



CANADA CUP & INTERNATIONAL TRAINING CAMP

Hosting Bid Package

2019 & 2020

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INTRODUCTION

Canada Cup of International Wrestling was initiated in the fall of 1980 by the Federal Government to provide Canada's wrestlers with an alternative to the boycotted Olympic Games held in Moscow. The first host of this premier event was Lakehead University located in Thunder Bay, Ontario and featured the national teams of Canada, Hungary, Japan and USA. 1987 marked the first year in which participation by the Canadian National Team was mandatory. 1998 saw the addition of a women's division for the 1st time in the tournament's history.

The hosting of the Canada Cup and joint international training camp is both a privilege and an opportunity to showcase the success of our Canadian wrestlers. The Organizing Committee of this event has the important responsibility to coordinate, display and showcase to the public, the media and the membership of Wrestling Canada Lutte, a first-class event. The purpose of these guidelines is to standardize operations of the Canada Cup & international training camp with the goals of increasing participation, enhancing value, building event series continuity, and promoting our sport.

**Additional requirements as guided by WCL Canadian Championships Guidelines and Procedures may also be put in place.*

**CANADA CUP
& INTERNATIONAL TRAINING CAMP
HOSTING BID FORM
(2019 & 2020)**

1. OBJECTIVES

The aim of this document is to outline the main requirements for a bid to host the Canada Cup and joint international training camp for a 2-year period. The guidelines set forth in the attached appendices are provided to assist you in successfully planning, promoting and conducting this event. Requirements contained in the Canadian Wrestling Championships Guidelines and Procedures are also available as a resource guide and can be consulted on the WCL website: https://wrestling.ca/wp-content/uploads/2018/03/Canadian-Wrestling-Championships-Guidelines-Procedures_v13.pdf

All Host Organizing Committees (HOCs) that would like to make a bid must be aware of their rights and obligations listed in these Regulations. Under no circumstances will they be allowed to claim ignorance of these Regulations when their bid is made.

2. BID FORM

The undersigned HOC submits its bid to WCL for the organization and promotion of the event mentioned, in compliance with the WCL Regulations for the event concerned.

▪ Host Organizing Committee: _____

▪ Contact Information for the Host Organizing Committee:

Name of Tournament Convener: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email address: _____

▪ Host city of Canada Cup: _____

▪ The competition will take place on the following dates:

June 29th, 2019

TBD, 2020

The event will be held upon mutually agreeable dates. NOTE: Tournament dates, format and schedule are still under review, pending completion of the WCL Hosting Strategy review.

- The HOC accepts the terms of this bid and agree that this bid is considered a commitment to totally assume its responsibilities.
- The HOC guarantees WCL that the information provided on this form or attached to it are truthful and accurate and that there are no false declarations or information that could be wrongly interpreted. Failure to respect this provision by a candidate would constitute a violation of the agreement and will lead to the refusal by WCL of the candidature and the cancellation of any concluded agreement between WCL and the HOC.

3. COMPETITION VENUE

**A plan of the competition venue and adjoining rooms must be included with the bid.*

- Name of Competition & Training Camp Venue: _____
- Address of Venue: _____
- Surface of the competition area (type of floor): _____
- Floor dimensions: _____
- Number of mats: _____
- Brand & size of mats: _____

*Please note that WCL is currently in discussions with a potential mat sponsor / supplier. Supplying mats for the Canada Cup is a key consideration of the discussions. As such, the HOC awarded with the bid to host the Canada Cup may be required to provide mats by the WCL approved mat sponsor / supplier.

Please initial that you understand and agree to the above _____

- Seating Capacity: _____
- Seating Format (stadium, one-side only, etc.): _____
- Number of seats in the WCL and VIP areas: _____
- Number of seats in the Press area: _____

▪ Is the venue equipped with:

○ Video system and video board? YES NO

○ Has the venue been used for wrestling before? YES NO

If yes, for what competition? _____

○ Warm-up area next to competition area? YES NO

○ Parking space? YES NO

If yes, what capacity/cost? _____

○ Number of available washrooms Male: ____ Female: ____

○ Number of available changing rooms for wrestlers: Male: ____ Female: ____

Approximate dimensions: _____

Number of showers: _____

Special facilities (saunas, etc.): _____

○ Meeting rooms? YES NO

If yes, what capacity? _____

○ Officials' room? YES NO

○ VIP / delegates room? YES NO

Refreshments? YES NO

○ Concession area? YES NO

4. EQUIPMENT

▪ 3 identical 42' X 42' mats YES NO

▪ Will the mats be raised? YES NO

▪ 1 Lap top and 2 TV (min 40") for each mat for timing and scoring? YES NO

▪ Video recording and viewing screens for each mat? YES NO

▪ Electronic scales and projection equipment for the weigh-in room? YES NO

- WCL approved forms (match sheet, pairing, results, etc.)? YES NO
- Public announcement system? YES NO
- Computers, printers, telephones, etc.? YES NO
- Electricity, internet equipment (wired or wireless access)? YES NO

If yes, distance from competition area? _____

- Equipment for the award ceremony (podium/flags)? YES NO
- Paid security (access to venue & field of play)? YES NO
- Provision of additional staff by the organizer? YES NO

5. TRAINING SITE

- Name of training site (if different from competition venue): _____
- Mailing Address: _____
- Number of available mats: _____
- Electronic scale? YES NO

6. ACCOMMODATIONS

**A brochure of each hotel must be included with this bid.*

- Name of host hotel: _____
- Address of host hotel: _____
- Telephone of host hotel: _____
- Host hotel website: _____
- Special facilities (gym, saunas, etc.?) YES NO

If yes, describe? _____

7. TRANSPORT

- Closest airport to host city: _____

- Distance from airport to host hotel: _____
- Distance from host hotel to competition venue: _____
- Distance from host hotel to training site (if applicable): _____
- Airport transfer, transport to the competition venue and training site for referees, WCL delegates and VIPs? YES NO
- Transport to the competition venue and training site for wrestlers, coaches? YES NO

8. MEDICAL / DOPING CONTROL

- Medical personnel, equipment and rooms at the training site? YES NO
- Medical personnel, equipment, rooms, including doping control, at the competition venue? YES NO
- Medical personnel and equipment at the medical examination and weigh-ins? YES NO

9. WEBCASTING / MEDIA

- WCL has all webcast and television rights.

10. FINANCIAL

Please provide a copy of the projected operating budget for the 2019 event, including anticipated cost for transportation, facility rental, etc. Also include the anticipated revenue, profit and/or loss.

The signators to this bid acknowledge that the posting of a performance bond for the hosting of the event will be required of the Host Organizing Committee and that failure to comply with hosting guidelines may result in forfeiture of some or all of said bond.

Check to confirm that a \$500 non-refundable bid fee has been attached.

11. CONTRACTUAL OBLIGATIONS

By virtue of this agreement, we will comply with the financial, technical and operating regulations outlined in the appendices and/or the WCL Canadian Wrestling Championships Guidelines and Procedures. ***Some of the details may not apply to this event. A specific event contract, once approved, will follow and may***

have specific tasks that may not be listed in these Guidelines. In the event of a disagreement the WCL decision will be final.

Once accepted, the Hosting Organizing Committee agrees to Host the event as presented. Changes to venue, location, or other details can only be made with the approval of the WCL Management Team a minimum of six (6) months prior to the event.

Tournament Convener: _____ Date: _____

Please forward your bids in digital format, **no later than August 17th, 2018** to:

Andrew Pagé – Sport Development and Event Manager
Wrestling Canada Lutte
C/O House of Sport
2451 Riverside Dr.
Ottawa, ON K1H 7X7
apage@wrestling.ca

****NOTE:** Bids will be voted on and approved by the Management Team by August 31st, 2018. The tournament convenor/HOC chair will be contacted by a member of the WCL staff if there are any questions.

APPENDIX A - ADMINISTRATIVE GUIDELINES

A. HOST ORGANIZING COMMITTEE (HOC)

1. The HOC shall submit to WCL a copy of its original organizing committee by August 17th, 2018. The HOC shall also provide an update of any changes or new members by April 30th of each year.
2. The HOC should consist of a Chairperson and Director for each of the following sub-committees: Finance, Hosting, Transportation, Accommodations, Protocol, Marketing, Officials, Technical, Volunteers. Please refer to Section 2: Article 1 of the Canadian Wrestling Championships Guidelines and Procedures for further suggestions on HOC structures.
3. A WCL Representative shall attend at least three meetings (via teleconference if in person visit is not possible) of the HOC prior to the event. The first one being approximately six (6) months prior to the event, the second one being approximately three (3) months prior to the event, and the final one being approximately one (1) month prior to the event. The 3 month prior meeting will be a site visit and include a meeting with the entire HOC Committee.
4. The HOC shall respect and fulfil all UWW and WCL regulations pertaining to the hosting of international competitions.
5. The HOC shall respect and fulfil all Sport Canada regulations pertaining to the hosting of the event, if a Sport Canada hosting grant is awarded. The Sport Canada hosting grant will mainly be used to host international teams. The allotment of the grant will be determined by WCL as teams accept the invitation. All Sport Canada hosting grant applications will be submitted via the National Office (Sport Development and Event Manager).

NOTE: One special area of responsibility that WCL would like to emphasize is the need for delivery of services in both of Canada's official languages. Since WCL is a recipient of federal funding, WCL and by extension Host Organizing Committees, have a responsibility to provide service in both French and English.

B. FINANCIAL

Financial Reporting

1. The HOC shall provide WCL with an event budget with the initial bid application and two updates (Nov 30th and April 15th) each year prior to the event or as otherwise determined by any hosting grant applications.
2. The HOC shall submit to WCL a financial statement of the event within sixty (60) days of the event.

Sanction & Other Fees

1. The HOC shall pay the UWW sanction fee to WCL within thirty (30) days of the invoice date.
2. A WCL sanction fee will be levied to the HOC in the amount \$2,500 and is payable to WCL thirty (30) days prior to the date of the competition.
3. The HOC shall pay any applicable CCES doping control testing fees as part of Sport Canada international hosting requirements.

TOURNAMENT ENTRY FEES

1. The proposed entry fee structure for the tournament are to be submitted to WCL by November 30th each year, prior to the event.
2. WCL shall review and approve these entry fees.
3. Tournament entry fees will be payable to WCL.
4. The registration fees will include all meals and accommodation fees for all delegates.
5. The criteria for Canadian funded athletes is to be established by WCL High Performance staff. WCL will provide the HOC with a committed number of funded participants (athletes, coaches, support staff) no later than one (1) month prior to the tournament, which will determine the committed WCL hosting funds.
6. The HOC will invoice the WCL for the hosting expenses no later than sixty (60) days after the event. WCL will pay the HOC within sixty (60) days of receipt of the final invoice.
7. No funds will be forthcoming until WCL is in receipt of all the required documents or payments as outlined in the contract.

Insurance

1. The HOC must provide WCL with a certificate of insurance including WCL as an additional party on their liability insurance. This coverage may be purchased through WCL through extension of its master policy.

C. HOSTING

Meals and Accommodations

1. The HOC shall provide accommodations in a standard hotel, based on double occupancy.

2. The host hotel must have support rooms of required size to properly conduct accreditation pick up, medical and weigh-ins (both male and female). If the accreditation pick up, medical and weigh-ins are scheduled for the competition venue or another location, then that location must meet adequate requirements. Transportation must also be provided to that location from the host hotel.
3. The HOC shall block off a sufficient number of rooms at the designated host hotel, to accommodate all athletes, coaches, officials, staff, dignitaries and UWW representatives, subject to a deadline date, to be determined.
4. The HOC shall provide the necessary meal requirements in the form of a meal plan, meal cards or other at the host hotel and at the competition venue during competition for all accredited participants.

Transportation

1. The HOC shall provide appropriate transportation to and from the nearest international airport, and between host hotel and venue, for all participants, including athletes, coaches, support staff, and UWW representatives.
2. The HOC shall provide volunteers to meet delegations and participants at the airport or hotel upon arrival.

Team Hosts / Hostesses

1. It is recommended that the HOC provide a volunteer to serve as a host or hostess to foreign delegations. The host or hostess will act as an interpreter where necessary and be responsible for communicating all pertinent information to the team leaders.

Concessions

1. The HOC will arrange to have a food and beverage concession open during all session of the competition at the competition site. Nutritious foods such as fruit juices, fruit and sandwiches should be supplied. Check with your venue provider – you may or may not be allowed to run a concession as part of your facility rental contract.

Hospitality

1. The HOC will provide the officials and UWW delegates with a separate hospitality room during the competition.

D. PROTOCOL

Awards and Ceremonies

1. The HOC is to provide medals and/or awards to the top three individual place finishers.

2. The HOC is to provide four awards for the outstanding wrestlers. One for the outstanding Canadian Wrestler and one for the Outstanding Foreign Wrestler both men and women. The selection committee for these awards is to be determined.
3. Provision is to be made for any special awards or presentations that either the HOC or WCL desires to make. The award shall be identified and the parties must agree to the presentation at least one month prior to the event.
4. The ceremonies for the awards will be coordinated by the HOC, with input from WCL, and finalized one month prior to the event. The recommended ceremonies, revolving around the finals, should be conducted using the following format:
 - March out of the finalists, coaches and officials (must be arranged prior to start of ceremonies)
 - National Anthem must be played (bilingual or instrumental version)
 - Introduction of all finalists in singlet colours (walk across mat and shake hands)
 - Short speeches from local politicians, partners and WCL designates
 - Competition of XX number of weight classes
 - Awards presentation should be worked into the finals (i.e. three finals, present two, two finals, present two, etc...)
 - Outstanding Wrestler awards given out
 - Ceremonies closed
5. The HOC must decorate the competition site with flags, drapes and banners in order to improve the presentation of the event. A Canadian flag and flags of international delegations should be displayed. WCL sponsor banners will be provided in addition to local and banners.

Head Table / VIP Section

1. The HOC shall locate a head table at the competition venue in an appropriate position to allow for maximum visibility.
2. There should be space at the head table for the appropriate HOC, PSO, WCL, UWW and other representatives of government and corporate sponsors.

Announcer

1. The HOC will arrange to have a qualified bilingual announcer assigned to the event.
2. The travel and hosting costs of the announcer will be borne by the HOC.

E. MARKETING & COMMUNICATIONS

Marketing & Sales

1. The HOC will assume authority to market the event provincially and locally to the corporate sector.
2. WCL will have first right to market the event to its sponsors and suppliers. The HOC will honour the exclusivity of all WCL sponsors and suppliers that support the event and will not sell sponsorship in those respective products or service categories.
3. Should a WCL sponsor/supplier choose not to sponsor the event, HOC will be free to negotiate sponsorship with competitors. WCL will provide this release, in writing, no later than March 1st, prior to the event. Any new sponsor partners finalized after the agreement signing date must be conveyed in writing to the other party.
4. HOC will produce the appropriate signage for partners and sponsors. The necessary print files will be provided by WCL. They will be appropriately displayed at the tournament venue, hotel and any other location associated with the event.
5. An area at the competition site should be set aside for merchandise sales for WCL products, by WCL and/or the designated WCL Licensee. The HOC will have exclusive rights on the sale of other event related merchandise at the event.
6. Before initiating any marketing efforts that could directly bear on the event, the HOC will contact WCL to ensure that there is neither duplication of effort nor conflict with existing arrangements.
7. Given the above, the profits from the event, should there be any, would be shared as follows: (a) up to \$5,000 net revenue - 100% HOC (b) amount over \$5,000 - 80% HOC, 20% WCL. It is understood that the HOC remains exclusively responsible for any net loss on the hosting of the Canada Cup.

Tournament Brochure

1. The HOC shall produce a tournament brochure in conjunction with WCL no later than December 15th prior to the event or as otherwise determined by any hosting grant applications. The brochure should contain the following information and be available in both of Canada's official languages:
 - event
 - location (city)
 - date
 - venue
 - host hotel - address, phone number, room costs
 - entry fees and deadlines
 - participant eligibility / entry conditions (Athlete, Coach, Team Delegate)
 - transportation
 - weight classes
 - age restrictions
 - tentative schedule
 - rules
 - officials
 - competition schedule - i.e. registration, medicals, weigh-ins, preliminaries and finals
 - awards

- contact information – HOC & WCL
- WCL and Sport Canada logos
- other sponsor logos

Tournament Program & Poster

1. The HOC shall provide an appropriate event program that should contain the following information in both official languages:
 - President's, politicians, HOC messages
 - Explanation of the rules
 - Schedule of events
 - Follow along brackets
 - If possible, biographies of returning champions
 - WCL & sponsor logos
 - Sport Canada logos
 - Thank-you to sponsors
 - Short explanation of the sport
2. An appropriate event poster should be produced in both official languages. Provision should be made on the poster for any WCL sponsors and Sport Canada.
3. The HOC will ensure that three (3) copies of the program and poster are made available to WCL for the National Office archives.

Photographs

1. Digital photographs should be taken throughout the tournament. The National Office should be supplied with action photos of the event. Photographs of the three medallists on the podium should also be supplied (these pictures will be used on the WCL website).

Media Relations

1. The HOC in conjunction with the WCL Marketing & Communications Manager, shall ensure that press releases are distributed prior to and during the event.
2. A mixed zone should be designated at the competition venue. Wireless internet must be available for the media and WCL staff at the competition venue.
3. Athlete will be required to exit the field of play via the mixed zone.

Webcasting

1. The HOC shall ensure that the event is webcast. The WCL shall work with the HOC to support this effort.

F. EVALUATION

1. An administrative and technical evaluation will be conducted within sixty (60) days of the event by a WCL designate, head official and HOC. Copies of the evaluation will be provided to both the WCL Executive and the HOC.
2. The evaluation shall be based upon the administrative and technical guidelines outlined within these guidelines.
3. A copy of an evaluation form is available in the Canadian Wrestling Championships Guidelines and Procedures.

APPENDIX B – TECHNICAL GUIDELINES

A. FOREIGN TEAM PARTICIPATION

1. The selection of foreign teams to be invited to the Canada Cup will be made through WCL.
2. WCL will liaise with and provide the necessary support for corresponding with foreign delegations, as necessary.
3. The HOC will make every effort to subsidize funding (through grant applications or other) for designated foreign teams. WCL will advise whether any WCL hosting subsidization is available.

B. VENUE

Competition Venue

1. The minimum venue requirement for the competition area is a large room (gymnasium / field house) that holds a minimum of four (4) full-sized wrestling mats (9-metre circle) and surrounding protection area mats. If the competition area has a CONCRETE floor, a temporary sub-floor ($\frac{1}{2}$ inch to $\frac{3}{4}$ inch plywood / chip board) has to be constructed under the competition and protection area mats.

****The Head Official is responsible for a safe competitive area and has the authority to stop the competition at his / her discretion until any problems are rectified.**

2. The venue must also have support rooms for the warm-up area (full-sized mat), corral area, doping control room, officials and coaches room, weigh-in room, check scale available in a room accessible

24 hours in advance of weigh-ins by both men and women, medical, pairing master room / area, registration and other, as required.

3. If requested by WCL, the HOC should book rooms for WCL designated meetings. The cost, if any, will be covered by WCL.
4. The venues must include adequate washrooms for spectators and participants, as well as adequate change rooms and shower facilities for athletes.
5. The venue must seat a minimum of 2000 spectators.
6. The gym must be laid out in such a way as to allow for maximum visibility for spectators and to allow for adequate crowd control.

Mats

1. The HOC must provide a minimum of three (3) UWW regulation mats and surrounding protection area mats (at least 2 metres in all directions). The mats must be well taped and in good condition.
2. The mats must meet UWW requirements as to the markings for the protection and zone areas.
3. An appropriate warm-up mat must be provided in a designated warm-up area in a separate area from the field of play.
4. For health and safety reasons, the HOC is responsible for washing the mats with a 10% bleach solution prior to each session (rubber gloves are required).
5. Only approved wrestling mats can be used. Folding mats or similar cannot be used. If there is any question as to the mats being used, the HOC should verify with WCL and seek approval no later than six (6) months in advance.

Practice Facilities

1. The HOC must provide appropriate work-out facilities, including sauna, cardio equipment, and wrestling mat, at least one day prior to scheduled weigh-ins. Transportation to and from host hotel and practice facilities must be provided by the HOC.
2. International teams / requests for additional practice facilities should be made to the HOC no later than three (3) weeks in advance of the event or as determined by the HOC.

Security

1. Provision should be made for security personnel and security barriers to ensure that all spectators and non-competing athletes are kept a minimum of four (4) metres way from all wrestling surfaces.

2. Provision is to be made to ensure that the field of play is secured to appropriately accredited individuals. This includes mat surfaces, officials' tables, the head table, announcer's table and pairing area.

Pairing Area

1. The pairing area must be raised and should be close enough to the competition area to allow the pairing masters to view the competition, but should be inaccessible to the coaches and athletes.
2. A photocopier and laptop computer, with attached printer, must be available for the pairing masters. It is recommended that a back-up laptop computer be provided if possible in the event of one of the main computers malfunctioning.
3. There is to be sufficient WIFI network to support all pairing masters' needs to stream live results.

C. OFFICIALS

1. Referees belonging to the UWW international categories shall officiate at this event.
2. Each referee shall present his / her referee's license to verify paid taxes for the year of the tournament.
3. CAWO is responsible for the number and selection of Canadian officials. They must advise the HOC of the number of officials attending by one (1) month prior to the tournament.
4. Funding for Canadian officials is to be provided by the individuals, their provincial association, or the HOC.
5. The HOC is to ensure ground transportation to and from the airport, and between the competition venue and hotel for the officials.
6. The HOC will provide an accommodation & meals package to members of CAWO who are participating in this event, and other participants not covered above, at a rate to be determined.
7. The HOC shall provide a dressing room for officials.

UWW Delegates

1. The HOC shall arrange and cover the costs of air travel, room and board of the designated UWW assigned official(s). Arrangements for air travel may be coordinated with WCL, as needed.
2. The HOC shall also pay a per diem to the UWW representative(s) as determined by UWW.

D. REGISTRATION & WEIGH-INS

Registration & Accreditation

1. All participants will register online via the WCL registration process by the deadline (1 month) prior to the event. The HOC will be provide volunteers to assist with on-site accreditation pick-up.
2. The registration fees will include all meals and accommodation fees for all delegates.

Weigh-ins

1. The weigh-in shall be the morning of the competition starting between 8:00-9:00 am. The duration of the weigh-in is one hour and shall be integrated with the medical control (i.e. a wrestler has one hour in total to have their medical completed and weigh-in for the tournament).
2. The number of electronic scales required for the weigh-in at the event is as follows (based upon pre-registration numbers):

<u>Number</u>	<u>Scales Required</u>
0-50	1 Scale
50-75	2 Scales
75-100	3 Scales
100-150	4 Scales
150-200	6 Scales
200 +	8 Scales

All scales must be calibrated for the official weigh-in. Electronic scales which are self-calibrating are acceptable but should still be checked to ensure they are all consistent. They must weigh-in in kilograms.

3. The weigh-in room must be large enough to accommodate the total number of wrestlers, coaches, officials, tables and scales involved in the weigh-in. The room should be large enough to accommodate traffic flow adequately.
4. The weigh-in room must be arranged in an orderly fashion to allow: i) the medical staff to view all wrestlers prior to their stepping on the scales, ii) the officials to control the number of wrestlers in the official weigh-in area at one time.
5. Calibrated scales for the athletes' use shall be provided at the host hotel and training or competition venue, from the time of arrival until the final weigh-in.
6. Weigh-in sheets by weight class must be provided to the Head Official prior to the weigh-in. Signs must be posted above each scale indicating which weight classes are assigned to that scale.
7. A computer draw program will be used to operate the draw for the event.
8. The wrestlers, if unsuccessful at making weight on the designated weight class scale, have the right to weigh-in, at the first reasonable opportunity, on any of the other scales where it does not interfere with the weight classes assigned to that scale at the discretion of the Head Official in charge of the weigh-in.

9. If a wrestler is unsuccessful at making weight, they are withdrawn from the tournament.

E. RULES

1. The tournament will be conducted under UWW Freestyle Wrestling Rules with modifications.
2. The tournament format is currently under review. WCL will confirm the format prior to the 6 month meeting.
3. The men's freestyle competition will be held in the following eight (10) weight categories: 57, 61, 65, 70, 74, 79, 86, 92, 97, and 125 kg. (scratch weight)
4. The women's competition will be held in the following eight (10) weight categories: 50, 53, 55, 57, 59, 62, 65, 68, 72, 76 kg. (scratch weight)
5. The Canada Cup is a senior age tournament. As per UWW rules, wrestlers in the junior age category (18 to 20 years of age) are allowed to participate in senior competition provided that a medical certificate is presented.
6. All athletes, foreign and Canadian, must have a current UWW athlete licence to compete.
7. All team leaders will provide their final team list to the HOC 24 hours prior to the scheduled weigh-ins.
8. A technical meeting will take place the night prior to weigh-ins. The draws will be completed during this technical meeting.

F. MEDICAL

1. The HOC is responsible for ensuring that a physician is present one (1) hour before the weigh-in to conduct medical examinations of all participants. For tournaments of more than 150 competitors, there should be two physicians on hand to conduct the medicals. The doctors must research and be able to identify the fungus ringworm. If a dermatologist is available for the skin check, then one should be in attendance. (Note: Additional athletic therapists can be used to conduct the medical component and any close cases are to be referred to the doctor for final review).

The tournament doctor has final say regarding the elimination of an athlete who has been identified as having a contagious skin disorder. All athletes must pass the skin check in order to compete in the tournament. Medicals will not be accepted from doctors other than the tournament doctor.

2. An athletic training room or area, of adequate size must be available for the medical / paramedical staff during the competition.

3. A minimum of two (2) medical staff must be available on site throughout the tournament. One of the medical support staff must be a physician and the other must be a certified member of the CATA (Canadian Athletic Therapists Association) or CPA (Canadian Physiotherapy Association).
4. Experience in covering wrestling events is beneficial, but not a prerequisite.
5. In the case of an injury, the medical doctor has the final say as to whether or not the wrestler can continue to compete.
6. A minimum of two (2) massage tables for the medical area.
7. Ice and access to a freezer.
8. Access to a telephone with emergency telephone numbers of the nearest hospital and ambulance service.

G. DOPING CONTROL

1. The HOC is responsible for ensuring that the necessary personnel, facilities and supplies are provided to properly conduct doping control.
2. Any additional responsibilities will be appended to the contract and/or supplied by the CCES closer to the event.

Chaperones

Individuals will need to be recruited as volunteers for doping control. They will act as Chaperones. Chaperones are responsible for athlete notification, and should be available for training with the Doping Control Officer (DCO) at least one hour prior to the start of testing. Please ensure the Chaperones are of the same gender as the athletes to be tested. One chaperone per athlete is required. All Chaperones should meet the following criteria:

- a. Must be 18 years of age or older.
- b. Must have the ability to communicate effectively (verbally and in writing) in English and/or French.
- c. Must not have any perceived or actual conflict of interest with the sport and/or athletes who are involved in this sport at the:
 - Participation level (i.e. competitor, coach, referee, official)
 - Organizational level (i.e. provincial, national, international)
 - Personal/professional level (i.e. relative, friend, acquaintance, client)
- d. Should have the ability to:
 - Follow directions and instructions
 - Maintain the highest standard of personal conduct
 - Be respectful, cooperative and courteous
 - Use good judgement, discretion and good sense

- Demonstrate appropriate behaviour, professionalism and appear presentable
- Maintain confidential information

The DCO may dismiss any provided Chaperones if the DCO determines that they do not meet the specified criteria.

Facilities

The Doping Control Station should be set up in accordance with the criteria specified below. The DCO may permit modifications as long as confidentiality and chain of custody requirements for the sample collection session can be maintained.

The Doping Control Station should be located in close proximity to the competition or training site. When possible, it should be located away from heavy traffic areas in order to ensure a secure area. The Doping Control Station shall be clearly marked with signs.

Wherever possible, the Doping Control Station shall be divided into three separate, but interconnected areas (preferably, but not necessarily, three rooms). These areas are:

a) Waiting Room

This room or area should be large enough to accommodate athletes, representatives accompanying athletes, representatives of the CCES, doping control personnel, and security personnel. The room should have chairs or benches and tables as well as an adequate supply of sealed bottled water. Security personnel should be located at the door to control access to the room.

b) Doping Control Processing Room

At a minimum, this room should contain a large table and at least three chairs. Access to this room shall be limited to doping control personnel, the athlete being tested, the athlete's representative and, if required, an interpreter. This room is used for:

- securely storing the doping control supplies and documentation;
- selection of doping control equipment by the athlete;
- processing and sealing samples;
- packaging and storing samples;
- completing and processing doping control documentation.

c) Washroom

Wherever possible, the washroom shall contain a sink and toilet and shall be connected to the doping control processing room. It shall be large enough for the Athlete and Chaperone to move freely.

If athletes with a disability are competing at the event, please take this into consideration when arranging the location and accessibility of the doping control facilities.

Beverages

The HOC is responsible for providing individually sealed bottled water for the athletes who are being tested. Any other beverages being provided must be approved by the DCO, and must be non-alcoholic and non-caffeinated. A minimum of three bottles of water per athlete being tested is required.

H. PAIRING & RESULTS

1. CAWO shall select the pairing master (“PM”) for the Canada Cup. Every effort is to be made to select a certified person from the immediate area. Up to two pairing master assistants (“PMAs”) shall also be assigned by CAWO.
2. The HOC is responsible for the return transportation, room and board of the PM and any costs related to the two PMAs.
3. The HOC shall provide score sheets and pairing sheets. Score sheets can be purchased from WCL accordingly.
4. Seeding of foreign and Canadian competitors is still under review by WCL.
5. The PM shall provide start lists for each session for the announcer, coaches, head official, media, and various representatives.
6. The PM shall post and maintain up-to-date wall charts, order of weight classes and bouts throughout the competition in an accessible area. When possible, charts should be displayed electronically and be available on the web in a live result format.
7. The HOC shall distribute a full results package to all foreign team delegations, provincial associations, WCL and UWW.
8. The results package should include team lists, match results, individual and team standings, outstanding wrestler awards and any other special awards.
9. The pairing master must have access to a computer, photocopier and a high-speed printer.

I. VIDEOTAPING

1. The HOC must provide the necessary mat-side video playback equipment for the Challenge Procedure as per UWW rules.
2. The HOC is to supply one copy of the videotapes of the bronze medal matches and finals to the WCL Office.
3. WCL has exclusive rights to the sale/marketing of the videotapes.

J. EQUIPMENT

The HOC must provide:

1. Two (2) timing and scoring devices per mat, which is visible to both athletes, their coaches and the spectators.
2. A stopwatch per mat to record injury time.
3. The appropriate scoring paddles per mat for the mat chairman and judge.
4. Two (2) sets of challenge “blocks” per mat for challenges by coaches.
5. Pencils and a pencil sharpener for each mat to complete the score sheets.
6. A signalling device for each mat to enable the timer to indicate the end of the bout.
7. A timer, scorer and videographer for each mat.
8. Two (2) tables at each mat for the mat chairman, controller, and the judge.
9. Six (6) chairs per mat for the referees and coaches.
10. Two (2) spit buckets per mat.
11. One (1) towel per mat to clean the mat; with a 10% bleach solution to clean any blood spills.
12. Adequate mat tape for each mat as required.
13. Table and chairs for the announcer (including PA system) and pairing master area.
14. A medal podium

Signage

The HOC must provide bilingual and/or international signs to clearly indicate the following:

- schedule of events posted at the hotel and competition venue
- cafeteria / concessions
- medical area / weigh-ins
- mat number (1, 2, 3, 4 or A, B, C, D)
- transportation schedule
- meeting rooms (i.e. officials meeting/clinic)
- other, as necessary

APPENDIX C – INTERNATIONAL TEAM TRAINING CAMP GUIDELINES

A. FINANCIAL

1. The proposed fees for the training camp (meals and accommodations ONLY) are to be submitted to WCL by November 30th, 2018.
2. Payment of the fees (other than WCL designated funded members) is the responsibility of the individual participant or their club and is payable to the HOC as outlined in the registration procedures.
3. The criteria for Canadian funded athletes is to be established by the technical staff. WCL will provide the HOC with a committed number of funded participants (athletes, coaches, support staff) no later than 30 days prior to the tournament.
4. The HOC will invoice WCL for the training camp expenses no later than sixty (60) days after the event. WCL will pay the HOC within sixty (60) days of receipt of the final invoice.

B. HOSTING

MEALS AND ACCOMMODATIONS

1. The HOC shall provide accommodations in a standard hotel, based on double occupancy.
2. The HOC shall block off a sufficient number of rooms at the designated host hotel, to accommodate all athletes, coaches, and staff, subject to a deadline date, to be determined.
3. The HOC shall provide the necessary meal requirements in the form of a meal plan, meal cards, or other.
4. For individuals that are not staying in the hotel, a meal plan will be provided at a rate to be determined.

Transportation

1. The HOC shall be responsible for providing appropriate transportation to and from the nearest international airport for all registered participants.
2. The HOC shall be responsible for providing transportation for all participants between the accommodations site and the training venue.

C. OTHER

1. WCL (in conjunction with the HOC) will be responsible for all scheduling and programming aspects of the training camp.