



MEMORANDUM

TO: DISTRIBUTION LIST **FILE: 42-2-5**

FROM: DOMINION COMMAND SPORTS COMMITTEE **DATE: 14 February 2023**

SUBJECT: CALL FOR APPLICATIONS TO HOST A 2025 DOMINION MEMBER SPORTS CHAMPIONSHIP

GENERAL

1. The Dominion Command Sports Committee is calling for applications to host any one of the 2025 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 2025 Dominion Member Sport Championships have been approved by the Dominion Command Sports Committee:

- a. **Cribbage:** Friday 25 April - Monday 28 Apr 2025 (Friday and Monday being arrival and departure days respectively); and
- b. **Darts:** Friday 2 May – Monday 5 May 2025 (Friday and Monday being arrival and departure days respectively).
- c. **Eight-Ball:** Friday 23 May – Monday 26 May 2025 (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 Member Services website (under Branch and Command Resources / Member Sports) <https://portal.legion.ca>. Applications by individual branches to host the 2025 Dominion Member Sports Championships are due to respective Provincial Commands by **31 July 2023**. Submissions will be reviewed and considered by the Dominion Command Sports Committee at its fall 2023 meeting. All applicants and their Provincial Commands will be notified of the Sports Committee's decisions by December 2023. 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 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 2023**. Provincial Commands are asked to prioritize the applications they receive before submitting them to the Dominion Command Sports Committee by **31 August 2023** for consideration. Any questions can be directed towards the Dominion Command Sports Committee Coordinator (the undersigned) at 1-888-556-6222 extn. 224 or via e-mail at svanmuyen@legion.ca.



Steven Van Muyen
Dominion Command Sports Committee Coordinator

Enclosure: 1 – 2025 Dominion Member Sports Hosting Application Form

Distribution List

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



**THE ROYAL CANADIAN LEGION
DOMINION COMMAND**

2025 MEMBER SPORTS HOSTING APPLICATION FORM

Application for the following Member Sport Championship(s):

- Cribbage Darts Eight Ball

Branch Name: _____

Command Number-Branch Number: _____

Branch Mailing Address: _____

Branch Contact Phone Number: _____

Branch E-Mail Address: _____

Branches interested in hosting a Dominion Member Sports Championship are required to complete and submit this application form to their Provincial Command office by **31 July 2023**.

- 1) Have you hosted a Dominion or Provincial Sports Championship before? If so, please specify the most recent year and sport (a maximum of two):

Year	Dominion or Provincial Championship	Sport

- 2) Please confirm that your branch has adequate facilities to accommodate 100 people:

- Yes
 No

Additional comments: _____





3) Please provide a general description of your Branch facilities and Branch membership as it applies to the championship applied for:

4) If you are applying for Eight-Ball, please describe the following:

- Number of tables at your Branch: _____
- Size of tables: Table 1: _____ Table 2: _____ Table 3: _____
- Additional comments: _____

5) If you are applying for Darts, please describe the following:

- Number of dart boards at your Branch: _____
- Additional comments: _____

6) Transportation:

- Name of national airport: _____
- Distance from the Branch to national airport: _____ kms
- Describe your transportation plans to include:

i. Transport of competitors to and from the national airport:

ii. Transport of competitors between the Branch and accommodations:

Additional comments: _____





7) Accommodations:

- Name or type of accommodation (hotel/motel): _____
- Number of rooms available: _____
- Approximate cost/night: \$ _____
- Distance from the Branch to accommodations: _____ kms
- Additional comments: _____

8) Please describe any points of interest or local attractions to visit in the area:

9) Please provide the following information:

- Branch President: _____
- Name of member submitting this application: _____
- Position of member submitting this application: _____

10) Please attach map of area, as well as, any additional information which will support your request as a Host Site.

- Attachments included: _____
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Approved by:

Branch President

Date

Contact Number

Applications approved by Provincial Command are to be forwarded to Dominion Command by 31 August 2023. Approved by Provincial Command:

Name

Date

Position

