated budget for the material needed in items 1 – 5 above, and present it to the On-Site Committee for approval before proceeding.

DUTIES OF THE BANQUET COMMITTEE

The duties of this committee include the following:

1. Arrange for a suitable place to hold the bonspiel banquet as early as possible, but no later than August preceding the Bonspiel. This banquet takes place on Thursday evening and functions as the Annual Meeting for the USWCA. A formal short meeting takes place with election of officers.
2. Estimate banquet attendance from the year preceding and verify through the Entries Committee. Be aware that the attendees not only include the teams, but also individuals who attended the Winter Meeting (are not entered in the Bonspiel), but signed up for the banquet dinner.
3. Select the menu and price including service allowance and hour of serving. Set the banquet time taking into consideration the anticipated finish time of the last curling draw of the day. Participant's Banquet meals are included in the entry fee. Determine a charge for non-participants. Note: The charge must cover both tax and service charges, rounded up to the nearest dollar. Confer with the On-Site Chairperson and Treasurer as to the cost of the banquet per curler.
4. Arrange for the cocktail hour prior to the banquet on a cash bar basis.
5. Work with the Catering Manager to plan table arrangement, coverings, napkins, centerpieces, seating. Coordinate with Decorations Committee as to who will perform this task. Team photos may also be placed on the appropriate tables.
6. Plan a head table adequate for the number specified by the NWBPC Committee or the USWCA President.
7. Prepare place cards for the head table, and for the seating of all curlers and non-curlers attending the banquet.
8. Arrange for a podium and speaker system to be used by the head table. Test ahead of time to insure it is in perfect working order at the banquet hour.
9. Check parking facilities and arrange for parking attendants, if necessary.
10. Place banquet program at each place setting. Provide headcount to and receive copies from the Meeting Coordinator, who is putting the program booklet together with input from the USWCA President and Secretary.
11. Supervise banquet seating of the teams, and flow of iners if a buffet arrangement is used for dinner service.
12. Act as hostesses at the cocktail hour.
13. Provide a table in the banquet hall for the sale of USWCA merchandise.

DUTIES OF THE HOSPITALITY COMMITTEE

The Hospitality Committee will make arrangements for food, snacks, and other amenities in the club rooms for the benefit of curlers and visitors to the Bonspiel.

The duties include:

1. Arrange for complimentary continental breakfast for the first draw each day during the Bonspiel. This should be available to the Chief Umpire, umpires, timers and committee personnel on hand at that time also. Suggested menu may include assorted rolls, bagels, toast, donuts, cereal, fruit, yogurt, juices, tea, and coffee.
2. Arrange lunch menus and serving times for Bonspiel participants and guests. Establish the price for tickets which should be available at the information desk. Lunches are not normally included in the participant's entry fee. Suggested menus may include hearty soups, stews, chili, sandwiches, salad bar, fruit, dessert, tea, coffee and milk.
3. Provide snacks in the club rooms in areas where curlers socialize after their games.
4. Information should be included in the Skip's kit as to the designated hospitality rooms, hours for lunches and snacks, and method of payment for drinks and meals.
5. Drink tickets, if so used, should be available at the information desk.
6. Provide water containers and unbreakable glasses, hard candies, and tissues for curlers on the ice.
7. Provide tissues and personal supplies, first-aid supplies, and sewing equipment in locker or restroom areas.
8. Work with the On-Site Bonspiel Chairperson to make arrangements for the Opening and Closing Ceremonies, including the presentation of the trophies.
9. Provide one bottle of champagne and arrange for the necessary glassware for the First Event winning team at the trophy presentation.

DUTIES OF THE REGISTRATION AND INFORMATION COMMITTEE

The Registration and Information Committee is responsible for set-up and maintenance of a common area at the hotel and curling club for the collection and dissemination of information and for providing a conducive area for the sale of merchandise to be accessed by Board Members, Representatives and curlers.

Duties include:

1. Provide an area, tables and chairs to display and sell USWCA merchandise. The USWCA Promotions Committee requires space at the Bonspiel site to display and sell USWCA merchandise. USWCA Policy #7 states: “The USWCA has the exclusive rights to sell merchandise at USWCA events; the host club shall be extended the same privileges. Any vendor other than the host club must receive advance permission from the Promotional Sales Committee Chair, and return an agreed upon percentage of gross sales to the USWCA Treasurer.”
2. Maintain a registration and information desk at the hotel for Wednesday in order to:
 - Sign-in-teams as they arrive.
 - Collect their waivers and athlete release forms, if they did not mail back in advance.
 - Determine any team information that may have changed
 - Provide information on things to do in the area, emergency information, directions, etc.
3. Maintain an information desk in the curling area thirty minutes before and after each game and provide the following:
 - Draw sheets - kept up-to-date with extra sheets available.
 - Master draw sheets for each of the four events.
 - Score sheets - to be signed by Skips and filed.
 - Schedules - with names and phone numbers available for the Chief Umpire, Umpires, Timers and Committee Chairs.
 - Pins - including hostess club pins and Bonspiel pins for sale.
 - Food and drink tickets and/or food reservation lists.
 - Maps and local information.
 - Emergency phone numbers.
 - Board for messages.
 - Lost and found site.

DUTIES OF THE KIT PARTY COMMITTEE

The Kit Party Committee will design and provide an information package (aka kit) incorporating the Bonspiel theme to the Skips of each team at the Kit Party (which takes place on the eve of the Bonspiel).

The kit should be large enough to contain the following:

- Four Bonspiel Programs
- Four Participation Pins
- House Party Invitations
- Area Maps
- Listing of Local Places of Interest
- Rule Book
- Name and phone number of person to contact if a sub is needed for any game
- Emergency phone numbers

Introduction of the teams is **not** necessary at the Kit Party. Teams like to come and go in an unscheduled manner at this time

DUTIES OF THE PINS AND TROPHIES COMMITTEE

The Pins and Trophies Committee will design and order the Bonspiel participation pins, provide a supply of USWCA pins and hostess club pins, and arrange for trophy display.

Duties include:

1. Design the participation pin as early as May to ensure delivery before the Fall Meeting of the year preceding the Bonspiel. The design is delivered to the NWBPC Chairperson who will seek approval from the NWB Committee and Executive Council during the Fall Meeting.

The pins must include the following information.

- USWCA
 - A design of the United States to include Alaska
 - Place of Bonspiel (i.e. Exmoor CC)
 - Year of Bonspiel (i.e. 2007)
 - Which Bonspiel (i.e. 59th National Bonspiel)
 - A hard enamel finish is the preferable finish on the pin.
 -
2. Determine the cost for the pins and ensure that it is within budget allowance.
 3. Order a supply of pins to include:
 - One for each participant in the Bonspiel (i.e.: 32 teams x 4 per team)
 - One to be presented to the USWCA for the Nell pin collection
 - One for the scrapbook
 - An additional number for sale.

Pins should be ordered from any **proven** pin supply house (i.e. proven as to quality, delivery time etc.)

4. Obtain a supply of USWCA pins (at the Fall Meeting to save postage) to sell at the Bonspiel if the USWCA Promotional Sales Committee is not setting up a merchandise table.
5. Obtain a supply of hostess club pins to sell to guest teams during the Bonspiel.
6. Safe-keep the award pins presented to the 4 event winners and finalist teams until the ceremonies. These pins are provided by the USWCA Pins and Trophy Chairperson.
7. Arrange for a suitable display case for the USWCA trophies, four “Punch Cups” for the First Event Winners, and USWCA Award pins for winners and finalists in all events.
8. Notify the USWCA Pins and Trophy Chairperson on the arrival of the trophies and pins. It is suggested that a picture be taken as visual proof of the arrival of all trophies and pins.

9. Obtains Trophy Receipts (Exhibit L) from all Skips awarded trophies, event winners and finalists immediately after their final game, indicating whether they want to take their trophy, have it ship, or neither. If the Pins & Trophies chair is not present, these forms should be collected by the bonspiel chair and forward to the Pins & Trophies chairman. .
10. Ship trophies to winning teams, if needed. This cost of shipping trophies “to” event winners shall be paid by the USWCA, Pins and Trophy Budget (Note: Motion approved by USWCA Board at the Winter 2019 meeting).

FYI: The winning teams are responsible for the cost of the engraving and the return of the trophies **to** the next Bonspiel. The USWCA Pins and Trophies Chair will notify the Skips prior to the Bonspiel.

11. Assist the President and On-Site Bonspiel Chairperson with the awarding of the prizes if so requested.

DUTIES OF THE EVENING DINNER OR HOUSE PARTY COMMITTEE

The Evening Dinner or House Party Committee is responsible for a dinner social event Friday night of the Bonspiel. This may be an event at the curling club or dinner in members' homes.

House parties are strictly optional forms of entertainment, but if the decision is made to have them, the following list may be of value to the committee arranging the parties.

- Enough homes to entertain approximately 140-150 guests for cocktails and a buffet dinner.
- Check the draw to be certain that the House Party hours provide ample time for all Bonspiel participants to attend.
- Choose a caterer or club members and select a menu to be served.
- Secure help to serve and clean up.
- Choose at least two couples per home to assist the hostess.
- Obtain whatever extra dishes, silverware, glasses, and coffee makers, etc. that may be needed in each home.
- Provide mixers/soft drinks and ice, for each home. At the discretion of the On-Site committee, wine and beer may be provided.
- Check with the hostess concerning a centerpiece for the table and any other suggestions she may have for decorating or serving. Her only responsibility is to provide the house. The committee should take care of all other details.
- Provide necessary information to the Decorations Committee for invitations and maps.
- Curling brooms placed outside the home the night of the party help in identification of the home as well as giving a festive appearance.

DUTIES OF THE ENTERTAINMENT COMMITTEE

The Entertainment Committee is responsible for enhancing the social side of the Bonspiel with activities and/or entertainment. This is an optional committee. Suggested ideas that have contributed favorably to Bonspiel activities in the past include:

At the Banquet:

- A skit to be presented at the banquet. This often provides great material for Bonspiel participants to take home to their clubs.
- Musical groups for banquet entertainment.
- Roving musician or a pianist at the cocktail hour before the banquet.

Note: Banquet entertainment should be truly entertaining but definitely not lengthy or costly!

Local Attractions:

- A listing could be made of local places of interest such as museums, historical displays or sites, resort areas, health spas, restaurants and unique shopping areas and included in kits.
- Brief tours of the area could be arranged.

EXHIBIT I: SCHEDULE OF BONSPIEL ORGANIZATION

If you wish to begin work earlier, please do so. These are only guidelines.

<p><u>At least two years prior.</u></p>	<p>Host Club enters into agreement with the USWCA to host the USWCA National Bonspiel.</p>
<p><u>February</u> <i>2 yrs. prior</i></p>	<p>USWCA Winter Meeting and Bonspiel</p> <p>On-Site Chairperson is invited (but not required) to attend the Winter Meeting and observe the National Bonspiel in order to become familiar with the NWB process and expectations, meet current and past year On-Site Chairperson(s), and open lines of communication for assistance and support.</p> <p>A copy of the Wausau Draw for the host club is sent by the NWB Procedure Chairperson to the host club's On-Site Chairperson.</p>
<p><u>September</u> <i>1 ½ yrs prior</i></p>	<p>USWCA Fall Meeting</p> <p>The On-Site Chairperson <u>will</u> attend the USWCA Fall Meetings of the NWB Procedure Committee and Board of Directors, and present:</p> <ul style="list-style-type: none"> • A preliminary progress report and budget entailing information on accommodations, transportation, ideas for theme, logo, and pin design, and any further procedural requests to the NWBPC. • Any changes to the bonspiel format must be requested in <u>writing</u> to the NWBPC <u>before</u> this first Fall Meeting, 18 months prior to the bonspiel.
<p><u>October to January</u></p>	<p>Select committee chairs and establish duties.</p> <p>Finalize theme, logo and pin design.</p> <p>Work with Pins and Trophy Chair on layout work for participation pins.</p> <p>Begin correspondence with pin supplier for the participation pin production and send the design to supplier for art work and preproduction sample.</p> <p>Request that the preproduction sample be ready by early April.</p>
<p><u>February</u> <i>1 yr. prior</i></p>	<p>USWCA Winter Meeting</p> <p>On-Site Chairperson and Meeting Coordinator <u>will</u> attend USWCA Winter Meetings of the NWB Procedure Committee and the Board of Directors, and present:</p> <ul style="list-style-type: none"> • Preliminary budget and progress report.

	<ul style="list-style-type: none"> • Present theme, logo, and participation pin design for approval. • Selection of facilities for hotel accommodations, banquet and meeting rooms.
<u>March</u>	Respective Committee Chairs make preliminary arrangements for housing, meeting rooms and banquet facilities.
<u>April</u>	<p>Hold organizational committee meeting.</p> <p>Assign duties to each committee chair and give each a copy of previous year's Bonspiel report.</p> <p>Schedule future follow-up meeting dates.</p> <p>Sign contracts for housing. (Suggest having reservation deadline date as close to Bonspiel as possible.)</p> <p>Finalize the pin design with supplier. Get pin design approved and place order with request that order be ready no later than September 1.</p>
<u>May</u>	<p>Follow up meeting with all Committee Chairs.</p> <p>Seed money - \$1000 may be requested from USWCA Treasurer for receipt by May 15.</p> <p>Name Rules Committee Chairperson (aka Chief Umpire) and send their contact information to the USWCA Secretary and NWB Procedure Chairperson.</p>
<u>July-August</u>	Prepare Invitation Flyer and send to NWB Procedure Chairperson for review and approval.
<u>September</u> <i>6 mos. prior</i>	<p>USWCA Fall Meeting</p> <p>On-Site Chairperson, Meeting Coordinator and Rules Chair <u>will</u> attend USWCA Fall Meetings of the NWB Procedure Committee and the Board of Directors..</p> <p>Verbally extend invitation to member clubs at the USWCA Fall Board of Directors Meeting.</p> <p>Prepare and present the following:</p> <ul style="list-style-type: none"> • Updated progress report and budget outlining the details of the bonspiel. • Present the theme, logo and participation pins available for sale. <p>Give the USWCA Publicity Chairperson a picture of your committee for the <u>US Curling News</u>.</p>

	The NWB Procedure Chairperson will send the Flyer, Instruction Letter and Entry Form for the National Bonspiel to all Club Representatives.
<u>October to November</u>	<p>Hold On-Site Progress Meeting.</p> <p>Check that all reservations are in order.</p> <p>Begin work on decorations.</p> <p>All committees to be in full swing.</p>
<u>December</u>	On-Site Chairperson will prepare and send Welcome Letter, Schedule of Events, Draw Times, Banquet Meal Choice and Food Allergy Form, Host Club Participation Waiver to the NWBPC Chairperson, who will include it in an email announcing the team selection results to each applying team's Skip or communication designee.
<u>January</u>	<p>NWB Procedure Chairperson will send entry forms and checks, team roster, draw sheet, and first round pairings to the On-Site Chairperson.</p> <p>The On-Site Chairperson, who will in turn send a completed electronic copy of the draw sheet completed first pairings and draw times back to the NWBPC Chairperson (for distribution to teams) and USWCA Webmaster.</p> <p>Countdown meeting. All arrangements completed. Return \$1000 seed money to USWCA Treasurer by January 15.</p>
<u>February</u> <i>Bonspiel</i>	<p>USWCA Winter Meeting and Bonspiel Week!</p> <p>On-Site Chairperson <u>will</u> attend USWCA Winter Meeting of the NWB Procedure Committee with a final update on the bonspiel.</p>
<u>April</u>	Prepared a final report and itemized P & L statement for the USWCA Fall meeting. Note: Both documents should be sent to the NWB Procedure Chairperson to review and approve.
<u>September</u> <i>6 mos. after</i>	<p>USWCA Fall Meeting</p> <p>On-Site Chairperson (or designee) is invited to attend the USWCA Fall Meeting in order to present their final report and financial statement to the NWB Procedure Committee and Board of Directors.</p> <p>Give completed scrapbook to On-Site Chair of the Bonspiel to be held two years from your Bonspiel. (Example – If your Bonspiel was in 2007, give your scrapbook to the Chair of the 2009 Bonspiel.)</p> <p>Return the scrapbook given you to the Host Club (For example – If your receive</p>

	a scrapbook for 2005 and are hosting 2007, return the 2005 scrapbook to the respective host club as soon as you are done using it.)
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EXHIBIT J: SAMPLE BUDGET FORMAT

The following format outlines income and expense items to be use in budget preparations:

Income:

Entry Fee: 32 teams x \$TBD

Expenses:

Food

1. Kit Party
2. Hospitality Room (snacks & room charge)
3. Thurs: Banquet Dinner
 \$TBD PP times 128 curlers, includes food, room charge, bartenders, and entertainment.
 Note: Banquet Programs are Paid by USWCA.
4. Friday Night Club/House Dinner
5. Club Serviced Food Costs
 - Thurs-Sat: Breakfast
 - Thurs – Sat: Lunch
 - Table Snacks
 - Sunday Brunch

Other Expenses

7. Decorations & Kit Bags
8. Ice Fee
9. Participation Pins
10. Photography
11. Piper - Opening Ceremony & Finals
12. Printing – Bonspiel Programs, Name Tags, Draw Sheets
13. Shipping of Trophies to Winners

Total Expenses

Sub-Total Surplus (Deficit) Before

Other Income Sources:

1. Ice Gratuity/Fee
2. Club Serviced Food Sales
3. Pin Sales

Fundraising:

1. Advertising
2. Raffle Income
3. Direct Donations
4. Other Fundraising

Total Fundraising and Other Income Sources

Net Profit (Loss)

Note: All fund raising profits may be retained by the hostess club. However, if Bonspiel expenses are met entirely by Entry Fees, the surplus revenue from the entry fees must be returned to the USWCA Treasurer.

EXHIBIT K: OFFICIAL GAME RECORD

Official Game Record - 10 Ends

Event: _____
 Chief Umpire: _____ Timer: _____
 Date: _____ Draw #: _____ Time: _____ Sheet #: _____

Team with Dark Handles

Team with Light Handles

LSD Total _____	Last Stone	_____ LSD Total
_____	4th	_____
_____	3rd	_____
_____	2nd	_____
_____	Lead	_____
5th _____		
Coach _____		

X for Skip, XX for Vice Skip

Team	H	1	2	3	4	5	6	7	8	9	10	11	12	Total

Check H box for team with Hammer in first end

DARK Clock Time: (completion of)	38:00	LIGHT Clock Time: (completion of)
End 1 _____	34:12	End 1 _____
End 2 _____	30:24	End 2 _____
End 3 _____	26:36	End 3 _____
End 4 _____	22:48	End 4 _____
End 5 _____	19:00	End 5 _____
End 6 _____	15:12	End 6 _____
End 7 _____	11:24	End 7 _____
End 8 _____	7:36	End 8 _____
End 9 _____	3:48	End 9 _____
End 10 _____		End 10 _____
End 11 _____	EXTRA 4:30	End 11 _____
Time Outs _____		Time Outs _____
Dark Handles: _____		Light Handles: _____

EXHIBIT L: TROPHY RECEIPT

**UNITED STATES WOMEN'S CURLING ASSOCIATION
(YEAR) USWCA NATIONAL BONSPIEL**

**Event: 1st, 2nd, 3rd, 4th (circle one)
Finalist or Winner (circle one)**

Club: _____

Skip: _____

Contact Information: Address _____

Phone (H) _____

(C) _____

Email _____

_____ I am taking the trophy home with me today and will be responsible for maintaining, polishing, packing and returning it to the next bonspiel site.

_____ I am not taking the trophy with me today. I will be having the On-Site Bonspiel Chair ship the trophy to me and will be responsible for maintaining, polishing, packing and returning it to the next bonspiel site.

_____ I will not be taking the trophy with me nor do I want the trophy shipped to me.

Skip's Signature: _____

Print: _____

Date: _____

Team Member's Names: 3rd _____

2nd _____

Lead _____