

SCOTTISH WOMEN'S INSTITUTES
GUIDELINES FOR FEDERATIONS HOSTING NATIONAL SPORTS FINALS
BONSPIEL

1. **Venue:** Headquarters will book the venue for the Competition and will contact a Federation in the local area to host it. Normally around 20 Federations enter the competition.
2. Headquarters will deal with the following:
 - Letter 1:** To Federation Secretaries - Notification of event, venue, date and host Federation, enclosing entry form requesting name of Member in Charge and entry fee.
 - Letter 2:** To Members in Charge and Secretaries of participating Federations – general information about event, the rules, the Umpire's name, notification of draw and times, enclosure of accommodation list, map and/or directions to venue, list of competing federations, meal order form if necessary and expenses claim form (to be returned to HQ within 28 days of event) and contact mobile telephone numbers.
3. **(a) Costs:** SWI Headquarters will pay the cost of the ice. If the payment is required on the day of the event, the attending Office Bearer will be responsible.
 - (b) The Draw:** Headquarters will supply a list of all Federations taking part and the host Federation is responsible for the draw for the Competition. If there is an uneven draw the Host Federation is responsible for providing a non-competitive team. The draw should be submitted to Headquarters as soon as possible.
 - (c) Federation Name Boards:** Teams will collect their federation name boards from the Office Bearer in charge at the start of the competition and they are responsible for moving the name boards to each game.
 - (d) Scoring:** The host Federation is responsible for preparing the score cards, the scoring of the competition and collating the master score sheet.
 - (e) Raffle:** The host Federation will organise a raffle on the day of the event, with proceeds going to Headquarters to offset event costs. Cloakroom tickets will be supplied by Headquarters and raffle tickets will be sold at 5 for £1
4. **Officials:** A National Office Bearer will attend and will present trophies and certificates. The host Federation will be notified of who is attending prior to the event.

An Umpire/Referee appointed by Headquarters will attend and will be responsible for the conduct of the competition.

The host Federation will appoint a Member in Charge who will liaise with the Umpire/Referee and Headquarters.
5. **Results:** The Umpire/Referee will notify Headquarters of the results.
6. **Prizes:** Only official trophies and certificates will be awarded. Headquarters will ensure that the trophies and certificates are available for presentation. No other prizes should be awarded. Headquarters will reimburse engraving for trophies. Please send claim with receipt to Headquarters within six weeks of the event.
7. **Photographs:** The Host Federation is responsible for arranging for someone to take photographs of the prize winners (with their full names and federation on the back, or attached if by email), a professional photographer is not necessary. The photographs should be sent to the magazine as soon as possible after the day for timely inclusion. For example photographs received by 26 April will appear in the June issue.
8. **Food:** The host Federation will arrange tea/coffee for team members before play starts, and for food to be available for players and supporters. Details of these arrangements will be sent out from Headquarters to Federations with order slips (if required). The National Office Bearer in attendance will pay for her and the National Umpire's refreshments on the day of the competition. It would be appreciated if federations could supply a receipt for the payment made.
9. **Accommodation:** The host Federation should send a B & B list, map, etc., to Headquarters. This will be sent to participating teams. The competitors make their own bookings.