



MEMORANDUM

TO: DISTRIBUTION LIST **FILE: 42-2-5**
FROM: DOMINION COMMAND SPORTS COMMITTEE **DATE: 5 February 2019**
SUBJECT: CALL FOR APPLICATIONS TO HOST A 2021 DOMINION MEMBER SPORTS CHAMPIONSHIP

GENERAL

1. The Dominion Command Sports Committee is calling for applications to host any one of the Dominion Member Sports Championships (Cribbage, Darts and Eight Ball). Applications to host will be considered from all branches and Commands. An application form to host is attached.

DATES

2. The following dates for the 2021 Dominion Member Sport Championships have been approved by the Dominion Command Sports Committee:

- a. **Cribbage:** Friday 23 April - Monday 26 Apr 2021 (Friday and Monday being arrival and departure days respectively).
- b. **Darts:** Friday 30 April - Monday 3 May 2021 (Friday and Monday being arrival and departure days respectively).
- c. **Eight Ball:** Friday 28 May – Monday 31 May 2021 (Friday and Monday being arrival and departure days respectively).

HOSTING REQUIREMENTS - GENERAL

3. The basic requirements of the application process are contained in the Dominion Command Sports Guide located on the new Member Services website (under Branch and Command Resources / Member Sports) <https://portal.legion.ca>. Applications to host the 2021 Dominion Member Sports Championships are due to Dominion Command by **August 31, 2019** from the Provincial Commands. Submissions will be reviewed and considered by the Dominion Command Sports Committee at its fall 2019 meeting. All applicants and their Provincial Commands will be notified of the Sports Committee's decisions by December 2019. The following gives an additional outline of the requirements:

- a. **Participants:** An approximate total of 60 to 65 participants can be expected for each championship. Also in attendance will be a Dominion Command Sports representative and a Legion Magazine staff writer.
- b. **Accommodation:** It is suggested that approximately 40 to 45 hotel rooms be reserved for each championship.
- c. **Branch Requirements:** Hosting branches are expected to organize the championship in accordance with the Dominion Sports Guide and the instructions provided by Dominion Command. Major administrative requirements are:
 - Coordinate a competition schedule and arrange for the competition venue;
 - Coordinate accommodation by block booking a host hotel;
 - Provide competitor transport between the airport to the host hotel;
 - Provide competitor transport between the host hotel and the branch;
 - Provide a meal plan that includes complimentary lunches for competitors during competition;
 - Arrange a final banquet; and
 - Produce an event souvenir booklet.
- d. **Grants:** Branch and transportation grants are available to the Local Arrangements Committee (LAC). These grants must be requested in writing by the host branch and are made available in the year of the championship. The branch and transportation grant amounts for cribbage, darts and eight-ball are as follows: branch grant – \$800; transportation grant – up to \$1500. The transportation grant depends on the proximity of the airport to the host venue.

EVENT SUBMISSIONS

4. Submissions are to be made by individual branches and must be submitted through their respective Provincial Command using the application form attached by **31 July 2019**. Provincial Commands are asked to prioritize the applications they receive before submitting them to the Dominion Command Sports Committee for consideration. Any questions can be directed towards the Dominion Sports Committee Secretary (the undersigned) at 1-888-556-6222 extn. 224 or via e-mail at ltahacheng@legion.ca.

Lia Taha Cheng
Dominion Command Sports Secretary

Enclosure: 1

Distribution List

Dominion Sports Committee Members
Provincial Command Executive Directors
Provincial Command Sports Representatives
All Branch