

Toronto Curling Association: Event and League Management Guidelines

Event Management

Purpose: The Toronto Curling Association (hereinafter referred to as “TCA”) desires to provide opportunities for competition and enjoyment of curlers through bonspiel events and leagues at the local level. The primary focus is curlers who are members of any of the TCA member clubs.

Role of the TCA: To encourage participation, the TCA will do the following:

- Search out sponsors to assist with the financial costs associated with conducting such local events. The TCA Executive will conduct all arrangements with the sponsors including obtaining new sponsors. All sponsor arrangements as they pertain to a bonspiel will be communicated to the applicable event chairs and committees by the TCA Director of Bonspiels and/or the TCA President. Any communication (i.e. requests, information, etc.) by the bonspiel committee to the sponsors will be via the TCA Director of Bonspiels to maintain a single point of contact within the TCA as requested by the sponsors.
- Promote TCA events to all TCA member clubs through various means (e.g. newsletters, website, etc).
- Website support: TCA events will be featured on the TCA website. The TCA webmaster will make updates (such as event dates, host clubs, rules, event winners, draw results, etc) as required. In addition, the TCA requests that committees provide live scoring for event finals.
- Provide financial support, if approved by the TCA Board of Directors, above and beyond the amounts provided by sponsors.
- Support committees as necessary to ensure issues are resolved and events are successful.
- Act as a liaison between TCA member clubs, sponsors, suppliers and event committees.

Event Committees:

Each event/league should be managed by an event committee. That committee will be comprised of volunteers from the member clubs of the TCA. The size of the committee is the discretion of the individual event, but should always be a minimum of three (3) people to allow for discussion and interaction. The TCA President and TCA Director of Bonspiels are ex-officio members of each event committee.

The membership of an event’s committee should be continuous from year to year along with proposed advancement within the committee from new member to chair; however it is recognized with volunteers that this continuity and advancement may not always be possible. To alleviate this possible lack of membership continuity within a committee, there will be contact with the TCA Director of Bonspiels. Each committee should propose the manner for adding new members to its committee and to deal with retiring volunteers. The TCA Executive will endeavour to assist with seeking out new volunteers to assist the committees.

Toronto Curling Association: Event and League Management Guidelines

TCA Relationship with Sponsors: As part of the agreement with the TCA's event sponsors and for the TCA's own records, the TCA Executive requires the following from each of the Bonsel Chairs/Committees:

1. **An Event Report communicated to the TCA Executive highlighting:**
 - a) Names and contact information of the Chair, Alternate or Vice-Chair and Treasurer;
 - b) the location(s) of the event;
 - c) the date(s) of the event;
 - d) proposed number of teams / participants, guests;
 - e) a draft financial budget in a format acceptable to the TCA; and
 - f) any information about the event that both the TCA Executive and sponsor must be made aware of to assist with planning (i.e. early bird draws, special appearances by people / teams, broadcast of the event etc.).
2. The event report will be provided to the TCA Executive by mid-August.
3. **Post-Event Report:** Within a couple of weeks following the conclusion of the event, a post-event discussion and analysis involving your entire committee should take place. A summary 'Post-Event Report' should be prepared that includes the following information:
 - a) a comparison of the proposed number of participants to actual;
 - b) names of the various winners;
 - c) identification of any issues particular to the current year's event;
 - d) a financial statement in a format designated by the TCA with a comparison to the budget;
 - e) a list of any changes that the committee wishes to implement.

Post-Event Reports must be submitted as soon as possible after completion of the event at the same time as the financial statement. The final deadline for submission is May 1.

Once a post-event report is received, the TCA Executive will provide a summary Event Report to the applicable event sponsor as well as at the AGM to TCA Member clubs.

Financial Management

1. It is recommended that each event committee have a treasurer as part of the committee.
2. The financial results of each event are part of the TCA and the committee conducts the event on behalf of the TCA. Reference to the TCA must be in all financial information.
3. All event/league budgets will start each bonspiel year at \$0 and work to a \$0 balance (i.e. no carry-over of amounts from the prior year).
4. Any event/league surplus or deficit will be absorbed into the TCA Bonsel Account.
5. Deficits are not encouraged and any bonspiel with a large deficit may have their funding allocation adjusted for the following season.

Toronto Curling Association: Event and League Management Guidelines

6. Bonspiel Revenues

- a. The TCA Executive is responsible for dealings with the sponsor and will advise each committee of the amount of sponsorship funds available for use for each bonspiel year and if any specific direction is provided to the particular bonspiel for use of those funds (i.e. any specific requests from the sponsor).
- b. Funds for bonspiel team entries are to be collected by the Bonspiel Committee and forwarded to the TCA Treasurer for deposit. The entries should be paid by cheque, where possible, made payable to the "Toronto Curling Association".
- c. Any outstanding revenue from teams/clubs must be collected in a timely fashion (maximum three weeks after the end of the event).
- d. Entries from non-member clubs are not discouraged, but are subject to an increased entry fee to the event.
- e. Teams withdrawing from the event up to one week before the start of the event may receive the entry fee back, subject to an administrative cost deducted. Any teams withdrawing from the event within 48 hours of the start of the first draw *may* be subject to forfeiture of their entry fee.
- f. Any monies obtained from additional fund-raising activities for the event (i.e. 50-50 draws, silent auctions, etc.) are to be applied to the current event and these funds are not to be carried forward to the subsequent year.

7. Bonspiel Expenses

- a. All authorized expenditures are to be submitted to the TCA Treasurer for payment.
- b. All bonspiel expenses are to be authorized by the Committee Chair or Committee Treasurer. Any receipts submitted without prior authorization from the Committee Chair or Committee Treasurer will be returned to the individual submitting them.
- c. Any invoices received directly by the TCA will be forwarded to the applicable bonspiel Committee Chair or Committee Treasurer for approval prior to payment.
- d. Receipts for expenses incurred by committee members will include itemized lists and be accompanied by an expense form approved by the committee chair or committee treasurer. An expense form is available from the TCA Treasurer and will be provided electronically to all Committee Chairs and Committee Treasurers.
- e. All expenses must be accompanied with a receipt and an expense form. Credit card slips are not acceptable unless they show the cost of the item purchased as well as the GST and other applicable taxes charged. If an expense does not have a receipt, it must be indicated as such on the expense form and will require approval by the Committee Chair or Committee Treasurer and a TCA Director.

Toronto Curling Association: Event and League Management Guidelines

- f. All transactions with GST should be noted by the bonspiel committees (e.g. committees to provide a summary listing showing income and expenses with GST taxes separated out). Please note that gift cards when purchased are not subject to GST and should not be included in the GST calculation.
 - g. Bonspiel committees cannot claim a GST “credit” without prior agreement and approval of the TCA Executive.
 - h. Requests for a cash advance must be submitted in the form of a letter/email to the TCA Treasurer from either the Committee Chair or Committee Treasurer of the event stating the amount required, for what purpose and to whom the cheque should be made payable.
 - i. Any purchase made by a committee that is not directly related to common bonspiel expenses must be approved by the TCA Executive before such expenditure is made. Submissions for reimbursement made after the fact without prior approval may be rejected.
8. Bonspiels offering cash prizes need to provide a breakdown of the winnings (for example, how much the first place team receives, how much the runner-up team receives, and so on through the cash distribution).
 9. An interim financial report will be provided by the TCA Treasurer at any time to the Committee Chair and/or Committee Treasurer of the event upon request to assist with the tracking of expenses and revenues for the applicable bonspiel.
 10. **Final bonspiel financial statements are to be submitted to the TCA Treasurer/Bonspiel Director after the close of the event along with the Post-Event Report.** The final date for submission is May 1. All amounts should be reconciled with the information already available to the TCA Treasurer (i.e. no ‘new’ or unexplained amounts to be included).
 11. Event Chairs will be invited to a TCA Executive Meeting eight weeks after the bonspiel to present their financial report.
 12. Event Chairs may be invited to a TCA Executive Meeting to review the budget for the following season.
 13. Budgets for the following season will be submitted to the TCA Bonspiel Director by June 30th. The fiscal year for the TCA is July 1 – June 30.