



**Canadian  
Horseshoe Pitching  
Championships  
Guidelines and  
Procedures  
for Hosting**



**By  
Jean Markle**

The object of this manual is to let you know what is required of a province wishing to host the Canadian Horseshoe Pitching Championships. Just about every question you ask will be answered somewhere in these pages.

Please remember, you are just hosting the Championships and not actually running the tournament. Horseshoe Canada has its own personnel who will take care of this. As host, your responsibilities are:

- Raising the added travel money.
- Preparing and printing a program.
- Trophies and engraving.
- Goody bags.
- Arranging accommodations - all types.
- The facility for the tournament which must include courts that meet Horseshoe Canada regulations.
- A place to hold the A.G.M.
- All paraphernalia required to maintain the courts throughout the tournament including scoreboards, judging kits, small flag on each court.
- Opening ceremonies which include a plan for the parade of athletes, dignitaries, flags, p.a. systems, podium, singer or tape for O'Canada, pair of horseshoes, gifts to be handed to dignitaries, French/English interpreter.
- Scorekeepers who are trained - court officials who are knowledgeable.
- Runners to return score sheets to office.
- People to run the computer and do all the postings.  
Large board to post all classes. Plastic cover rolled on top.
- Supplies.
- Food on site - Breakfast, lunch, supper - also a list of restaurants in the area.
- Washrooms, umbrellas or some cover for scorekeepers if the event is outside.

## **HORSESHOE CANADA**

### **GUIDELINES FOR HOSTING THE CANADIAN HORSESHOE PITCHING CHAMPIONSHIPS.**

#### **1. BIDS FOR HOSTING;**

- 1a. Approval from the members of your provincial association for hosting.**
- 2a Indoor or outdoor courts-be sure facility has been booked.**
- 3a If outdoor courts, are they covered? ( a minimum of 12 courts must be covered. (At least a shed roof covering over each end of the 40ft courts)**
- 4a Lodging-reserve Hotels/Motels/Camp grounds. B&B and billeting for the dates of the tournament. Advise you will confirm at a later date the number of rooms required.**
- 5a Availability of an IBM compatible computer system (if required)**
- 6a Noted that you understand trophies or plaques are required for all class winners (supplied by hosts).**
- 7a Noted that you understand trophies plaques or nice gifts must be supplied by the hosts for all juniors as they do not receive cash.**
- 8a Fundraising-a minimum of \$5,000.00, however, in order to have the attendance of all provinces, a purse attraction of \$20,000.00 - \$25,000.00 is suggested.**
- 9a Book Banquet/Dance Facility.**

#### **TWO YEARS PRIOR TO HOSTING;**

##### **b) Provide sketches and lists of the following:**

- 1b Pitching area size-with proposed court layout.**
- 2b Location of fast food outlets near courts and any on site cafeteria.**
- 3b Washrooms within pitching facility. If outdoors washroom locations.**

- 4b List of Hotels/Motels/campgrounds/B&B/Billets,distance from courts, phone number of lodging Chairperson.
- 5b Meeting room for Annual General Meeting (AGM) and any other required meetings.
- 6b Location of Banquet Facility (amount of people it will hold).
- 7b A room designated for a computer system c/w tables,chairs, receptacles telephone outlet. (Must be within pitching facility).
- 8b Tournament Chairperson's Room - near computer room, tables and chairs.

**ONE YEAR PRIOR TO HOSTING'**

c) Please submit the following information:

- 1c List of all Hotels/Motels/B&B/Billets and campsites with distance from courts. Pamphlets if possible, prices, special discounts and phone numbers of these establishments, pools,airconditioned, etc. Also phone number of Lodging Chairperson.
- 2c Daily on-site service for breakfast, lunch and supper.
- 3c List of events for all players and their families.
- 4c List of activities planned for the junior players.

**(D) FUND RAISING- CHAIRPERSON AND COMMITTEE;**

There are many ways to raise the added travel money, some suggestions are raffles, aluminum cans, bottle collections, bake sales, garage sales, sponsors for the program. Main thing is to get everyone involved, the earlier you start, the greater the financial success. \$5,000.00 or more for the travel fund must be forwarded to the Treasurer of Horseshoe Canada one month prior to Championships. At the same time advising how much more can be expected.

**(E) SOUVENIR PROGRAM;-CHAIRPERSON AND COMMITTEE;**

- Contact printing/publishing companies-unless you have a member in the business, best to get at least 3 quotes.
- Discuss color schemes and cost for colors.
- Number of copies, prices vary for the amount of copies.
- Contact fundraising chairperson to get donations for ads.
- Figure out cost for business card,1/4,1/2 and full page, cover page ads.
- Ads from the following are free:

- Mayor.
- Premier of the Province.
- Prime Minister of Canada.
- President of Horseshoe Canada.
- Provincial Sports body/branch.
- Friends of Horseshoe- these all go on one page and please advise Provinces

of Chairpersons address, so this can be a success.

- Host club pays for an ad.
- Hotels/Motels pay for an ad.
- Host facility pay for an ad.
- Ads from local businesses.
- Try to get a major sponsor to cover the cost of printing the program. Free issue to all your advertisers.

**(F) ADVERTISING - CHAIRPERSON AND COMMITTEE;**

- Television coverage - contact your local community channel.
- Contact other television channels for sport coverage.
- Contact all local radio stations for coverage, advertising and playing times.
- Contact all provincial and local newspapers for daily coverage, opening ceremonies play-offs and final results.

**(G) TROPHIES/PLAQUES - CHAIRPERSON AND C OMMITTEE;**

- Have trophies/plaques and prizes for junior divisions.
- Have trophies/plaques for all other divisions.
- If trophies - Mens have male figurines. Ladies female figurines.
- Contact tournament director immediately after entry deadline to see the number of trophies or plaques required. Also ask if there are any special awards that might require trophies or plaques from Horseshoe Canada.
- Host may wish to give special awards.
- Ask tournament director what is usually engraved on all trophies/plaques.
- Order requirements approximately 3 weeks prior to tournament.
- Upon receipt, check all engravings for class description and spellings.

## **TRANSPORTING ANNUAL TROPHIES;**

- Host Club is responsible for arranging transportation for any Annual Trophies left on site, to the host's place for the following year championships. Address can be obtained from provincial delegate of following years championships. These can be sent any time and must be insured. The cheapest way is by Canada Post. The trophies must be on site one month prior to championships.

## **(H) GOODY BAGS; - CHAIRPERSON AND COMMITTEE:-**

- Bags from grocery store or someone may know of a supplier.
- These bags contain whatever you can gather up, pins, pencils, maps, coupons etc. , but please, **NO MATCHES**.
- They are given to each player the same time they register and have their shoes checked, so please have a crew set up to hand these out at each shift.
- They only get one bag each. If there are any extras, these can be distributed as you wish.

## **(I) HOUSING/LODGING - CHAIRPERSON AND COMMITTEE;**

- List of brochures if possible to hand out at previous Championships.
- Hotels/Motels - prices air conditioned, pool, restaurant, distance from courts phone numbers.
- Bed & Breakfast-services-distance from courts. Prices and phone numbers.
- Billeting - prices and services, distance from courts.
- Have a list of accommodations available for persons arriving without a place to stay, there are always a few.
- Campsites - prices, hydro/water hook-ups, pool, laundry, recreational facilities, (horseshoes) and distance to courts.
- Camping on site of Championships - hookups, prices, trailers, tents, showers?
- Phone number of Housing Chairperson.
- At campgrounds, how many per campsite, (people/tents). Cost for visitors to the site.

## **(J) PITCHING FACILITY;**

1. A minimum of 24 courts are required to ensure a successful tournament. Extra courts are always welcomed. Schedules can be worked out with less courts, but it may mean night playing, depending on the total number of entries received. Contact the tournament director to see the required number of courts to run a successful time balanced tournament.

2. The court area must be separated from the spectator area, by means of a fence or rope line.  
This will prevent non participants from getting too close to the pitching area (courts) which could result in their injury as well as distract the players.
3. Each court must be numbered (check with tournament director for direction of numbering).  
Must be equipped with a scoreboard large enough that spectators can see the score. These scoreboards are to be located beside the scorekeeper and must have a slot in the top to place the player's name, so spectators can follow the game. These scoreboards must be able to swivel for long distance viewing. A chair placed at the scoreboard for the scorekeeper.
4. Each court should have one or two scorekeepers assigned by the Tournament Director for the entire round robin each day.
5. A large display board should be provided to display all class results. If outside, have a plastic sheet long enough and wide enough stapled to the top of the board, rolled up and easily dropped in case of rain. Crew appointed to keep these display boards up to date. Great for players and spectators to view.
6. Courts that are back to back - A minimum of 16 feet and a protective barrier must separate the stakes of these courts.
7. If outside, a minimum of 12 of the 40 foot pitching areas must be covered with a shed roof at each end.
8. Computer room.
9. Tournament Director's room near computer room.
10. Several tables and chairs.
11. See court construction chairperson's details.
12. See court maintenance chairperson's details.
13. A place to hold the AGM and other meetings - could be in this facility, if not, advise location.
14. Two eight foot tables and 4 chairs for Horseshoe Canada to set up game related items.

15. Your provincial or club sales areas.

16. Drinking water.

17. P.A. System.

**(K) HORSESHOE COURT CONSTRUCTION - CHAIRPERSON AND COMMITTEE;**

- 27 sets of courts (54 boxes) (24 court layout - 6 spare boxes). This person is responsible for assembling a group of people to build new portable horseshoe courts if the tournament is being held inside and if they do not have any portable courts available. Also if the courts they have do not meet Horseshoe Canada standards as per sketch attached.
- If existing courts, portable or outside, require repairs
- Build adequate scoreboards to meet Horseshoe Canada's criteria. (Contact the President of Horseshoe Canada for pictures/plans to build)
- Make sure the required amount sets of courts are built, plus 3 extra sets.
- 6 extra stakes in case of breakage.

**(L) COURT MAINTENANCE - CHAIRPERSON AND COMMITTEE**

- Setting up the 24 court layout to all Horseshoe Canada's standards, refer to attached sketch.  
Layout all lines with duct tape.
- Fill all boxes with clay or washed ballast sand, from a cement company.
- Maintain ample sand in boxes and wet it down.
- Set up 1 shovel and 1 broom for every (4) courts, minimum.
- Two wheel barrows, two shovels outside for additional sand.
- Four 50'tapes to measure courts after each shift, they could move.
- Paint stakes white after each shift.
- If outside, paint all markings with Fluorescent Orange Paint.
- Dustbain to keep the dust down when sweeping.
- Duct tape for laying out courts and foul lines.
- Post signs stating that the players, officials, coaches and spectators enter playing area at their own risk.
- Put scoreboards in place, centre of each court.
- Put chairs beside the scoreboards.



**(M) PARADE MARSHALL/OPENING CEREMONIES-Chairperson & Master of Ceremonies.**

- Responsible for contacting each provincial representative, who in turn will gather up all participants from their province. Also the Parade Marshall will tell each province where they are to be placed in the line-up for the parade. (Next year's host leads off the parade - current host last in the parade, all other provinces line up in alphabetical order).

- Refer to enclosed list for order of provinces in parade.

- Responsible for contacting the Piper or Pipe Band, Color Party and all other important dignitaries who are required at the opening ceremonies.

(Mayor, Host Club President, Member of Parliament, Translator, Horseshoe Canada President, Tournament Director)

- P.A. System.

- Master of Ceremonies to announce that everyone stay in their places until the color party leaves the facilities. This should be announced at the beginning of the opening remarks.

- One minute of silence shall be requested for deceased members and those on the sick list.

- Chairs for all dignitaries.

- Singer or cassette for O'Canada.

- Plan the parade route and standing positions inside the arena, also the dispersement after opening ceremonies have been completed.

- The honorary "Pitching of the First Shoe" - Mayor and President of Horseshoe Canada. Have a pair of horseshoes at the ready.

- A complete set of provincial and territorial flags should be able to be obtained from your sports body, government, city or towns mayor or council.

- Being as two sets are needed, each province must bring their own flag for the Parade.

- It is suggested that the Parade Marshall attend the Annual General Meeting, to update all delegates on final plans. In the past a lot of time has been wasted preparing for the parade and opening ceremonies. Let this be our best.

## LIST OF COMMITTEES

- a ) **Housing Chairperson.**  
**Horseshoe Court Construction Chairperson.**  
**Court Maintenance Chairperson.**  
**Arena/Pitching Area Chairperson.**  
**Grounds Chairperson - Outside.**  
**Banquet/Catering Chairperson.**
- **Banquet Meal.**
  - **Daily Meals (Breakfast, lunch and supper).**
- Entertainment Chairperson.**
- **For Banquet.**
  - **Daily Evening Socials.**
  - **Tours.**
  - **Junior Activities.**
- Court Operations Supervisor Chairperson.**  
**Decorating Chairperson.**  
**Transportation/Shuttle Chairperson.**  
**Public Relations/Advertising Chairperson.**  
**Parade Marshall Chairperson.**  
**Souvenir Chairperson**  
**Game Related Items - Two 8' tables and 4 chairs for Horseshoe Canada.**  
**Memorabilia/Souvenir Chairperson-Host Province.**  
**Fund Raising Chairperson.**  
**Photographer.**  
**Volunteer Chairperson.**  
**Training Chairperson.**  
**Trophies/Plaques/Prizes**  
**Statistician Records.**  
**Registration Booth Chairperson.**  
**First Aid Attendants (Daily).**

### NOTE;

**Chairperson positions may be combined in any way the host committee sees appropriate.**

## OPENING CEREMONIES - PARADE

1. Piper or Pipe Band.
2. Color Party.
3. The host province for the next years Canadian Horseshoe Pitching Championships leads the parade
- 3a. Current host is last in the parade.
4. Then in alphabetical order all the other provinces.
5. A) Alberta.  
B) British Columbia.  
C) Manitoba.  
D) New Brunswick.  
E) Newfoundland.  
F) Nova Scotia.  
G) Northwest Territories.  
H) Ontario.  
I) Prince Edward Island.  
J) Quebec.  
K) Saskatchewan.  
L) Yukon Territories.
6. Inside there should be chairs in place for all the dignitaries.
7. P.A.System - Podium.
8. Translator (French and English.)
9. Master of Ceremonies (French and English or have the Translator to translate.)
10. The Parade Marshall should have a sketch drawn up for the route of the Parade, also the line up inside where the opening ceremonies are to take place.
11. Contact the Parade Marshall for all the proper procedures.
12. Provincial delegates to be in charge of this as changes a possibility at AGM.
13. Pair of horseshoes for the ceremonial "first pitch".
14. Gifts - pins to be handed dignitaries by Province.
15. Horseshoe Canada President will hand each a pin.

## SCOREKEEPERS DUTIES.

1. Go to the court assigned to you by the Tournament Director or aide.
2. For each player, check for correct name, computer number and class.  
(Make sure they have come to the right court)
3. Install name cards in proper location on top of scoreboard. As per number on round robin card - lowest number on the left, highest number on the right. I.e. if players 2 & 8 are playing together, player # 2 is entered on the left and player # 8 is on the right. This goes on the scoresheet the same way.
4. One set of (3) scoresheets to be put on the clipboard at one time, they are carbonized and will go through onto any other sheets, which will make it difficult for the checkers to read.
- 4a. Complete top part of sheet, class or group, court number, computer number, player's name and date.
5. The player who scores will call the score to you.
6. Mark the score on the board first then mark the sheet, make sure sheet and board correspond.
7. On the upright scoreboard, move the clothes pins one over the other (as in the game of cribbage), this way you always know what the last score was. Less chance for mistakes.
- 7a. Circular scoreboard - turn the numbers on the board first, then mark the sheet.
- 7b. Every now and again, scorekeepers please turn your scoreboard so the spectators at the far ends of the bleachers can see the scores. Many spectators try and watch more than one game at a time.
8. When the game is finished, all live ringers should be totalled at the bottom of the sheet.
- 8a. All single points should be totalled at the bottom of the sheet.
- 8b. Number of shoes pitched in the game put on the bottom of sheet.
9. Fill in players round robin card, as per information on scoresheets.
10. Have a calculator to figure out ringer percentage, to be put on player's round robin card. This is obtained by dividing the total number of ringers into the total number of shoes pitched, then multiply by 100. If you have a % key on your calculator, just press that after entering ringers and shoes.
11. Sign the scoresheet.
12. Each player shall sign their half of the sheet.
13. The winner will receive the yellow copy.
- 13a. The loser will receive the pink.
14. The white copy of the scoresheet is given to the court supervisor or put into a shoe box at the end of your court. It will either be given to the runner by the supervisor or the runner will collect it from the box and take it to the computer room.

**THIS IS AN EXTREMELY IMPORTANT PART OF THE CHAMPIONSHIPS AND SCOREKEEPERS WILL BE ASSIGNED A COURT BY THE TOURNAMENT DIRECTOR OR AIDE-WHO IN TURN WILL REMOVE ANY SCOREKEEPER WHO IS UNABLE TO DO THE JOB.**

**The scorekeeper keeps score only, they are not judges. The player may ask them to waive the flag to get the judges attention.**

**No alcoholic beverages are to be taken on the courts.**

**(O) COURT OPERATIONS - CHAIRPERSON  
(24 COURT LAYOUT)**

- Court Supervisors (3) morning (3) afternoon and if evening shift (3).
- Look after 2 eight man groups per shift. Once the scorekeepers are seated in their chairs and the players are on their respective courts, get play started. If someone is missing, inform Tournament Director immediately. When class is completely finished, collect white copy of the scoresheets, hand them to runner or put them in box at the end of the court for the runner to pick up. The players will then move onto their next court so indicated on their round robin card. They will be allowed a four (4) shoe only warm up and must then commence with play.
- Dress - Flourescent Orange vests.
- Judges: (8) morning (8) afternoon if there is an evening shift (8).
- Responsibility: Handle all disputes .....Foul Line, Closest Shoe, Scorekeeping mistakes, Any other disputes.
- All disputes must be brought forth and handled as soon as they occur.
- SCOREKEEPERS: (24) morning (24) afternoon if evening shift (24) or designated courts.
- Scorekeepers get paid \$1.00 per game per player (\$2.00)total.
- Obtain scorekeepers to be trained from:
  - Boy Scouts.
  - Girl Guides.
  - Boys & Girls Club.
  - Air Cadets,
  - Any other local organization
- Any horseshoe pitcher wishing to keep score, will get priority.
- As Court Operations Chairperson, you will be in charge of the above persons from Supervisors, Judges and Scorekeepers.
- At the end of every shift, have a crew to replenish the scoresheets, pencils and clothes pins, keep a few in a handy place for quick replacement (pocket)
- If scorekeepers are outside, nice gesture to have some umbrellas close by.

**(P) VOLUNTEER CHAIRPERSON**

- This person is responsible for contacting various organizations around the host place to accumulate enough volunteers to fill the numerous jobs throughout the Championships. Refer to the enclosed list for the number of volunteers required for scorekeepers, runners, judges, court supervisors and any of the jobs from A - Z
- Also contact the Training Chairperson who will train these volunteers for their jobs.
- Tell all volunteers that the scorekeepers are the only ones paid. They get \$2.00 per game. This can be paid to the individual who in turn (if an organization) can hand it over to their leader.

**NOTE:**

Juniors do not pay for scorekeepers, contact Tournament Director regarding payment. This is either the responsibility of Horseshoe Canada or the Host.

**(Q) TRAINING CHAIRPERSON**

- This person is responsible for contacting the Volunteer Chairperson to set up a date, time and location.
- This person must be fully versed on Scorekeeping procedures, Judge and Supervisor duties.
- First get familiar with the scoresheet, remember they are in sets of three and carbonized.
- Set up a horseshoe court and have a few games played, the person winning the points calls the score. Mark board and sheet.
- Do this as often as you can prior to the championships - its the best experience.
- Training should take place no later than 2 weeks prior to tournament with a mandatory training session to be held two nights prior to the Championship start-up.
- The Training Chairperson should contact the Tournament Chairperson two weeks prior for information on when to sign up the Supervisors, Judges and scorekeepers.
- Runners will be required to collect the white score sheets from either the court supervisor or from a box at the end of each court and take them to the computer room. This must be done at the end of every game.

**(R) STATISTICIAN/RECORDS/POSTING.**  
**(Tournament Director to advise how many required.)**

- Computer Operators.
- Computer System c/w Printer.
- Computer Desk and chairs.
- Table & Chairs.
- Computer Disk.
- Computer Paper.
- Required Canstats Program.
- At least 2 persons per shift for posting records on master board.

**(S) REGISTRATION CHAIRPERSON**  
**(Horseshoe Canada Personnel)**

- Checklist of all classes with pitching schedule and times (H.C)
- Name tags and round robin cards to be handed out (H.C.)
- Collection of additional fees for Championship classes (H.C.)
- List of courts and shifts for scorekeepers to sign up (H.C.)
- List of courts and shifts for Supervisors to sign up (H.C.)
- List of courts and shifts for Judges to sign up (H.C.)
- Horseshoe Measuring device (H.C.)
- Grinder for horseshoes (HOST)
- Extension cord, if required (HOST)
- Tables and chairs (HOST)

**SUPPLIES NEEDED FOR THE CHAMPIONSHIPS;**

- Judging kits - Bags to include Black & White Vest - to be worn by Judge.  
Dividers, straight edge and small trowel.
- Small flag on each court to be waived by the scorekeeper to attract judges attention - Avoids shouting across the courts and disturbing players.
- 24 clip boards for scoresheets.

- Scoresheets - contact Horseshoe Canada Secretary at least 6 months prior to Championships - the earlier the better.
- Large supply of pencils (24) will be needed each shift, but they seem to grow legs after each shift. Keep sharp pencils and a pencil sharpener close by
- Being as the scoresheets are carbonized, a set of three, only one set must be clipped to the clipboard at a time. Otherwise all other sheets will be marked.
- Stapler, extra staples, push pins, large bulldog clips (48) to clip names on scoreboards if no slots are available.
- Clothes pins(4) per scoreboard, with lots of extras for breakages.
- Shoe boxes clipped or tied to the fence for each class, for scoresheets.
- Round Robin cards - Horseshoe Canada will supply.
- Name of player to be put on scoreboard - Horseshoe Canada.

**(U) ARENA CHAIRPERSON & COMMITTEE**

- Keep all the washrooms clean and full of supplies.
- Set up garbage cans throughout the facility.
- Empty and provide new garbage bags periodically throughout every day.
- Check and keep filled all water coolers. Make sure there are cups available.
- Check throughout the facilities for vandalism.
- Make sure one of the committee can be reached at all times.
- Post a list in the arena with the following:
  - Closest laundry.
  - Drug Store.
  - Dr. or Clinic.
  - Hospital.
  - Shopping center
  - Restaurant.

**(V) GROUNDS CHAIRPERSON & COMMITTEE**

- Rope off all required areas.
- If camping on site, rope off all required areas
- Have someone designated to collect all daily or weekly camping fees.
- Provide garbage cans with bags.
- Empty and re-bag garbage cans daily.
- Night security for camping area.
- Walk about the grounds daily to pick up trash.
- Advise location of nearest practice courts.



## **(W) PHOTOGRAPHER**

- **Contact Photographer to come on site daily for pictures of individual horseshoe players with their provincial flag or with a friend from another province with both flags.**
- **Take pictures of Parade and opening ceremonies - dignitaries.**
- **Get a group picture before each class starts. Provincial delegates to advise their players where this will take place.**
- **Get a picture of all class winners.**
- **Very important to get a picture of all Champions: Mens, Ladies, Senior Men 40' Senior Ladies, Elderly Men 30' Junior Boy and Junior Girl. Also a group of all the Champions.**
- **Photos taken and returned daily.**
- **Make sure photographer has a schedule of all classes.**

## **(X) BANQUET CHAIRPERSON.**

- **Location and time of Banquet and Dance.**
- **Cost per person,per couple for meal and dance.**
- **Type of meal (Buffet or Sit-down)**
- **List of the menu.**
- **Bar - cost of all beverages.**
- **Shuttle services to and from the banquet.**
- **Parking locations and cost if any.**
- **Seating capacity.**
- **Head Table - layout sketch (Contact Horseshoe Canada (1) month prior to hosting.**
- **Reserved tables for special guests.**
- **Invite dignitaries.**
- **Kids at banquet or dance, if any restrictions, state them.**
- **Photographer.**
- **List of stats of all winners. Contact Tournament Director day of the banquet for results.**
- **Have a procedure list made up in the order of events at the banquet.**  
**(Master of Ceremonies)**
- **Have a table set up with all the trophies on it.**
- **Make sure all the traveling trophies are out of their cases and on display.**  
**Keep cases handy in case someone wants to take their trophy.**

- Trophies left must be put in their respective cases and forward to following years site by the current host.
- Have a translator (French and English)
- P.A.System
- Ticket collector at door.
- 50/50 tickets and someone to sell them at the banquet.
- Crew assembled to re-arrange the tables and chairs for the dance following meal and awards.
- Have a few extra plates and seats in case guests show up.
- Contact Entertainment Chairperson for entertainment at Banquet and dance.

**(Y) ENTERTAINMENT CHAIRPERSON AND COMMITTEE;**

- Pipe Band or pipe for opening ceremonies.
- Set up for Parade - Contact Parade Marshall.
- Invite Dignitaries.
- Contact Interpreter.
- Arrange live band or disc jockey for dance.
- Arrange special entertainment for banquet.
- Arrange social evenings nightly throughout the entire event.
- Entertainment for Juniors - during tournament.
- Tours - Museum, Bingo night, Dancing Lessons, Zoos etc. (Examples only).

**(Z) GAME RELATED ITEMS (HORSESHOE CANADA)**

- Two 8' tables.
- Four chairs.
- If outside must have a roof overhead.

**(AA) PROVINCIAL SOUVENIRS/MEMORIBILIA-Chairperson.**

- Set up tables with souvenirs, caps, crests, shirts, towels, pins with your logo and date of tournament. Ideas only.
- Design own crest and get transfersd.
- Have someone tending table at all times. Keep cash boxes out of sight.

**(BB) INSURANCE POLICY;**

- **Host club is responsible for obtaining liability insurance to cover the playing facility for the entire week of hosting the championships.**

**(CC) DECORATING;**

- **Banquet Room.**
- **Playing Facility.**
- **Main Entrance.**
- **Lounge/Bar/Reception Area**
- **Nightly social room.**
- **Display Horseshoe Canada Banner in prominent area**
- **Site for banner depicting former sites for these Championships.**  
**(Jack Adams has)**

**(DD) FIRST AID CHAIRPERSON**

- **Enquire the possibility of having the Saint John Ambulance Personnel on site daily throughout the championships.**
- **Have a first aid kit on site at all times.**

**Not really required by Horseshoe Canada but much appreciated by pitchers and their families**

- **Register with an airline or car rental company for group rates.**
- **Shuttle service to and from the Airport.**
- **Shuttle to and from lodgings to courts.**
- **Pick-up at lodgings to and from banquet.**
- **Also have a local septic company come to the on-site camping at least once during the championships.**

**ADDRESSES OF HORSESHOE CANADA EXECUTIVE;**

**President: Mr.G.Barton, 128 Conifer Cres.Saint John, N.B. E2K 4T2  
Phone: 506-658-0**

**Secretary: Kay McKay, 3-435 1st St. W. Brooks, Alberta.T1R 0T3  
Phone: 403-362-3216**

**Tournament Director: Mrs.Dianne Beck,R.R.#5. Calgary,Alberta T2P 2G6  
Phone: 403-236-8220  
Fax; 403-236-4803 e-mail [beckj@cadvision.com](mailto:beckj@cadvision.com)**

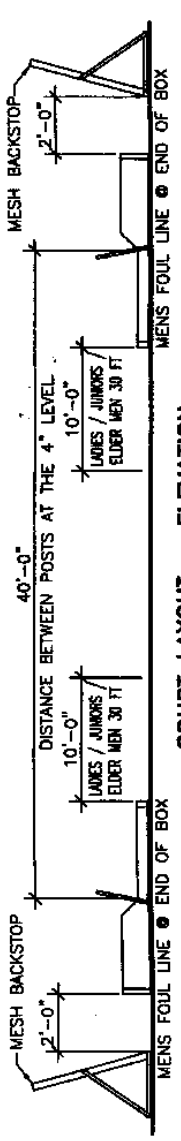
**Public Relations; Mrs Jean Markle, 705-1185 Fennel Ave E, Hamilton,  
Ontario. L8T 1S4 Phone; 905-385-1754**

**Also enclosed are Horseshoe Canada's Constitution and Bylaws plus added  
information for the Championships.**

**After a successful tournament, please return brochure to Horseshoe Canada's  
Tournament Director.**

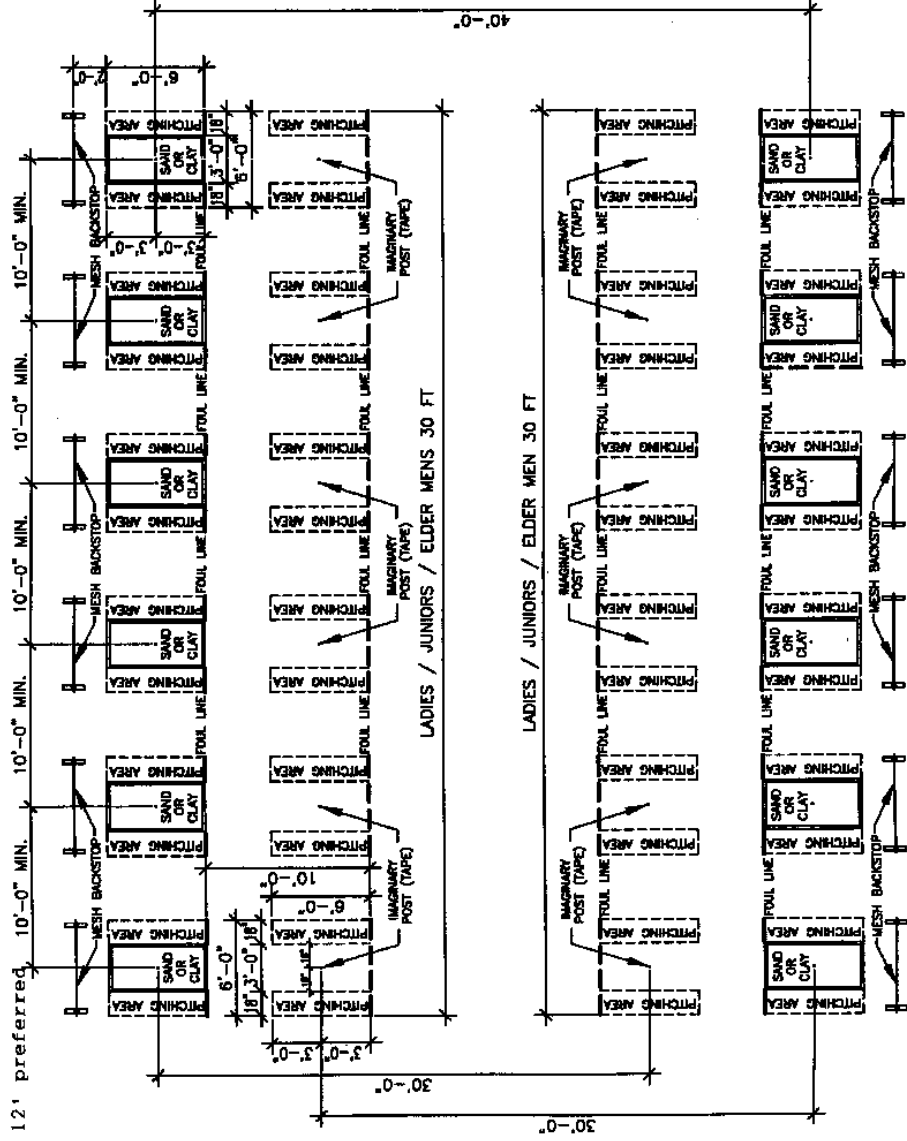
**Enclosed is a copy of the official scoresheet.**

**Special thanks go to B.C. Manitoba, New Brunswick and Quebec for their  
input.**



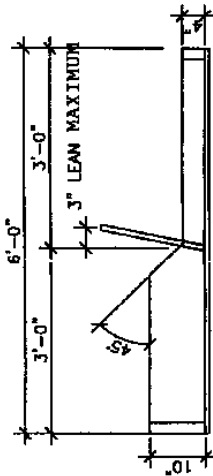
**COURT LAYOUT - ELEVATION**  
N.T.S.

NOTE:  
USING DUCT TAPE TO LAYOUT ALL FOUL LINES,  
PITCHING AREAS AND IMAGINARY POSTS.



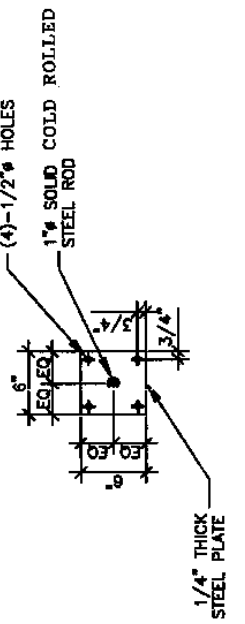
**SIX COURT LAYOUT - PLAN**  
N.T.S.

NOTE:  
USING DUCT TAPE TO LAYOUT ALL FOUL LINES,  
PITCHING AREAS AND IMAGINARY POSTS.



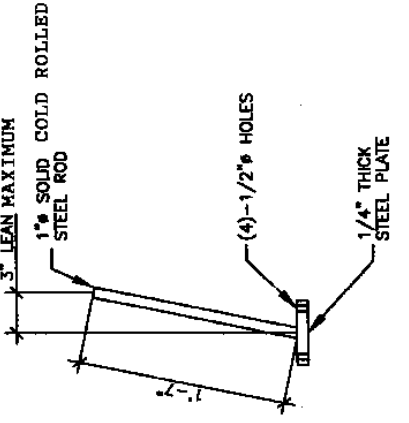
**BOX LAYOUT**  
N.T.S.

NOTE:  
CONSTRUCT OUT OF ROUGH LUMBER.  
BOTTOM TO BE 3/4" PLYWOOD.



**PLAN VIEW**

NOTE:  
(4) - 3/8" BOLTS c/w NUTS & WASHERS



**ELEVATION**

**HORSESHOE COURT DESIGN**  
N.T.S.