



Minnesota Curling Association

State Men's and Women's Club Championships

Who	What	Tasks and Details
MCA	Host Remuneration	The MCA provides \$750 to the Host Club for sponsoring this event.
MCA 1st Vice Pres.	Prepare Draw	MCA will prepare draw after receiving participating team names from USCA.
	Participation Pins	MCA will provide Host Club with participation pins. Host Club or Head Official will distribute to teams at team meeting.
	Championship Pins & Patches	MCA will provide championship pins and patches. Host Club or Head Official will distribute to teams at conclusion of event.
MCA Head Official	Rules / Referee	MCA will provide head official that will explain rules in team meeting, and enforce them throughout the competition.
Host Club	Draw Sheet Poster	Post official draw sheet in location with easy access to players.
	Official Standings Board	Post official standings board in location with easy access to players and viewers.
	Timers	Provide enough volunteers to time each sheet of each draw. It is recommended that at least one trained timer is on hand for each draw to help train in additional timers.
	Ice Technical	Host Club must provide Ice Technician to prepare ice for each draw. It is recommended (but not required) that ice is scraped between each draw.
	Cleaning Ice	Ice must be swept after team practices (10 minutes prior to each game), at the fifth-end break, and at the conclusion of each game.
	Team Photos	Be prepared to take photos of winning teams and submit along with Winners Certification Form according to Winners Certification Form.
	Complete Winners Certification Form	At conclusion of competition, Winners Certification forms must be completed and submitted according to instructions on form.
Optional	Team Name Signs for Sheets	Not necessary, but helpful for viewing visitors.
	Bartenders / Liquor Service	Host Club may provide as a revenue source at their discretion.
	Food / Meal Service	Host Club may provide as a revenue source at their discretion.
	Host Hotel	Not necessary, but if Host Club can help teams secure lodging, this information can be displayed on the MCA Website.
	Saturday Banquet	There is no banquet at the State Men's and Women's Club Championships.