

# International Moose Pool Tournament

## Host Lodge Requirements

1. The Host Lodge must be in good standing with Moose International and its respective State/Provincial Moose Association.
2. The Lodge Board of Officers should meet with the Chapter Board of Officers to ensure cooperation and to develop a plan for volunteer roles and participation during the event.
3. The Host Lodge must have participation in the International Moose Pool Tournament during the year prior to hosting. Lack of adherence to this requirement could result in the tournament being moved to another location.
4. The Host Lodge must have a room with dimensions of approximately 70' x 77' for the actual competition area. A separate area should be available for dining, social activities and practice. A minimum of 12 pool tables are to be provided by the Host Lodge.
5. There should be adequate housing of at least 100 rooms near the Lodge. A list of hotels with contact information should be sent to the Moose International Activities Department to arrange contracts and agreements. Where available, we would like to use hotels that are part of the Moose Member Benefits program.
6. The Host Lodge should provide information on transportation in the area, including bus terminals, train stations, airports and taxi services. The Host Lodge should also provide shuttle service during the tournament between the Lodge and the hotels being utilized by tournament participants.
7. An experienced Tournament Chairman is preferred, but not required. Members of the International Activities Committee will be on hand during the tournament to assist in establishing and enforcing policies and procedures. Other committees that may be beneficial during the duration of the tournament are Publicity, Souvenirs, Food and Beverage Service and Lodge Activities.
8. The Moose International Activities Department will handle collection of registration forms and fees, as well as compiling a roster of participants in

- each event. A final roster will be furnished to the Tournament Chairman prior to the start of the tournament.
9. The Host Lodge is encouraged to contact local government officials, the local Chamber of Commerce, media outlets and tourist bureaus to solicit support and to seek additional publicity.
  10. The Moose International Activities Department will purchase trophies/plaques for the top three finishers in Singles (Men's and Women's), Doubles (Men's and Women's), and the Team Event (Men's and Women's). The trophies/plaques, as well as all prize money, will be shipped to the Host Lodge for presentation at the conclusion of the tournament.
  11. A written proposal to host the International Moose Pool Tournament should be submitted to the Moose International Activities Department. The proposal should be furnished on Lodge letterhead and include the signatures of the Governor and Administrator, the Lodge seal and the date on which the Lodge membership approved submission of the proposal.
  12. Upon written notification of being awarded the tournament, the Host Lodge will send a \$1,000.00 contribution to the Moose International Activities Department. The contribution is due by January 1 of the year during which the Lodge will host the tournament (ex. – contribution is due January 1, 2016 if hosting the 2016 tournament). Failure to remit this contribution in a timely manner could result in the tournament being moved to another location.

***Revised 3/2014***