



# **CANADIAN WRESTLING CHAMPIONSHIPS**

Guidelines & Procedures

June 2018

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## INTRODUCTION

Congratulations on securing the contract to host a Wrestling Canada Lutte (WCL) Championship. WCL wants to assist you in every way in hosting an event that both showcases Canadian Wrestling in the best light possible, but also does everything possible to promote our sport in your community, as well as providing the best service possible to Wrestlers, Coaches, Officials, and everyone involved in the sport.

This guide is provided/prepared by WCL, the National Governing Body for Olympic style wrestling in Canada. It is provided to assist you in successfully planning, promoting and hosting a Canadian Championship event. Also, please refer to your event contract for specific tasks that may not be listed in this guide. Any information found in the Memorandum of Understanding will also supersede any information found in the hosting document.

Please note that these guidelines are a component of the Policy Manual of Wrestling Canada Lutte. If there are any conflicts between these guidelines and other item in the Policy Manual, interpretation will be the responsibility of the Management Team of WCL on behalf of the Board.

As Host for the event, you are a valued resource to Canadian Wrestling, and we want to work together with you, your volunteers and other supporters, your province and other key groups, in making this event an unqualified success. We hope that running the Canadian Championships will be an enjoyable experience for you and a pleasant memory that lasts well beyond the hard work you invest in the event. Thank you for efforts on behalf of Canadian Wrestling.

If at any time we can help you as you prepare for your event, please contact us:

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Sport Development and Event Manager  
Wrestling Canada Lutte  
Phone: (613) 748-5686 ext. 5  
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[www.wrestling.ca](http://www.wrestling.ca)

## GUIDELINES

The hosting of a Canadian Wrestling Championship is both a privilege and an opportunity. The Host Organizing Committee (HOC) 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 Organizing Committee is required to follow the WCL guidelines and procedures for Canadian Championships as outlined in this document.

**PURPOSE:** The purpose of these guidelines is to standardize operations at all Canadian Wrestling Championship with the goals of increasing participation, enhancing value, building event series continuity, and promoting our sport.

**RULES:** The current WCL Rulebook will apply for all Canadian Championships. If there is any case where there is a disagreement between these guidelines and the most current rule book, the WCL rule book will take precedent.

**PROMOTION:** The correct official name of the event shall always be used. This event is sanctioned by WCL. The WCL logo shall be prominently displayed and WCL is to receive appropriate recognition on all promotional materials.

## SECTION 1: GETTING THE CHAMPIONSHIPS

### ARTICLE 1: APPLICATION PROCEDURE

1. WCL will circulate the hosting bid package and these guidelines and procedures for application.
2. Canadian Championships are awarded on a rotation basis, three years in advance, where possible.
3. The rotation system will have two separate regions, split into three zones;

**West 1: British Columbia, Yukon**

**East 1: Greater Toronto Area and Southern Ontario**

**West 2: Alberta, North West Territories**

**East 2: Northern Ontario, Ottawa, and Quebec (ON area codes 613, 807, 705)**

**West 3: Saskatchewan, Manitoba, Nunavut**

**East 3: Maritime Provinces**

4. If no bid is received from a region that is scheduled to be the host, then first option of bidding will go to the region that is not scheduled to host in that particular year. Effective 2017, the rotation is as follows:

|             | <b>U17 / U19</b>  | <b>Junior/Senior</b> |
|-------------|-------------------|----------------------|
| <b>2017</b> | East 1 (Windsor)  | West 1 (Saskatoon)   |
| <b>2018</b> | West 2 (Edmonton) | East 2 (Montreal)    |
| <b>2019</b> | East 3            | West 3               |
| <b>2020</b> | West 1            | East 1               |

5. Potential HOCs must carefully review these Canadian Championship Guidelines & Procedures prior to completing the bid form.
6. Applications for the Junior/Senior and U17 / U19 Canadian Championships must include a Greco-Roman category in the tournament. All Greco-Roman events must occur on the day following the completion of the Freestyle events.
7. The provincial/territorial organization must review the bid prior to its submission to ensure that no detail has been overlooked and must provide a letter of support.
8. Each bid package must be also supported by at least one level of Sport Tourism through a letter of support.
9. Applications are to be submitted to the WCL Sport Development and Event Manager by 11:59 ET on July 6, 2018. The applications must include an application fee of \$500. The successful bid will have their deposit credited toward their sanction fee. In the event the selected site defaults on their obligations the deposit is non-refundable. Application fees from unsuccessful bids will be added to the event budget. Please refer to Annex 1 for a copy of the Bid Form.

10. It is recommended that the bid package include short, concise hand-outs and/or a video highlighting:

- the venue & support facilities, blue print and suggested flow
- a letter of availability and held dates from the venue
- proposed sponsorship package
- the hotel with room rates
- distance from competition site to hotel
- means of transportation
- anticipated budget and projected profit
- the city
- a chart of the HOC, including roles & responsibilities of each committee member
- size of room for registration/weigh-in
- distance from airport to hotel
- national airline(s) that fly into the city & number of daily flights

***Note: While providing promotional material on the host city and venue are allowed and recommended, the provision of souvenirs, clothing and other such gifts by the bidding group is not allowed as it is considered unseemly.***

11. The Management Team will assess the bids and make a recommendation to the BOD. Following BOD approval, the SDEM will inform the championship organizers, in writing, that their bid has been accepted (or rejected).

## **ARTICLE 2: DATES OF CANADIAN CHAMPIONSHIPS**

The dates of the 2019 Canadian Championships have been established as follows:

- 2019 Junior / Senior Championships – March 15-17, 2019
- 2019 U17 / U19 Championships – April 12-14, 2019

1. The competition schedule must take into consideration the various time zones.

| <u>REGION HOSTING</u> | <u>START*</u> | <u>STOP</u> |
|-----------------------|---------------|-------------|
| West                  | 9 am          | 9 pm        |
| East                  | 10 am         | 10 pm       |

\*Start times are currently under review, given the changes in tournament format.

2. Start times will be the same for each day of competition.
3. The Greco-Roman Canadian Championships must occur on a separate day following the completion of the Freestyle competition. They must be run from start to finish, with no scheduled breaks, except lunch. There will be no set time for finals.

4. The U17 / U19 Canadian Championships follow a specific scheduling format:

|          |   |
|----------|---|
| Friday   | Weigh-in & U17 / U19 Men's Freestyle competition  |
| Saturday | Weigh-in & U17 / U19 Women's Freestyle competition<br>Weigh-in & Men's Freestyle Cadet Trials             |
| Sunday   | Weigh-in & U17 / U19 Men's & Women's Greco-Roman competition<br>Weigh-in & Women's Freestyle Cadet Trials |

5. The Junior/Senior Canadian Championships Schedule format is as follows:

|          |  |
|----------|--|
| Friday   | Weigh-in & Juniors Freestyle competition |
| Saturday | Weigh-in & Seniors Freestyle competition |
| Sunday   | Weigh-in & Greco-Roman competition       |

## SECTION 2: GETTING ORGANIZED

CONGRATULATIONS! You won the bid to host the Canadian Championships. Now what do you do?

### ARTICLE 1: HOST ORGANIZING COMMITTEE

#### HOST ORGANIZING COMMITTEE STRUCTURE

Presented below is a suggested Host Organizing Committee (HOC) structure. The list includes a very brief description of each position's responsibilities. It is suggested that each Chair develop their own detailed job description, as this lends to the sub-committees and their chairmen taking ownership of the task at hand.

**NOTE:** One special area of responsibility for Canadian Championships 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 Hosting Committees, have a responsibility to provide service in French and English. HOCs must include and have available the services of at least one bilingual translator. The responsibilities of this individual will include, but not be limited to, providing translation services to francophone athletes and support staff. WCL can arrange for these services on behalf of the HOC, at the HOC's cost.

Each of the committee members, with the exception of the chairperson, would head and be responsible for one of these sections. The chairperson of the committee would have the crucial role of overseeing and coordinating the entire operation.

Within each of the section areas there are identified areas of responsibility. The committee member in charge of each area is responsible for recruiting volunteers to perform the various tasks. It is suggested



that in each of the sections, a sub-committee be identified. The subcommittee would have individuals overseeing a specific area (i.e., the technical committee would further break down into 'medical', 'officials' and 'venue').

An effective volunteer committee structure is essential when operating a Canadian Championship. The HOC and volunteers need to be meticulously identified and work together to achieve an efficient and successful tournament.

- The HOC and volunteers need to be clearly identified and work together to achieve an efficient and successful tournament. The Committee should be well known both internally, and also well identified to the Coaches, Officials, and others involved in the event. Suggestions:
  - ✓ Provide all members of the HOC with a Committee manual outline who is doing what.
  - ✓ Provide all members with a cellular phone list (possibly on the back of accreditation tags for quick reference).
  - ✓ Dress Committee members in a standard uniform during the event (colour coded golf shirts for example) for easy identification by participants.

#### RECOMMENDED HOST ORGANIZING COMMITTEE STRUCTURE

##### **Chair (Tournament Convenor):**

Chairs the HOC, recruits Committee Chairmen, Calls and runs Committee meetings and communicates regularly with WCL as well as sub-committee chairmen to ensure their committees are on task. The Chairman should be the central hub for all communications, ensuring information is passed along to the appropriate person(s). This is a significant task, and the Chairman may consider appointing a designee (Secretary) for this purpose.

**\*\* The Tournament Convenor should limit responsibilities during the event, to the convenor role.**

##### **Honorary Chair:**

Generally, a non-specific position as the name implies, may be responsible for dealing with VIP's, hosting duties during the event, and so on.

##### **Sub-Committee Departments:**

- **Secretary** – take and distribute meeting minutes, circulate key correspondence, maintain address/phone/cell phone lists, etc. Can be the Chair's assistant.
- **Financial** – develop budget, obtain budgets from other sub-committee chairs, and monitor finances & cash-flow, banking, financial reports.
- **Logistics** Accommodations (hotels, meeting rooms) & Transportation (airport & venue)
- Support Services (Volunteers - recruiting, scheduling, training), Food (coaches, officials, volunteers), Hospitality (coaches, officials, alumni, etc.)
- **Sport Technical & Venue** (main venue set-up, teardown, mats, warm-up & weigh-in site, etc.)
- **Promotion & Marketing** (pre-event advertising, ticket sales, soliciting advertising/sponsorship, poster, program, television coverage, streaming, ceremonies protocols, vendor relations, and so on.
- **Officials** – use of a nearby ranking official to act as intermediary between Hosting Committee and Provincial/National Officials groups is highly recommended.
- **Medical & Doping Control**

## ARTICLE 2: HOST ORGANIZING COMMITTEE MEETINGS

Every Committee is different in how it meets, how often, and what work is done at meetings. However, here is a suggested generic starting place:

|  |  |
|--|--|
| <b>12 – 6 months prior to event:</b>     | Key HOC personnel (likely 3 – 6 persons) meet every month or two to go over key issues (venue booking, hotel booking, develop a marketing plan, some Committees like to develop a theme for their event, or things they hope to accomplish – goal setting).  |
| <b>3 – 6 months prior to event:</b>      | Committee Chairmen (likely 8 - 10 persons) will meet monthly to begin hosting management plans and implementation in earnest   |
| <b>~3 months prior to event:</b>         | Suggested to host a full meeting where all Committee personnel and volunteers are invited to attend. This meeting is ideally held at the venue and should feature a full venue walk through and a full run-through of the schedule for the event (entire event – who will be doing what and when). The SDEM will be in attendance for a site visit.                    |
| <b>2 – 3 months prior to the event:</b>  | Committee Chairmen will meet every two weeks, and some sub-committee members may participate as well if areas they are involved in are being discussed in detail   |
| <b>~1 month leading up to the event:</b> | Committee to meet weekly. All these final meetings should be open for all committee and sub-committee members to attend. This to ensure a wide circulation of key information and assists with team building.  |
| <b>~1 week prior to the event:</b>       | It is always a great idea if possible to hold a final debrief style meeting a few days before the event run-up starts. For example, if teams will be arriving starting on Wednesday, hold a final short meeting Monday night   |
| <b>General Thoughts:</b>                 | <ul style="list-style-type: none"><li>- Shorter is better (2 – 3 hours <b>max</b>)</li><li>- provide refreshments if those attending cannot get home prior to (evening) meetings</li><li>- take notes and circulate these between meetings, report on progress since last meeting</li><li>- <b>keep it light! Volunteers won't come back if it's no fun!</b></li></ul> |

## ARTICLE 3: VENUE, ACCOMMODATIONS & TRANSPORTATION

The most critical items to resolve as soon as possible after securing the bid to host the Canadian Championships are nailing down the Venue and the Accommodations.

## VENUE

1. For Venue arrangements, please refer to the pre-event checklists in the Appendices for steps to take. This is listed as a task for six+ months, but the reality is that at least an initial contract should be entered into with your venue as soon as possible. Make the Venue Management aware that you are bidding to host a Canadian Championships and bring them on board immediately following your receipt of the bid.
2. Canadian Championships require large facilities (arenas, multi-sport gymnasium complexes, etc.) as host sites and these venues book out often **two to three years in advance**. This is why the letter of availability (including confirmation of the date being held) is required as part of the initial bid package. Once the HOC has received confirmation of a successful bid, it has 10 business days to sign a contract and send a copy to WCL. It will be important to check back with the Facility Manager on a regular basis to be sure everything is in order.
3. Facility Staff Change over, plans change. **DON'T THINK IT CAN'T HAPPEN – stay in touch with your Facility personnel.**

## ACCOMMODATIONS

1. Sufficient rooms must be blocked off at the host hotel to ensure accommodations for all competitors, coaches, officials, dignitaries and WCL representatives.
2. Meeting rooms must be booked for:
  - a. accreditation pickup
  - b. medical and weigh-ins
  - c. coaches meeting
  - d. officials meeting
  - e. pairing master clinic
  - f. other WCL meetings (coaches meeting, etc)
  - g. a hospitality room should be available at the host hotel
3. A secondary event hotel can be selected to provide an alternative and/or additional availability. The secondary hotel should be no more than one kilometre away from the host hotel and should be included as a stop in the transportation route between the host hotel and the venue.

## TRANSPORTATION

1. The HOC shall provide airport transfer, as well as transportation between the host hotel and venue, for all competitors, coaches, support staff, officials, dignitaries and WCL staff for the U17 / U19 Canadian Championships.
2. The Organizing Committee shall provide airport transfer, as well as transportation between the host hotel and venue, for officials, dignitaries and WCL staff for the Junior / Senior National Championships.

3. The HOC must receive detailed transportation information no later than two (2) weeks prior to the Championships. Transportation will not be guaranteed by the organizers if this information is received after the two-week period begins.

NOTE: In order to reduce costs and the chance of delays, the organizers should do their best to locate a host hotel within a ten-minute drive of the venue.

## SECTION 3: FINANCIAL RESPONSIBILITIES

### ARTICLE 1: INCORPORATION

It is recommended that each HOC, upon execution of an agreement with WCL, formally establish itself as a legal entity for the competition. There are two major advantages to incorporation. The first advantage is funding. Most foundations and government sources of funding require that an organization be incorporated in order to qualify (i.e. hosting grants). Secondly, liability for debts incurred by the corporation, or actions undertaken in the name of the corporation, rest with the corporation and not with any individuals. This protects the members of the committee.

### ARTICLE 2: PRELIMINARY BUDGET

The HOC will be required to provide a budget update 8 – 9 months prior to the event. This budget should detail the anticipated expenses.

### ARTICLE 3: SANCTION FEES

A sanction fee of **\$9,000.00** for the Jr/Sr Championships and **\$12,500.00** for the U17 / U19 Championships will be levied to the Organizing Committees. This fee is to be paid **thirty (30) days** prior to the start of the competition.

### ARTICLE 4: ENTRY FEES

1. The entry fee for Canadian Championships are set as follows:

| Senior Canadian Championships |                      | 2017-2020 | 2017-2020 |
|-------------------------------|----------------------|-----------|-----------|
| FS or FW                      | Host allocation      | \$60      | \$135     |
|                               | WCL Event allocation | \$25      |           |
|                               | WCL NT allocation    | \$50      |           |
| GR                            | Host allocation      | \$60      | \$135     |
|                               | WCL Event allocation | \$25      |           |
|                               | WCL NT allocation    | \$50      |           |
| FS and GR                     | Host allocation      | \$85      | \$175     |
|                               | WCL Event allocation | \$40      |           |
|                               | WCL NT allocation    | \$50      |           |

|  |                 |      |      |
|--|-----------------|------|------|
| Coach                                    | Host allocation | \$15 | \$15 |
| Team Support Staff<br>(Manager, Medical) | Host allocation | \$10 | \$10 |

#### Junior Canadian Championships

2017-2020

2017-2020

|  |                      |      |       |
|--|----------------------|------|-------|
| FS or FW                                 | Host allocation      | \$60 | \$135 |
|  | WCL Event allocation | \$25 |       |
|  | WCL NT allocation    | \$50 |       |
| GR                                       | Host allocation      | \$60 | \$135 |
|  | WCL Event allocation | \$25 |       |
|  | WCL NT allocation    | \$50 |       |
| FS and GR                                | Host allocation      | \$85 | \$175 |
|  | WCL Event allocation | \$40 |       |
|  | WCL NT allocation    | \$50 |       |
| Coach                                    | Host allocation      | \$15 | \$15  |
| Team Support Staff<br>(Manager, Medical) | Host allocation      | \$10 | \$10  |

#### U17 / U19 Canadian Championships

2017-2020

2017-2020

|  |                      |       |       |
|--|----------------------|-------|-------|
| FS or FW                                 | Host allocation      | \$60  | \$135 |
|  | WCL Event allocation | \$25  |       |
|  | WCL NT allocation    | \$50  |       |
| GR                                       | Host allocation      | \$60  | \$135 |
|  | WCL Event allocation | \$25  |       |
|  | WCL NT allocation    | \$50  |       |
| FS+Trials or FW+Trials                   | Host allocation      | \$85  | \$175 |
|  | WCL Event allocation | \$40  |       |
|  | WCL NT allocation    | \$50  |       |
| FS+GR or FW+GR                           | Host allocation      | \$85  | \$175 |
|  | WCL Event allocation | \$40  |       |
|  | WCL NT allocation    | \$50  |       |
| FS+Trials+GR                             | Host allocation      | \$120 | \$225 |
|  | WCL Event allocation | \$55  |       |
|  | WCL NT allocation    | \$50  |       |
| Coach                                    | Host allocation      | \$15  | \$15  |
| Team Support Staff<br>(Manager, Medical) | Host allocation      | \$10  | \$10  |

2. Late entries will be subject to a \$35 late fee per event entered, payable to WCL.
3. The entry fee is designed to help defray the cost of the competition and transportation. The entry fee is not to be used to cover the cost of souvenir T-shirts.
4. The entry fees are payable to WCL through the online registration portal. WCL will provide 50% of the host allocation to the host on arrival at the event. The remaining host allocation will be payable upon final reconciliation of the event financial report.
5. In the event that WCL sanctions an additional event to be held during the same weekend as the Canadian Championships (i.e. Trials), the entrance fee to that event will be split equally by the HOC and WCL. The timing and scale of the event will be planned for by WCL in concert with the HOC.
6. Please refer to Annex 2 for a sample budget template.
7. The Junior/Senior event has additional expenses for the Hall of Fame ceremony and the WCL will pay to transport and house the WCL President for the event.

## **ARTICLE 5: MEDALS**

WCL will provide the Canadian Championship medals.

## **ARTICLE 6: INSURANCE**

The Organizing Committee must provide WCL with a certificate of insurance including WCL as an additional party on their liability insurance policy, with a minimum of \$5 million coverage. This insurance policy should include coverage for all participants including: athletes, coaches, officials, medical staff, staff and volunteers.

## **ARTICLE 7: HEAD CLINICIAN/HEAD OFFICIAL/PAIRING MASTER**

### **Accommodations:**

WCL will cover the costs of a hotel room and a \$35.00/day per diem for the individuals outlined below, for the duration of the competition.

|                             | Head Official | Head Clinician | Head Pairing Master | Pairing Master Clinician |
|-----------------------------|---------------|----------------|---------------------|--------------------------|
| Junior/Senior Championships | 2             | 1              | 1                   | 1                        |
| U17 / U19 Championships     | 1             | 2              | 2                   | 1                        |

### **Transportation:**

WCL will cover the costs of transportation for the individuals outlined below to the Championship host city (economy flight or WCL mileage rate if driving).

|                             | Head Official | Head Clinician | Tier 1 Clinician | Head Pairing Master | Pairing Master Clinician |
|-----------------------------|---------------|----------------|------------------|---------------------|--------------------------|
| Junior/Senior Championships | 2             | 1              | 5                | 1                   | 1                        |
| U17 / U19 Championships     | 1             | 2              | 0                | 2                   | 1                        |

The HOC will provide all on-site transportation for all officials, pairing masters and clinicians. This includes airport transfer and shuttle service between the hotel and competition venue.

## **ARTICLE 8: FINAL REPORT**

The HOC will submit a final report to WCL within sixty (60) days of the event. The report should include:

- financial statement, following the same format at the initial budget.
- complete tournament results should include brackets, top 6 ranking by weight class, club and provincial standings
- highlights of the tournament and press clippings
- recommendations for future tournaments
- committee chairperson reports

The remaining host allocation will be payable upon final reconciliation of the event financial report.

## **ARTICLE 9: SUMMARY OF EXPENSES**

- sanction fee
- President's transportation, meals and accommodations (Senior Championships only)
- Meals (coaches, officials, volunteers) during the event
- pairing sheets and wall charts
- WCL insurance fee
- medals
- transportation costs, airport-hotel, hotel-competition site
- production cost of brochures, posters, programs etc.
- facility rental fee
- hotel fees
- hospitality expenses
- communication costs (phone, fax, postage)
- transportation of equipment
- any other travel, meals and accommodation expenses

## **SECTION 4: PROTOCOL RESPONSIBILITIES**

### **ARTICLE 1: REGISTRATION**

1. All athlete, coach, support staff & official's registrations and payments must be made through WCL's online Registration Portal. The WCL online registration portal will be managed by WCL staff.
2. All registrants must be members in good standing with their respective PTSO at the time of registration.
3. Two registration deadlines will be posted:
  - a. The first will be the Championship registration deadline
  - b. The second will be the late entry deadline and will provide 1 extra week to register. A late fee of \$35.00 will be charged for each registration.
  - c. NO registrations will be accepted past the late registration deadline.

### **ARTICLE 2: CHAMPIONSHIP CEREMONIES**

1. Canadian and provincial/territorial flags must be displayed
2. A championship ceremony, revolving around the finals, should be conducted using the following format:
  - March out of the finalist and officials (must be arranged prior to start of ceremonies)
  - National Anthem must be played
  - Introduction of all finalists in singlet colours (walk across mat and shake hands)
  - Short speeches from local dignitaries and WCL President or designate
  - Hall of Fame Ceremony (Junior / Senior Championships ONLY)
  - Outstanding Wrestler of the Year awards given out
  - Competition of X number of weights:
    - Finals will be run on two mats (one for males, one for females), from lightest to heaviest
  - Awards presentation should be worked into the finals (i.e. three finals, present two, two finals, present two, etc...). This will vary slightly due to the number of weight divisions being contested. The HOC must provide a three-level podium:
    - the top 3 athletes must follow instructions on protocol from the HOC / WCL and must appear in a competition singlet on the podium.
  - Club and Provincial Standings awards given out
  - Outstanding Wrestler awards given out
  - Ceremonies closed
3. WCL covers the cost of all medals and awards including the Hall of Fame awards.
4. The HOC will provide VIP service to specified members of WCL Board of Directors (e.g. transportation to and from the airport, venue seating, reception invitations etc.)
5. A head table must be set up for WCL staff and officials. The head table should be elevated to have an



unobstructed view of the field of play surface.

6. A VIP seating area should be provided for WCL BOD directors, politicians and special guests.
7. All efforts to put on a show must be used. WCL and its partners and sponsors must present the sport in the best possible light to everyone concerned. The concept of just running a tournament must be eliminated. The Canadian Championships are an EVENT that must be treated as such.

### **ARTICLE 3: HOSPITALITY ROOM & MEALS**

A coaches', officials' and dignitaries' lounge must be available at the competition venue and host hotel. Soft drinks, juices and sandwiches should be supplied.

#### **MEALS**

1. The HOC is responsible for supplying lunch for all accredited support staff (coaches, team leaders, officials, WCL staff).
2. In the event that the day is scheduled to be longer than 8 hours, the HOC will provide dinner for all accredited support staff.

### **ARTICLE 4: CONCESSION**

A concession must be available 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.

### **ARTICLE 5: WEBCASTING**

WCL will make the necessary arrangements for webcasting. The host committee will be responsible for providing technical support for webcasting (e.g. hard-wire internet connection). The costs to webcast the event (e.g. rent the equipment, stream, staffing) will be covered by WCL.

More information regarding the technical requirements for webcasting can be found in Section 8 of this document.

## **SECTION 5: PROMOTION/COMMUNICATION RESPONSIBILITIES**

### **ARTICLE 1: COMMUNICATION**

#### **INFORMATION PAMPHLET**

A technical information pamphlet will be developed by WCL in conjunction with each HOC a minimum of three (3) months prior to the competition. WCL will publish the pamphlet on their website on behalf of

the HOC. The pamphlet should contain the following information and be in both of Canada's official languages:

- the event
- the city
- the venue
- the date
- registration information
- the tournament convener
- the competitive schedule - i.e. registration, weigh-ins, preliminaries and finals
- partners and sponsors
- host hotel - address, phone number, room costs
- entry fee
- medical
- transportation request deadline
- weight classes
- eligibility
- contact name and number for further information
- the WCL logo

#### EVENT PROGRAM (electronic version)

An appropriate event program will be produced and placed on the WCL website for download (this can be utilized as an excellent marketing item). The brochure should contain the following information in both of Canada's official languages:

- presidents', politicians' and conveners' messages
- short explanation of sport (i.e. history, weight classes, age groups, international standing, number of nations competing, etc.)
- an explanation of the rules
- the schedule of events
- brackets and bout sheets for fans to be able to follow along, an effort should be made to have each bracket sponsored. Brackets with Olympic medallist and or lots of depth could cost more.
- if possible, biographies of returning champions
- advertisements for sponsors (including WCL, Sport Canada, WCL equipment sponsor and any other sponsor deemed necessary by WCL)
- thank-you to sponsors

#### PHOTOGRAPHS

Digital photographs must be taken throughout the tournament by a professional photographer (WCL will retain owner rights for the photographs). WCL must be supplied with action photos of the event. Photographs of the medallists on the podium, and any other award winners must also be supplied.

The photographer must be pre-approved by WCL. WCL can arrange for these services on behalf of the HOC, at the HOC's cost.

## **ARTICLE 2: MARKETING & SALES**

In order to ensure that these competitions compliment the WCL overall marketing program, the HOC must provide the following:

- An event sponsorship package that outlines various levels of sponsorship to complement WCL national partnerships.
- The HOC is responsible for the cost and production of:
  - Banners/signage for all partners and sponsors
  - Any program not in electronic format.
- Exclusivity in sponsorship categories will apply when contractually obligated.
- An area at the competition venue should be set aside for merchandise sales booth for WCL products.
- The cost of printing the pamphlet and program should be recuperated through the sale of advertisements in the program.
- All apparel sales at the championships will be controlled by WCL. Appropriate share agreements with local organizing committees can be made at the discretion of WCL.

## **ARTICLE 3: MEDIA**

WCL's Marketing & Communications Manager will liaise with the local media relations person. This individual's sole responsibility will be servicing the press and the webcasting of the event. Media contacts must be established prior to the event.

- Posters, press releases, press conferences, ads, and newspaper articles must be organized.
- Returning champions' biographies and local favourite's biographies should be prepared for the media.
- The organizers must do their best to ensure maximum television, radio and newspaper coverage.
- If requested, interview arrangements should be made with high profile athletes and coaches.
- Immediately following the event, the results must be fed to the wire services, news agencies and all of the local media.

### **MEDIA ELIGIBILITY**

1. All persons wishing to receive media accreditation to any WCL sanctioned event will be required to present their media credentials to the Marketing & Communications Manager, no later than 7 days prior to the start of the event.
2. Media accreditation is not to be used for club video analysis or spectating parents. Club wishing to video matches for the purpose of performance analysis can do so from the stands or by one of the accredited members of the team in the corner.
3. Access to the field of play will be granted to the media at the Marketing & Communication Manager's discretion provided it does not interfere with the tournament's progression.
4. A mixed zone will be set up outside the field of play for those wishing to interview athletes and coaches.

## **SECTION 6: EVALUATION**

### CANADIAN CHAMPIONSHIPS EVALUATION

1. The championship will be evaluated by the following persons:
  - Sport Development & Events Manager or other WCL designated staff
  - The Head Official
  - A coaching representative
  - PSO/TSO Delegate
2. The Sport Development & Events Manager will ensure that the evaluation forms are distributed to the individuals listed above. A copy of the Evaluation form is available in Annex 3.
3. The evaluation must be completed within thirty (30) days of the event.
4. The evaluations will be gathered by the Sport Development & Events Manager and compiled into one evaluation. The final evaluation should be sent to the tournament organizers within sixty (60) days of the completion of the event pending Management Team approval.
5. Every member of the HOC is encouraged to do an evaluation of his/her area of responsibility.
6. These evaluations can be used by the tournament convener to assist him/her in the completion of his/her evaluation.

## **SECTION 7: WCL SUPPORT**

### **ARTICLE 1: ROLES AND RESPONSIBILITIES**

WCL commits itself to provide administrative, human resource, program, and financial support to all sanctioned Championships as outlined in these guidelines. WCL is responsible for providing:

- a) Sanction:

A formal application form to be used when applying to WCL. Recommendations to host Canadian Championships are made by the Management Team, with final approval by the BOD.
- b) Technical Delegate:

The Sport Development & Event Manager (SDEM) will be the technical liaison between the HOC and WCL. The SDEM will provide both guidance to the HOC and ensure that the WCL Hosting Guidelines are adhered to. The suggested communication timeline:

  - Conference call with HOC Chair to establish the committee's timeline in its delivery of the event.
  - Submission of the full updated site map with suggested venue flow – 6 months prior to the event
  - 1 site visit 3 months prior to the event
  - Bi-weekly call for the last 2 months prior to the event

- c) Guidelines & Procedures:  
Guidelines and procedures have been produced to facilitate the hosting of a successful Canadian Championships. This includes providing checklists to help with the organization of the tournament (see checklist section of the appendices of this document). The procedures will be updated annually based on feedback from the previous Championships.
- d) Registration:  
WCL will manage and operate the Championship on-line registration portal.
- e) Accreditation:  
WCL will manage the accreditation process. The HOC will provide volunteer for on-site pick up.
- f) Liability insurance requirements for a nominal fee (if needed) by the HOC.
- g) Production of the tournament technical package, in both official languages.
- h) Athlete biographies and photographs as required (National Team athletes only) for souvenir programs and other use in promoting the event in advance.
- i) Ballots for the selection of the outstanding wrestler in the U17, U19, Junior, and Senior categories.
- j) Canadian Championship medals will be purchased by WCL as part of the sanction fee (no other medals will be allowed).
- k) Trophies and plaques for WCL recognized awards will be purchased by WCL as part of the sanction fee.
- l) Accommodation and per diems for the lead officiating team (please refer to Section 3, Article 7).
- m) Verification of the required number of on-mat officials from each province/territory (based on the registered provincial/territorial athlete to official ratio).
- n) Submitting a complete evaluation within sixty (60) days.
- o) Upon signing of an agreement between WCL and the HOC, WCL will be responsible for including an appendix attachment noting official WCL sponsor partners as of that date. Any new sponsor partners finalized after the agreement signing date must be conveyed in writing to the other party. Exclusivity for 'new sponsors' will apply, as of the date and time of notification received by the other party. **If in the event of unforeseen circumstance that prevent the use of the original bid venue, the SDEM will ascertain that the new venue meets all bid requirements before final endorsement of the venue change. The SDEM will advise the WCL Board of Directors of the venue change and satisfaction that the change is warranted, requesting a vote to complete the change in venue.**
- p) No changes can be made to the planned number of mats and session structure of any Canadian Championship without the approval of the WCL. Should this occur during the course of a Championship, this procedure still must be followed by the host organizer and pairing master involved.

## ARTICLE 2: ACCREDITATION

### TIPS FOR A SMOOTH ACCREDITATION PICK UP

1. Have a large room with tables and chairs.
2. Ensure direction to Accreditation pick up is well indicated.
3. Have signage identifying lines at the tables according to regions.
4. Have adequate staff on hand to help facilitate pick up.
5. WCL staff will be on hand to handle questions, deal with issues, etc.
6. Verify with WCL staff their requirements for accreditations – what will athletes need to weigh-in, what is required for proof of age verification, and so on.
7. Have a list of all outstanding items due on pick up. Accreditation will not be given if there is missing piece to the registration process (medical forms, photo ID, etc.).

## ARTICLE 3: WCL RESOURCE MATERIAL

1. Previous year's Championship Technical Information Pamphlet and championship evaluation. Any glaring issues must be brought to the attention of the subsequent nationals' convenor by the SDEM.
2. A detailed checklist for hosting a championship.

## ARTICLE 4: AWARDS AT THE CANADIAN CHAMPIONSHIPS

WCL will present the following awards each year.

### OUTSTANDING WRESTLER AWARDS

| Senior:   | Junior:  | U19:  | U17:  |
|---|--|---|---|
| <ul style="list-style-type: none"><li>- Men's Freestyle</li><li>- Women</li><li>- Men's Greco-Roman</li></ul> | <ul style="list-style-type: none"><li>- Men's Freestyle "Reg Larocque Award"</li><li>- Women</li><li>- Men's Greco-Roman</li></ul> | <ul style="list-style-type: none"><li>- Men's Freestyle</li><li>- Women's Freestyle</li><li>- Men's Greco-Roman</li><li>- Women's Greco-Roman</li></ul> | <ul style="list-style-type: none"><li>- Men's Freestyle</li><li>- Women's Freestyle</li><li>- Men's Greco-Roman</li><li>- Women's Greco-Roman</li></ul> |

- Each province/territory represented at the competition will receive one vote. Each PTSO will identify a lead coach deliver the province's vote. There will be space on the ballot to make three selections. The wrestler who receives first choice is awarded ten (10) points, the second choice seven (7) points, the third five (5) points. The Head Official will also receive a ballot.
- The ballots will be distributed to the coaches and Head Official prior to the finals. The ballots will be collected and counted following the finals.
- The outstanding wrestler for male and female will be announced and awarded following the competition and medal presentations.

## PROVINCIAL TEAM AWARDS

| Senior:                                       | Junior:                 | U19:                      | U17:                      |
|---|-------------------------|---------------------------|---------------------------|
| - Men's Freestyle<br>"Joe Schleimer<br>Award" | - Men's Freestyle       | - Men's Freestyle         | - Men's Freestyle         |
| - Women                                       | - Women                 | - Women's Freestyle       | - Women's Freestyle       |
| - Men's Greco-<br>Roman                       | - Men's Greco-<br>Roman | - Men's Greco-<br>Roman   | - Men's Greco-<br>Roman   |
|   |                         | - Women's Greco-<br>Roman | - Women's Greco-<br>Roman |

- The provincial team awards are presented to the province that accumulated the most team points at each respective Championships.
- The points will be awarded as per the WCL rule book.
- In the event of a tie in the provincial standings, the tie will be broken by the following criteria; most number of 1st place finishes, most number of second place finishes, etc.
- The provincial team awards will be announced and awarded following the competition and medal presentations.

## CLUB TEAM AWARDS

| Senior:                 | Junior:                 | U19:                      | U17:                      |
|-------------------------|-------------------------|---------------------------|---------------------------|
| - Men's Freestyle       | - Men's Freestyle       | - Men's Freestyle         | - Men's Freestyle         |
| - Women                 | - Women                 | - Women's Freestyle       | - Women's Freestyle       |
| - Men's Greco-<br>Roman | - Men's Greco-<br>Roman | - Men's Greco-<br>Roman   | - Men's Greco-<br>Roman   |
|                         |                         | - Women's Greco-<br>Roman | - Women's Greco-<br>Roman |

- The club team awards are presented to the club that accumulated the most team points at each respective Championships.
- The points will be awarded as per the WCL rule book.
- In the event of a tie in the provincial standings, the tie will be broken by the following criteria; most number of 1st place finishes, most number of second place finishes, etc.
- The club team awards will be announced and awarded following the competition and medal presentations.

## OUTSTANDING WRESTLERS OF THE YEAR

- The award goes to the athletes who has achieved the most significant international results in that year:

|                          |                          |                         |
|--------------------------|--------------------------|-------------------------|
| - Senior Men's Freestyle | - Junior Men's Freestyle | - Cadet Men's Freestyle |
| - Senior Women           | - Junior Women           | - Cadet Women           |
- The awards will be announced and awarded at the opening ceremonies preceding the finals.

## HALL OF FAME

- The Hall of Fame awards will be awarded at the opening ceremonies preceding the finals at the Junior / Senior Canadian Championships.

## **SECTION 8: TECHNICAL HOSTING GUIDELINES**

The HOC is responsible for ensuring that the following event related standards for the Hosting of a Canadian Championships are met.

### **ARTICLE 1: VENUE**

The Head Official and the Sport Development & Events Manager are responsible for a safe competitive area. If this is not the case, the competition will be halted at their discretion until the problem is rectified.

#### MINIMUM VENUE REQUIREMENTS

##### **Junior/Senior Canadian Championships:**

- Large room (Gymnasium/Field house) that can hold:
  - A minimum of five (5) full-sized wrestling mats (9 metre circle and protection area mats)
  - Media mixed zone
  - The ability to separate the field of play from the seating area.
  - Seating for 1000 spectators
  - All support areas (officials tables, head table, medical, announcer, etc.)
- If the gymnasium has a CONCRETE floor, a temporary sub-floor has to be constructed under the mats
  - ½ inch to ¾ inch plywood/chip board or
  - Mats can be elevated
- Support rooms:
  - Warm-up area with a full-size mat, separate from the field of play (no more than 50M away from the field of play), with the ability to display the live round updates and stream the tournament
  - Separate change rooms for coaches, officials, male and female wrestlers (equipped with a check scale)
  - Doping control room
  - Medical room in addition to designated areas on the field of play

##### **U17 / U19 Canadian Championships:**

- Large room (Gymnasium/Field house) that can hold:
  - A minimum of 10-12 full-sized wrestling mats (9 metre circle and protection area mats)
  - Media mixed zone
  - The ability to separate the field of play from the seating area.
  - Seating for 1000 spectators



- All support areas (officials tables, head table, medical, announcer, etc.)
- If the gymnasium has a CONCRETE floor, a temporary sub-floor has to be constructed under the mats
  - ½ inch to ¾ inch plywood/chip board or
  - Mats can be elevated
- Support rooms:
  - Warm-up area with a full-size mat, separate from the field of play (no more than 50M away from the field of play), with the ability to display the live round updates and stream the tournament
  - Separate change rooms for coaches, officials, male and female wrestlers (equipped with a check scale)
  - Doping control room
  - Medical room in addition to designated areas on the field of play

Venues must include adequate washrooms for spectators and participants, as well as adequate change rooms and shower facilities for athletes.

### MATS

1. A minimum of five (5) mats must be supplied for the Junior / Senior Championships. A minimum of ten (10) mats supplied for the U17 / U9 Championships. All mats must have the nine (9) metre circle and corresponding protection areas.
2. For health purposes, the Organizing Committee is responsible for washing the mats with a 10% bleach solution between rounds. Volunteers should be recruited to perform this task (if volunteers are cleaning blood off of the mats, rubber gloves are required).
3. There must be a protection area of at least two (2) metres in all directions for all mats.
4. A warm-up area must be provided. It should be in the same room as the field of play or a maximum 50 M away with the ability to display the live round updates and stream the tournament
5. Only wrestling mats are to be used. Folding mats, mats known as 'add a mats' and similar are not to be used. If there is any question as to the mats to be used, the Hosting Committee should verify this with WCL Staff, providing manufacturer and style of mat details for approval six months or more in advance. The mats must be well taped and in good condition.

**NOTE: The gym must be laid out in such a way as to allow for good visibility for the spectators and to allow for adequate field of play and crowd control.**

### **ARTICLE 2: WEIGH-IN**

1. All competitions will have a weigh-in on the day of the competition. The duration of the weigh-in is one hour and shall be integrated with the medical control. A wrestler must, within the 60-minute time window, complete the medical and weigh-in process for the tournament.
  - a. The start time of the 60-minute weigh-in window is currently under review.
  - b. Medical Control can start up to 20 minutes early (at the tournament convenor's discretion) in order to maximize an athlete's ability to complete the weigh-in process.

2. The number of scales required for the weigh-in at the Canadian Championships is as follows (numbers based upon pre-registration):

| <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. Electronic scales should be used.

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. This is the first image most people will have of your event. Make sure the room is large and traffic flows adequately.
4. The weigh-in room must be arranged in an orderly fashion and have sufficient light to allow:
- the medical staff/doctor to view all wrestlers prior to their stepping on the scales,
  - the officials to control the number of wrestlers in the official weigh-in area at one time.
5. A calibrated scale is to be accessible to the wrestlers at the host hotel 18 hours prior to weigh in and throughout the tournament for the Junior and Senior Canadian Championships. Two calibrated scales are to be accessible to the wrestlers at the host hotel, 18 hours prior to weigh-in and throughout the tournament for the U17 / U19 Cadet Canadian Championships.
6. Weigh-in sheets by weight class must be provided by the Head Pairing Master 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. In the event wrestlers competed on the prior day, this should be indicated on the weigh-in sheets indicating a + 2 kg allowance.
7. A computer draw program must be used for all WCL sanctioned events.
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. Draw masters will be present during the weigh-in to make any necessary changes that arise from the weigh-in.
10. A large time clock must display the 60-minute weigh-in countdown and be visible from the entry to the weigh-in room.

### **ARTICLE 3: PAIRING SHEETS, SCORE SHEETS**

1. The pairing masters will be using a tournament draw software to generate the draws and score sheets.
2. Pairing wall charts should be displayed in an accessible area:
  - i. QR codes will be posted by the printed pairing wall chart to allow everyone to access the draws live on their mobile devices.
- 3.

### **ARTICLE 4: PAIRING**

1. The pairing area 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 a computer, with attached printer, must be available for the pairing masters. The minimum specifications for the computer are:
  - Junior/Senior Championships – 2 laptop computers with laser printers.
  - U17 / U19 Championships - 4 laptop computers with laser printers.
  - It is recommended that a backup computer be provided if possible in the event of one of the main computers malfunctioning. \*
3. Hard-wired high-speed internet connection must be available for the pairing masters to run the tournament draw software & score-clock.
4. WCL-designated tournament software (e.g. TrackWrestling, Arena) must be used to run the draw and electronic score clock.
5. A full results package must be available to WCL staff to post on the WCL website.
6. All seeding will be determined by WCL staff.
7. A modified double elimination bracket draw shall be used at all Canadian Championships, as per the WCL Rulebook. Additional “true second ranking” matches may also be conducted.

### **SIGNAGE**

1. WCL will provide the Host Committee with electronic print files and instructions for printing banners, mat signs, etc. The Host Committee will be responsible for the cost and production of the minimum signage required.
2. The minimum signage required is as follows:
  - Mat side (2 per mat):
    - name/number of Mat (Mat A, Mat B, etc.)
    - Sport Canada

- PSO
- WCL
- CAWO
- Championships (e.g. Junior / Senior Championships)
- Mat side: other sponsor signage as required
- Podium sign: minimum 1; 2 if using 2 podiums
- Banners:
  - 5 x WCL
  - 5 x CAWO
  - 2 x Hall of Fame (Junior / Senior Championships ONLY)
  - 5 x Championships (e.g. Junior / Senior Championships)
  - TBD - WCL collage banners
  - Other as required

#### SECURITY:

The venue must be laid out in such a way as to separate the field of play from the rest of the venue, while maintaining the spectators' views.

1. Field of Play (FOP):
  - Completely separated from the rest of the venue with barriers creating a 5m space around the area.
  - All access must be controlled by paid security.
  - No one except for certain accredited individuals, i.e. competing athletes, coaches and technical personnel (officials, medical, members of the HOC and WCL Staff) will be granted access.
2. Spectators:
  - Spectators will receive and be required to display their spectator bracelets while in the venue.
  - Spectators will have access to the stands, concessions, restrooms while participating in the event.
  - The HOC will provide a common area where parents and fans can mingle with the athletes.
3. Warm-Up Area:
  - Should be a closed-off area that will be under the same provisions as the FOP.
  - Accredited team leaders will also have access.
  - Access to the area should be monitored by two volunteers and supported by hired security.
4. Media Mixed Zone:
  - An area will be set up immediately adjacent to the FOP, preferably by the exit.
  - It should be set up in a way to allow a clear vision of the FOP and allow for the media to interview athletes as they exit.
  - This area will be exclusive to accredited media and technical personnel.

#### PRACTICE FACILITIES

1. The HOC must provide sufficient practice facilities one day prior to the start of the event.
  - Large groups wanting to use the practice venue should pre-book time a minimum of two weeks prior to the Championships.
  - In the event that the established practice venue cannot accommodate all the participants, the

HOC will make every effort to secure additional facilities.

2. The HOC must provide a workout facility on the day prior to the competition.
  - The workout facilities should be at the Championship hotel or competition venue.
  - Large groups wanting to use the workout facilities should pre-book time a minimum two weeks prior to the Championships.
  - If not at the hotel, transportation will be provided for the U17/U19 Championships and shuttle times will be made available in the last update of the technical package based on requests submitted.
3. A sauna will be made accessible to the wrestlers competing in the Junior and Senior age groups only.
  - The sauna location should be at the Championship hotel or competition venue.

**\*\*NOTE:** The use of saunas is not permitted for athletes competing in the U17/U19 Championships.

#### OTHER FACILITY REQUIREMENTS

The following must be available:

- A lockable changing room for the appropriate number of officials.
- Adequate locker room and toilet facilities for the competitors.
- Meeting rooms for an official's clinic at the hotel or venue. A projector and screen should be available. Contact the head clinician for confirmation regarding equipment needs.
- Head-table for dignitaries and WCL staff. The table should be elevated and in an appropriate position to allow for maximum visibility.
- Announcer's table and PA system (the PA system must be tested to ensure announcements can be heard from all areas of all gyms and warm-up area).
- A lounge/quiet area away from the competition floor should be available for officials and coaches (coffee, beverages and nutritional food should be provided). ☐
- A designated area for the pairing masters with the appropriate number of tables and chairs and office equipment. This area is ideally located on the competition floor, or as close to the competition floor as can be provided to allow the pairing masters full view of the mat surfaces.
- Two TVs running the electronic score clock (via tournament software) per mat. Ensure that spectators and others on either side of the mat can see the score.
- A three-level podium is required for awards ceremonies. The use of two or more podiums is advisable to speed up presentations, particularly at the U17 / U19 Championships. It is suggested to arrange the podiums in such a way as to allow space and a reasonable vantage point for those taking pictures of the presentations (this is very important to parents!).
- Support Personnel: a minimum of one (1) to operate the tournament software, one (1) appeals video operator and one (1) webcast operator, plus an appropriate number of runners must be supplied. When scheduling for mat volunteers, remember:
  - Adequate numbers provide breaks every two hours
  - Provide your volunteers with a uniform (e.g. a t-shirt) for visibility.
  - Plan for extra volunteers...anything can happen
  - In some areas, schools require students to serve community service hours, this may help in recruiting.

Please refer to Annex 5 for specifications on IT related equipment.

## VIDEO REVIEW

1. WCL will provide the necessary video tablets for video review and replay. The HOC is responsible for providing tripods and tablet clamps that work within the allotted space.
2. Volunteers will be trained by WCL staff, prior to the start of the tournament on operating the tablets, how to properly videotape a match and to ensure that the video is adequate for video replay use. Take time in advance to ensure that tablets work. Make sure that all tablets have a spare media card on hand in case the file storage runs out.
  - Volunteers should be available one day prior to the event for training on the tournament software and replay tablets. This will facilitate a smooth start on the day of the tournament.
3. These tablets should be manned at all times during the competition. Before the commencement of each match the scoreboard should be shown indicating the match number. During appropriate times in the match the taping should include the scoreboard showing the score and time remaining. The final score should be indicated on the tablet. **The footage is the property of WCL and shall be the responsibility of the WCL staff member in attendance at the event.**
4. The video equipment should be set up in a format that allows instant replay for usage by the officiating team during the match.

## WEBCASTING

Minimum webcasting setup requirements (one per mat):

- Table to house webcast equipment
- One computer monitor
- One lap top
- Hard-wired high-speed internet connection. Please ensure that all firewall, permissions are addressed well in advance
- Power bar and power supply
- Tripod with mounting hardware
- All webcasting set-ups should be tested the evening before competition starts

## INTERNET

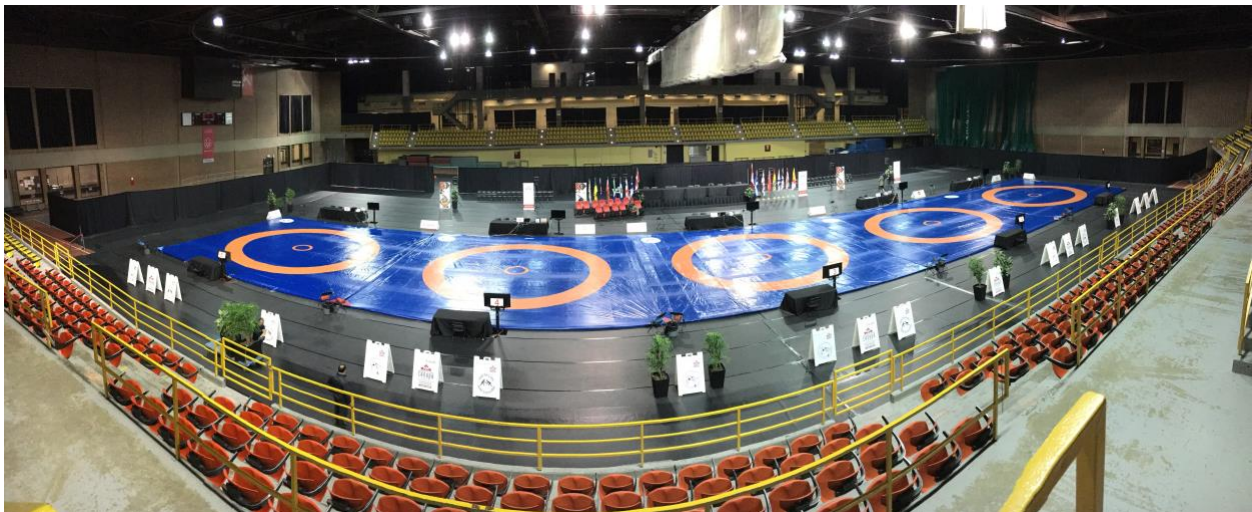
- Hard-wired high-speed internet connection for pairing masters and WCL to run tournament software, webcasting and social media

Please refer to Annex 5 for specifications on IT related equipment.



## SAMPLE VENUE LAYOUTS

*Here is what your venue may look like*



## **SECTION 9: SUPPORT SERVICES RESPONSIBILITIES**

### **ARTICLE 1: MEDICAL**

#### MEDICAL SUPPORT

1. A physician must be available at the weigh-in to check for contagious skin disorders. For tournaments of more than 180 competitors, there should be two physicians on hand to conduct the medicals. The physicians 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 are to be used to conduct the medical component and any close cases are to be referred to the physician for final review).

The tournament physician 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 physicians other than the tournament physician.

2. An athletic training room of adequate size must be available for the medical/paramedical staff.
3. A minimum of two (2) certified members of the CATA or CPA/SPD and one (1) physician must be available on site throughout the tournament.
  - The ratio of medical staff to mats should never be lower than 1 / 2 at any time during the tournament.
4. Experience in covering wrestling events is beneficial, but not a prerequisite.
5. In the case of an injury, the tournament physician has the final authority as to whether or not the wrestler can continue to compete.
6. The use of plastic bags, saunas or any form of artificial weight loss is strictly prohibited at the U17/U19 Canadian Championships. The penalty for non-compliance for athletes is immediate elimination from the tournament without placement. Coaches, who assist or promote this type of weight loss, will be barred from the competition site for the remainder of the championships with a WCL discipline hearing to be scheduled at a later date, if deemed necessary.

#### DOPING CONTROL

At Junior / Senior Championships the Organizing Committee is responsible for providing the following personnel, facilities, and supplies in order to ensure properly conducted doping control. All Athletes must sign a Doping Control agreement as part of the registration process for Junior/Senior Championships.

#### **Personnel:**

- Station Assistant(s), one male and one female depending on the gender of the athletes being tested. These people should be mature, responsible individuals. They will be responsible for observing the passing of samples and assisting with the sealing/handling of the samples.



- Marshal(s), should be of the same gender as the athlete they are marshalling. The number of marshals will vary depending on the number of tests and the schedule of events. These people should be mature, responsible individuals and will be responsible for informing the athlete that he/she has been selected to undergo doping control and accompanying the athlete until he/she is ready to report to the Doping Control Station.
- One Security Person who will be responsible for monitoring the flow of people in and out of the Doping Control Station.

#### **Facility:**

- A large room to be used as a waiting room, large enough to accommodate 15-20 persons at one time.
- A room with a toilet (preferably two toilets) large enough for two persons at once.
- A documentation/working room large enough for 4-5 persons at one time with a table and chairs. It should be separate from the waiting area.

#### **Equipment/Supplies:**

- Waiting Room: refreshments for the athletes such as non-caffeinated sealed individual beverages, sealed individual juices, sealed individual water, refrigerator or cooler for drinks, chairs, benches, tables, magazines, radio, etc.
- Documentation Room: pens, stapler, paper, garbage bags, paper towels, disinfectant, lockable fridge or freezer to store urine samples (separate from the refreshments) table, chairs.
- Marshals: clipboard, pens.

## **ARTICLE 2: OFFICIALS**

Assignment of Officials for the Canadian Championships is up to Wrestling Canada Lutte and the Canadian Association of Wrestling Officials (CAWO). Other than noted below, the HOC is not responsible for expenses relating to Individual or Provincial Officials. HOC are advised to check with their Provincial Associations on handling of local officials, as each province may have its own requirements of the Committee.

#### **HOSTING ORGANIZING COMMITTEE EXPECTATIONS**

1. Provide hotel to venue transportation for all on-mat and pairing officials working the event, either separately, or as part of transportation provided for other event participants. If Officials are to use group transportation provided for Coaches, Athletes and other participants, the HOC should ensure that transportation scheduling allows adequate time for officials to attend required clinics, sessions, and so on.
2. Provide all on-mat and pairing officials working the event with an invitation to any socials that are held (e.g. Coaches' Social – should be large enough to accommodate officials as well).
3. Review all Guidelines below for any specific requirements of them to ensure adherence to same.

4. Meals are provided for officials working the championships while they are at the venue (lunch) and supper, unless there is a break between sessions adequate enough to allow transportation back to the Host Hotel – transportation must be available in this case. If there is no break between sessions, then a meal (e.g. a sandwich, fruit and drink) will be provided to the officials for lunch and dinner. If a session exceeds five (5) hours in length, then an appropriate meal must be provided.

#### GUIDELINES FOR OFFICIALS

##### **Head Officials, Clinicians, and Pairing Masters:**

1. CAWO will select the head officials, clinicians, and pairing masters for all Canadian Championships (please refer to Article 7). Every effort will be made to assign local officials for all key roles to minimize costs to WCL.
2. An adequate number of pairing master assistants must be supplied for each competition (2 per separate draw/competition).

##### **On-Mat Officials:**

1. The selection of provincial officials is left to the discretion of the provincial body. The officials must meet the criteria required for that championship.
2. The Officials rating required for the various Canadian championships must reflect the current policy (see below).
3. Officials contract for Canadian championships.
  - a) Every province/territory must send provincially/territorially funded (on mat) officials, as per the athlete official ratio.
  - b) Should the province/territory be unable to supply the correct number of officials, the province/territory must be responsible for the cost of supplying the correct number of officials. The substitute official should be brought in from a neighbouring province/territory. The cost for these officials should include air travel (economy) and room and board.
  - c) Should a province/territory not comply with the above requirements, they will be fined \$1,500 +1% per missing official.
  - d) Any money collected from the above fine, will be used to offset the cost of substitute officials. WCL staff will report on this as part of the Evaluation.
  - e) If a province/territory breaches the policy and does not comply with the aforementioned steps, they will be sanctioned out of the following championships, unless the fine is paid prior to the start of competition.
  - f) The Sport Development & Events Manager will determine each province's/territories' required official ratio based on registration and make a report to CAWO.
  - g) In the event that a province/territory does not have officials of the appropriate rating to meet the requirements of the athlete-official ratio, then they shall send their most qualified officials, without penalty.
  - h) The official must attend the clinic, the weigh-in and the entire tournament to count as part of the athlete-official quota (as defined by the weigh-in ratio in the table), subject to acts of god and

inclement weather (determined by a committee of a WCL staff member in attendance, organizing committee chairperson and the head official)

#### ATHLETE-OFFICIAL RATIOS

1. Each province/territory must respect the current policy regarding the athlete-official ratio as outlined below. The Organizing Committee should verify with the Sport Development & Events Manager that an adequate number of qualified officials will be attending the championship to cover the number of competition surfaces planned. Provinces/territories should confirm with the Organizing Committee which officials will be attending the championships two weeks prior to the tournament.
2. For the Junior / Senior Championships it is recommended that the province/territory send their highest qualified official as per the minimum criteria required.

#### *Athlete Official-Ratios for Canadian Championships*

##### **Junior / Senior Canadian Championships - Minimum Requirements**

| <u>Athletes</u> | <u>Officials</u> | <u>Rating Requirements</u>     | <u>Weigh-Ins #</u> |
|-----------------|------------------|--------------------------------|--------------------|
| 1-6             | 0                | None                           | None               |
| 7-13            | 1                | A or B                         | 1                  |
| 14-22           | 2                | 1A, 1B                         | 2                  |
| 23-31           | 3                | 1AE, 1A, 1B                    | 3                  |
| 32-49           | 4                | 1AE, 1A, 2B                    | 3                  |
| 50-69           | 5                | 1AE, 2A, 2B                    | 4                  |
| 70-89           | 6                | 2AE, 2A, 2B                    | 5                  |
| 90-109          | 7                | 2AE, 2A, 3B                    | 5                  |
| 110-129         | 8                | 2AE, 3A, 3B                    | 6                  |
| 130-149         | 9                | 2AE, 3A, 4B                    | 7                  |
| 150-174         | 10               | 2AE, 4A, 4B                    | 8                  |
| 175-199         | 11               | 2AE, 4A, 5B                    | 9                  |
| 200-225         | 12               | 2AE, 4A, 6B                    | 9                  |
| 225+            | Above:           | + 1 per additional 25 athletes | 9                  |

##### **Cadet/Juvenile Canadian Championships – Minimum Requirements**

| <u>Athletes</u> | <u>Officials</u> | <u>Rating Requirements</u> | <u>Weigh-ins #</u> |
|-----------------|------------------|----------------------------|--------------------|
| 1-6             | 0                | None                       | None               |
| 7-13            | 1                | A, B, C or Asp*            | 1                  |
| 14-22           | 2                | 1B, 1C or Asp*             | 2                  |
| 23-32           | 3                | 1B, 1C, 1 Asp*             | 3                  |
| 33-43           | 4                | 1A, 1B, 1C, 1 Asp*         | 3                  |
| 44-56           | 5                | 1A, 1B, 1C, 2 Asp*         | 4                  |
| 57-70           | 6                | 1A, 1B, 2C, 2 Asp*, 1 PM   | 4                  |
| 71-85           | 7                | 1A, 1B, 2C, 2 Asp*, 1 PM   | 5                  |
| 86-103          | 8                | 1A, 2B, 2C, 2 Asp*, 1 PM   | 5                  |
| 104-121         | 9                | 2A, 2B, 2C, 2 Asp*, 1 PM   | 6                  |

|          |    |                                |   |
|----------|----|--------------------------------|---|
| 122-140  | 10 | 2A, 2B, 2C, 3 Asp*, 1 PM       | 7 |
| 141-159  | 11 | 2A, 2B, 3C, 3 Asp*, 1 PM       | 8 |
| 160-179  | 12 | 2A, 3B, 3C, 3 Asp*, 1 PM       | 9 |
| 180-200  | 13 | 3A, 3B, 3C, 3 Asp*, 1 PM       | 9 |
| OVER 200 |    | ABOVE +1 PER ADDNL 25 ATHLETES | 9 |

ASP\* must have attended a national grading tournament

NOTE:

- When the Province is BELOW the threshold of 57 athletes the Province MAY send one PM as part of the Quota.
- When the Province is ABOVE the threshold of 57 athletes, the province will be required to send one PM as part of the Quota.

## ANNEX 1: CANADIAN CHAMPIONSHIP BID FORM

The undersigned Provincial / Territorial Association (hereinafter referred to as the PTSO) & Host Organizing Committee (hereinafter referred to as the HOC) submit its bid to WCL for the organization and promotion of the competition mentioned, in compliance with the WCL Regulations for the event concerned.

- Provincial / Territorial Association: \_\_\_\_\_
- Host Organizing Committee: \_\_\_\_\_
- Contact Information for the Host Organizing Committee:
  - Name of HOC Chair: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_
  - Telephone: \_\_\_\_\_
  - Email address: \_\_\_\_\_
- Competition (please check one):
  - ☐ Junior / Senior Canadian Championships - March 15-17, 2019 (TBC)
  - ☐ U17/U19 Canadian Championships – April 12-14, 2019 (TBC)
- Host city of Championships: \_\_\_\_\_
- Date of Championships: \_\_\_\_\_

*\*\*The facility must be available pre and post event to allow sufficient time for set up and teardown.*

NOTE: Tournament format and schedule are still under review.

- The HOC and PTSO accept the terms of this bid and agree that this bid is considered a commitment to totally assume its responsibilities.
- The HOC and PTSO guarantee 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 which 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 and PTSO.

## COMPETITION VENUE

A plan / diagram of the competition venue and adjoining rooms must be included with the bid as well as a letter of availability signed by the venue booking coordinator.

- Name of Competition Venue: \_\_\_\_\_
- Address of Competition Venue: \_\_\_\_\_
- Surface of the competition area (type of floor): \_\_\_\_\_
- Floor dimensions: \_\_\_\_\_
- Number of available mats: \_\_\_\_\_
- Brand & size of mats: \_\_\_\_\_

**\*\*Please note that WCL is currently in discussions with a potential mat sponsor / supplier. Supplying mats for the Canadian Championships is a key consideration of the discussions. As such, the HOC awarded with the bid to host the Championships 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: \_\_\_\_\_
- Dimensions of the platform for the head table & 3 of seats: \_\_\_\_\_
- Dimensions of the VIP section: \_\_\_\_\_
- Dimensions of the media area: \_\_\_\_\_
- Is the venue equipped with:
  - Large video board ☐ YES ☐ NO
  - Video system ☐ YES ☐ NO
  - Sound system ☐ YES ☐ NO
  - Wi-Fi Capabilities ☐ YES ☐ NO
  - Turnstile gate ☐ YES ☐ NO

- Catwalk ☐ YES ☐ NO
- In floor cabling ☐ YES ☐ NO

- Has the venue been used for Wrestling before? ☐ YES ☐ NO

If yes, what competition and year last hosted? \_\_\_\_\_

- Is the warm-up area next to the FOP? ☐ YES ☐ NO

If no, how far away is it? \_\_\_\_\_

- What is the parking capacity of the venue? \_\_\_\_\_

- What is the cost to park at the venue? \_\_\_\_\_

- Will parking be exclusive for the Championships to control? \_\_\_\_\_

Number of available washrooms Male: \_\_\_\_\_ Female: \_\_\_\_\_ Accessible: \_\_\_\_\_

Number of change rooms available Male: \_\_\_\_\_ Female: \_\_\_\_\_

What are the dimensions? Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of showers Male: \_\_\_\_\_ Female: \_\_\_\_\_

Is a Sauna available at the venue or meet hotel? ☐ YES ☐ NO

Meetings rooms? ☐ YES ☐ NO

If yes, what is the capacity? \_\_\_\_\_

Is there a hospitality lounge? ☐ YES ☐ NO

If yes, what is the capacity? \_\_\_\_\_

Are there food concessions in the venue? ☐ YES ☐ NO

If yes, what are they? \_\_\_\_\_

Is there sponsorship potential for the event? ☐ YES ☐ NO

What is the location and size of the clothing concession area? \_\_\_\_\_

## EQUIPMENT

- TV monitors for each mat (minimum 2 per mat)? ☐ YES ☐ NO
- Electronic scales and projection equipment for the weigh-in room? ☐ YES ☐ NO
- Lap top for each mat (capable of running the tournament software)? ☐ YES ☐ NO
- Public announcement system? ☐ YES ☐ NO
- Photocopiers, printers, etc.? ☐ YES ☐ NO
- Power supplies: ☐ YES ☐ NO
  - For each mat
  - Head table
  - Media Zone
  - Others
- Internet equipment (hard wired and WIFI access)? ☐ YES ☐ NO
 

If yes, distance to the FOP?

  - Hard wired
  - Wi-Fi strength and capacity
- Equipment for the award ceremony (podium)? ☐ YES ☐ NO
- Flags?
- Provision of additional staff by the organizer? ☐ YES ☐ NO

## TRAINING SITE

- Name of training site (if different from competition venue): \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Number of available mats: \_\_\_\_\_
- Availability confirmation letter from venue

## ACCOMMODATIONS

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



- Name of host hotel: \_\_\_\_\_
- Address of host hotel: \_\_\_\_\_
- Hotel contact: \_\_\_\_\_
- Telephone of host hotel: \_\_\_\_\_
- Host hotel website: \_\_\_\_\_
- Special facilities (gym, saunas, etc.?) ☐ YES ☐ NO

If yes, describe? \_\_\_\_\_

\*\* Secondary hotels must be within 500m of the host hotel and the same information as the host hotel should be present

\_\_\_\_\_

## 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 athletes, coaches, and support staff? ☐ YES ☐ NO

## 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

## WEBSTREAMING

- Has there been webcasting from the venue before? ☐ YES ☐ NO

## FINANCIAL

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

All letters of support must indicate potential financial component and be included in the bid package.

**The signatories to this bid acknowledge that the posting of a performance bond for the hosting of the event may be required of the HOC 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.

## CONTRACTUAL OBLIGATIONS

By virtue of this agreement, we will comply with the financial, technical and operating regulations outlined in the Canadian Wrestling Championships Policies and Procedures. ***Some of the details may not apply to this event. Your event agreement, once approved may have specific tasks that may not be listed in the Policy Manual. In the event of a disagreement the WCL decision will be final.***

Once accepted, the Hosting Organizing Committee and Provincial / Territorial Association agree 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.

HOC Chair: \_\_\_\_\_ Date: \_\_\_\_\_

President of Provincial /  
Territorial Association: \_\_\_\_\_ Date: \_\_\_\_\_

***(Provincial President's signature represents Provincial / Territorial sanction as well as shared responsibility for compliance with all requirements as noted)***

Please forward your bid forms by mail or in digital format (preferred) to:

Wrestling Canada Lutte  
c/o House of Sport – RA Centre  
2451 Riverside Dr.

Ottawa, ON K1H 7X7  
[apage@wrestling.ca](mailto:apage@wrestling.ca)

**\*\*NOTE:** The Management Team will assess the bids and make a recommendation to the BOD. Following BOD approval, the SDEM will inform the championship organizers, in writing, that their bid has been accepted (or rejected).

## ANNEX 2: SAMPLE BUDGET FOR APPLICATION & ADVANCED PLANNING

20xx Canadian SENIOR Championships

Proposed budget

| ITEM   | AMOUNT  |
|--|---|
| <b><u>Revenue</u></b>  |   |
| Participant's fees:  |   |
|  | XXX Freestyle x \$XX, including WCL Surcharge |
|  | XX Greco x \$XX, including WCL surcharge      |
| Provincial Hosting Grant   |   |
| Hosting support from Province  |   |
| Hosting support from Municipality/other  |   |
| Sponsorship & Advertising  |   |
| Donors   |   |
| Concession proceeds (clothing, food if applicable, etc.)                                 |   |
| Ticket Sales   |   |
| Other Revenue  |   |
| Total Revenue  |   |
| <b><u>Expenses</u></b>   |   |
| WCL Sanction Fee   |   |
| WCL per athlete surcharge  |   |
| WCL Awards   | xx sets x \$xx/set + shipping + taxes         |
| Use of WCL. Draw sheets + misc.  |   |
| Transportation for Head Official & Pairing master  |   |
| Per Diem for Head Official and Head Pairing master - X persons x X days x XX/day         |   |
| Accommodations for Local Officials, Pairing masters - varies, check with your Province   |   |
| -est. XX rooms x X nights x \$XXnight  |   |
| Organizing Committee Expenses:   |   |
| - Meetings - travel, food, meeting room rentals, etc.                                    |   |
| - Hotel Accommodations for Committee members   |   |
| - Uniforms   |   |
| Hospitality Room (Coaches, Officials)  |   |
| Facility Rental - X days x \$XXXXX/day   |   |
| Transportation - bus charters + van rentals + gas  |   |
| Mat & Equipment Rental, disposable equipment costs (mat tape, etc.)                      |   |
| Mat & Equipment Transportation (Truck Rental, etc.)                                      |   |
| Administration:  |   |
| - staff costs (if applicable)  |   |
| -phone & FAX expenses  |   |
| - mail & stationary  |   |
| - other  |   |
| Liability and other Insurance - through WCL, through Province, or obtained independently |   |
| Facility Set up & Breakdown Crew (labour/transport) costs                                |   |
| Hospitality: Socials, Food for Volunteers at event, Coaches & Officials lunches, etc.    |   |
| Other Awards: Team Awards, etc.  |   |
| Cost of Concessions - purchase items for re-sale, staff, etc.                            |   |
| Miscellaneous Expenses   |   |
| Total Expenses   |   |
| Net Revenue (loss)   |   |

## **ANNEX 3: WCL CANADIAN CHAMPIONSHIP EVALUATION FORM**

**TOURNAMENT:**

**LOCATION:**

**DATE:**

**PARTICIPANTS:**

### **GRADING OUTLINE/OVERALL GRADE:**

- |             |   |  |
|-------------|---|--|
| <b>E:</b>   | Excellent Rating                                    | All aspects of this specific area were done beyond the specifications of the guidelines.                     |
| <b>G:</b>   | Good Rating   | The majority of the aspects of this specific area were done beyond the specifications of the guidelines.     |
| <b>A:</b>   | Adequate Rating                                     | The specific area was done to the required specifications of the guidelines.                                 |
| <b>I:</b>   | Inadequate Rating                                   | The specific area had some small problems in the majority of the guidelines. Improvement is needed.          |
| <b>P:</b>   | Poor Rating   | The specific area had a number of major problems in the majority of the guidelines. Improvement is required. |
| <b>N/A:</b> | Not ApplicableNot Applicable to this specific area. |  |

**1.0 PRE-EVENT ORGANIZATION** E: G: A: I: P: N/A:

*NOTE: evaluated by DDM*

- bookings made well in advance for hotel, venue and other pre-tournament material
- accuracy of pre-tournament information
- timely pre-tournament information
- Organizing Committee established and operating
- incorporation of event

Comments:

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**2.0 TECHNICAL** E: G: A: I: P: N/A:

**2.1 MEDICAL** E: G: A: I: P: N/A:

**2.1.1 PERSONNEL** E: G: A: I: P: N/A:

- doctors contacted to do medicals
- doctors were adequately informed regarding contagious skin disorders
- male/female doctors as required
- adequate experience with the sport of wrestling
- trainers were qualified and experienced with the sport of wrestling
- adequate numbers of trainers were available

**2.1.2 VENUE** E: G: A: I: P: N/A:

- appropriate room for medicals (male & female)
- adequate security, crowd control & flow of athletes
- appropriate area for trainers' room
- medical material available at trainers' room
- emergency numbers posted and available

Comments:

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**1.2 DOPING CONTROL (Junior and Seniors only)** E: G: A: I: P: N/A:

*NOTE: evaluated by Head of Doping Control*

**2.2.1 PERSONNEL** E: G: A: I: P: N/A:

- Station Assistants
- Marshals - one per test
- Security person

**2.2.2 VENUE** E: G: A: I: P: N/A:

- waiting room adequate
- washroom facilities private and controlled
- separate documentation room for paper work

**2.2.3 EQUIPMENT/SUPPLIES** E: G: A: I: P: N/A:

- refreshments for athletes (2 per minimum)
- tables and chairs of adequate numbers
- refrigerator and cooler for tests
- pens, paper, stapler and clipboards
- garbage bags, paper towels, disinfectant

Comments:

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**2.3 OFFICIALS** E: G: A: I: P: N/A:

*NOTE - This section is evaluated by OFFICIAL/PM's*

**2.3.1 QUALITY - ON MAT OFFICIATING (evaluated by head official)**

E: G: A: I: P: N/A:

- appropriate level of officials for the event
- consistency of officials
- number appropriate for tournament

**2.3.2 QUALITY - PAIRING MASTERS (evaluated by head pairing master)**

E: G: A: I: P: N/A:

- adequate number of volunteer assistants
- adequate qualified national pairing masters
- tournament functioned smoothly
- bout information posted appropriately
- result package prepared and distributed

**2.3.3 EQUIPMENT/SUPPLIES** E: G: A: I: P: N/A:

- pens/pencils/markers
- bout sheets, wall charts, tape
- stand-alone photocopier and computer(s) with printer(s) available
- blank result package forms
- separate dressing room for officials

Comments:

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**2.4 WEIGH-IN** E: G: A: I: P: N/A:

*NOTE: evaluated by Coach, Official and SDEM*

**2.4.1 VENUE** E: G: A: I: P: N/A:

- appropriate sized room for male and female weigh-ins
- tables/security secured and in place
- weigh-in sheets
- signs posted as to site for weigh-in
- numbers made up for the random draw (1-50) if computer draw system was not used.
- layout for room & procedure for weigh-ins planned with head official
- timing appropriate

**2.4.2 SCALES** E: G: A: I: P: N/A:

- correct number of scales secured
- all scales calibrated
- one or more scales accessible to all athletes 24 hours prior to weigh in and during the tournament (signage indicating location for both male and female)

**2.4.3 GRECO WEIGH-IN** E: G: A: I: P: N/A:

- scale transportation from hotel to site
- appropriate location and material

Comments:

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**2.5 COMPETITION VENUE** E: G: A: I: P: N/A:

*NOTE: evaluated by Head Official, DDM and Coach.*

**2.5.1 MATS** E: G: A: I: P: N/A:

- all mats of adequate size and usage
- all safety mats adequate
- mats washed and cleaned on a regular basis
- 10% bleach solution to clean up blood/rubber gloves for protection
- volunteers recruited to act as mat rats

**2.5.2 PRACTICE FACILITIES** E: G: A: I: P: N/A:

- adequate work-out facilities were secured and available the day prior to the competition.
- sauna facility secured and adequate
- weight cutting equipment (ie bikes) available

**2.5.3 STAGING** E: G: A: I: P: N/A:

- venue layout composed and adequate
- locker room secured for competitors
- hospitality room adequate
- protest room & VCR equipment adequate
- P.A. system adequate
- corral system clearly defined and agreed upon by the pairing master
- warm-up area adequate
- VIP head table and podium adequate
- medal podium adequate
- VCR cameras for seniors

**2.5.4 SECURITY** E: G: A: I: P: N/A:

- barriers (security ropes) adequate
- crowd control and floor access were adequate
- accreditation control was adequate

**2.5.5 PERSONNEL** E: G: A: I: P: N/A:

- volunteer numbers were adequate
- scorers, runners, timers, security were prepared and adequate
- competition site set-up crew was adequate

**2.5.6 TABLE MATERIAL**      E:      G:      A:      I:      P:      N/A:

- spitting receptacles
- nail clippers
- score clocks (for every mat if available)
- flip score pads for backup (2 per mat)
- stop watches for time and injury time (2 per mat)
- pencils for officials
- rolled towel to indicate to the official the end of the match

**2.5.7 VENUE - GENERAL**      E:      G:      A:      I:      P:      N/A:

- meeting with custodial staff to indicate requirements
- chairs, tables, garbage containers secured
- on site contact person available for entire event

Comments:

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**2.6 SIGNAGE**      E:      G:      A:      I:      P:      N/A:

*NOTE: evaluated by DDM, Coaches and Officials*

- weigh-in location and time (for freestyle and Greco)
- coaches, media and officials' lounges
- athletes change room
- sauna location for senior, Junior and Juvenile's
- concession location
- registration and transportation schedules and locations

Comments:

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### 3.0 SUPPORT SERVICES

E: G: A: I: P: N/A:

*NOTE: evaluated by DDM, Head of Registration, Head PM/Official, WCL President and PSO/TSO Rep.*

#### 3.1 REGISTRATION

E: G: A: I: P: N/A:

- pre-registration was completed and recorded
- room for registration was adequate
- control/security of registration was appropriate
- volunteers adequate and briefed on eligibility
  - provincial sanction
  - medicals for underage athletes - on doctors' letterhead
  - proof of age
- registration forms from WCL properly checked for information
- schedules/information packages available for participants
- weigh-in sheets prepared for officials per weight class

Comments:

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#### 3.2 ACCOMMODATIONS

E: G: A: I: P: N/A:

- hotel was adequate for the tournament
- sufficient number of rooms were block booked at the host hotel
- reservations were confirmed for the head official, head clinician, head pairing master and WCL representative
- behaviour of athletes at hotel was adequate
- meeting rooms were booked and adequate (i.e. coaches, officials, draw etc...)

Comments:

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**3.3 TRANSPORTATION** E: G: A: I: P: N/A:

- adequate transportation to and from airport to host hotel where applicable
- adequate transportation to and from competition site to host hotel where applicable
- adequate volunteers for transportation requirements
- transportation arranged for VIPs of the tournament

Comments:

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**4.0 PROTOCOL** E: G: A: I: P: N/A:

*NOTE: evaluated by DDM and Host Committee Rep*

**4.1 CEREMONIES** E: G: A: I: P: N/A:

- VIP's in attendance
- national anthem played
- medal presenters were appropriate for the event
- Provincial/Territorial and Canadian flags in evidence
- announcer was adequate and prepared (bilingual)
- local culture content was adequate

Comments:

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**4.2 BANQUET/CONCESSION** E: G: A: I: P: N/A:

- Master of Ceremonies was adequate (Bilingual)
- banquet plan in advance
- hospitality lounge at competition site and host hotel were adequate
- concession at competition site was adequate

Comments:

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#### 4.3 AWARDS

E: G: A: I: P: N/A:

- layout, podium and presentation of awards was adequate
- medal presenters were briefed, and profiles were prepared for announcer
- medal presentation was organized and rehearsed
- march out music was adequate

Comments:

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#### 5.0 PROMOTION/COMMUNICATION

E: G: A: I: P: N/A:

*NOTE: evaluated by DDM and PSO/TSO Rep.*

##### 5.1 INFORMATION PAMPHLET

E: G: A: I: P: N/A:

- the event, city, venue, date, hotel
- tournament convener and contact information
- competitive schedules - registration, weigh-ins, preliminaries and finals
- sponsors (WCL logo)
- competition headquarters - hotel, address, phone number, room costs
- pre-registration deadline, entry fee
- medical, weight classes, eligibility, doping control
- transportation request deadline

Comments:

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##### 5.2 PROGRAM BROCHURE

E: G: A: I: P: N/A:

- Presidents' Messages
- Explanation of the rules
- Politician's Messages
- Recognized Sponsors (WCL logo)
- Schedule of events
- Returning Champions
- Past results
- Organizing Committee

Comments:

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**5.3 MARKETING**                      E:          G:          A:          I:          P:          N/A:

- program advertising provided for all WCL sponsor partners
- merchandise and banner/signage exposure

Comments:

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**5.4 MEDIA**                                  E:          G:          A:          I:          P:          N/A:

- media relations person was adequate
- media in evidence at event
- poster was adequate
- athletes biographies were in evidence
- television coverage for event
- official photographer for the event

Comments:

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## 5.5 OTHER

Comments:

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Summary:

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## ANNEX 4: PRE-EVENT CHECK LISTS/PLANNING DOCUMENTS

### 6 + MONTHS PRIOR TO EVENT

The following are items to work on in an approximate time-frame. Earlier is better!

Secure signed lease, contract, or commitment letter from Venue and Accommodations sites.

- Venue should be appropriate for the event being hosted. Get the most attractive facility available that allows you to place the required number of mats and seat the anticipated number of spectators. Some venues will grant a discount rate to non-profit organizations. Other venues can be secured at discounted rates if you can secure the cooperation of a group who frequently makes use of the venue or is affiliated with the venue. Do not be afraid to ask. Venues vary as far as rental rates, what is included in the rental rate, handling of food service – can you run a concession or is this a venue-only responsibility. When booking your venue, allow adequate set-up and clean-up time, and agree on pre/post event equipment storage, etc.
- Negotiate with Host Hotels. Check with the WCL Domestic Development Manager to find out what is appropriate for your event, how much hotel space will be required, what sort of other support facilities (meeting rooms, rooms for socials, use of rooms for support functions such as weigh-ins, draw, and so on). When considering costs, keep in mind the time and expenses involved with shuttle transportation – to/from airport, to/from hotel, etc... If the Host Hotel is not large enough to accommodate all participants, it may be necessary to have more than one Host Hotel, which will add to transportation costs as all hotels must be serviced. In the final analysis, convenience may be more critical than cost. **TIP:** When negotiating hotel/motel room rates you should be able to obtain a minimum one complimentary room for every 20-30 rooms booked. Hotels will vary in how this is handled, some will reimburse you as advertising, some provide the equivalent of room/nights for your committee's use for volunteers, etc.
- Discuss requirements from the Venue and Accommodations sites for insurance well in advance – do they need to be named to the insurance covering your event?

Name the Event Director, also known as the Convener (These two terms are used interchangeably through this manual). This is usually the Chair of the Hosting/Organizing Committee. This should be a person with strong organizational and leadership skills. Furthermore, he/she should be able to recruit motivated committee members to raise and manage money and to maintain enthusiasm. Advise WCL of the name, address, and phone numbers of this person. This position selection will usually be done prior to sixth months before the event, but no later than this time frame.

The Event Director should carefully read this Guide and make frequent references to it. He/she is welcome to customize it to fit one's own needs, ensuring that major responsibilities are captured and not overlooked. The Director should make copies of applicable portions for Hosting Committee members to make them more familiar with their responsibilities.

The Event Director should begin and maintain regular contact with WCL's Domestic Development Manager, Provincial Association staff and/or volunteers, local elected representatives, if applicable.

A tentative working budget should be developed. This is typically more detailed than the one provided

to WCL as part of the Bid Package, but it is helpful if it follows the same format for consistency.

With the assistance from WCL's DDM, a tentative schedule should be developed. The DDM will typically review the schedule with key persons (Head Official, Head Pairing master, etc.).

The Event Director should start building a base of support in the host community. Emphasize the positive effect the event will have on the local youth and the economic impact it will have on the community (the average participant spends approximately \$60 per day when he/she stays overnight for an event). An attempt should be made to secure the early support of such community leaders as the Mayor's office, college and school administrators, local coaches, state and regional leaders, fraternal groups, and others. When possible, follow up conversations with a short letter or note to confirm support.

Recruit key Organizing Committee members based on their past achievements, contacts, and motivation. The following coordinating instructions will help you match job descriptions with individuals. Call an initial organizational meeting. This can be done in the form of a BBQ or luncheon to aid attendance.

The Event Director should develop customized coordinating instructions for each Organizing Committee member. All personnel should receive detailed written and verbal instructions prior to the event. Basic personnel job descriptions are as follows – job titles will vary, but the tasks are similar:

A key member of the Organizing Committee will be the Assistant Event Director. This person may carry a different job title but is key. Remember, the Event Director/Convenor can often get drawn into multiple issues at once, so the appointment of a solid Assistant is critical to keep the event rolling in case the Director is unavailable, away from the venue, or otherwise unable to deal with an issue when it comes up.

### **3-6 MONTHS PRIOR TO EVENT**

Assign responsibilities to LOC members. Put these in writing. Give them customized versions of applicable portions of this Guide. A monthly meeting or conference call is beneficial.

Confirm details regarding the venue, housing, or meals.

Research all available transportation within the community and secure copies of rates, maps, schedules, etc. Check in to city, campus, and private bus lines, airport or hotel shuttles, limousine services, rental car agencies, railroads, courtesy cars, etc. Make tentative plans to accommodate the event's needs.

Secure from WCL the names, addresses, and phone numbers of all assigned staff. This list may include head mat and pairing officials, clinicians, the President of WCL, and WCL staff liaisons, as well as others. If you desire to have local talent perform any of these duties, please be certain to contact WCL at your earliest opportunity.

- The Canadian Amateur Wrestling Officials Association (CAWOA) oversees the assignments for mat officials, pairing officials. These assignments are typically made well in advance of the event.  
There may be an opportunity to have nearby officials handle some of these tasks. For

this reason, it can be extremely valuable to have a ranking official on your Organizing Committee. This can save you considerable money as well as create greater community involvement.

- Work through the CAWOA and Provincial organizations to secure the commitment of an adequate number of mat and pairing officials. These volunteers are an essential part of a successful event. Local personnel, particularly Pairing masters, can be a tremendous help in running a well-run event. Don't go with the minimum staff to get by – have adequate support staff in this area.

Finalize the schedule, complete with as many details as possible, and then design promotional literature such as posters, flyers, brochures, trading pins, handbills, banners, and other items.

Seek additional sponsors to assist with specific costs. Some of the items listed in the sample budget can be reserved for this group. Some items can be granted to more than one sponsor.

Develop a strategy for ticket sales.

- Pre-event sales generate enthusiasm of the event among the local community. Pre-event marketing efforts are best directed at group sales. Mass media efforts are helpful, but the most effective way to sell tickets is through phone contact with group leaders. This does not necessarily have to be done by a LOC volunteer. It may be well worth your time to employ a telemarketing firm to do this for you, or partner with an agency in your community. Regardless, pre-event marketing programs should offer some form of discount, or other inducement such as one or more of the following: group discounts with XX number of tickets purchased prior to a given date, a free clinic or merchandise give away when XX number of tickets are purchased by a given date, etc. Contests can also be employed with the winning group(s) receiving a free clinic, free autographed posters, special T-shirts, interview session with a star, etc.
- Work with other local groups: Community Centres, Cultural Centres, Schools, Boys and Girls Clubs, Big Brothers/Sisters, and so on. **If you give away one ticket to an elementary student, someone has to come with them, bringing an accompanying ticket sale.**

A promotional campaign should be developed. An example is as follows:

#### **SAMPLE PROMOTIONAL CAMPAIGN**

- ✓ Assign Media Coordinator at least 6 months prior to the event. See coordinating instructions for the Media Coordinators duties.
- ✓ Hold a press conference several months in advance of the event, to announce the event. This type of press conference is the most effective if held at a public gathering where most of the press is already in attendance.
- ✓ Negotiate television coverage.
- ✓ Secure proclamations from the ranking Political dignitaries: Prime Minister/other Ministers, Provincial Premier/Sport Minister, Mayor, University President, etc.
- ✓ Get a Welcome from your local Provincial Association President and WCL President
- ✓ Get involved in local activities such as a float in a parade, a booth in a local festival; assign part of profits to charity, etc. **Be creative – sell your event to your community!**
- ✓ Arrange pre-event interviews either in-person or over the telephone. Use noted celebrities

such as top coaches, local heroes, key players, etc. Rely on committee and volunteers: who do you know who can help raise the profile of the event?

- ✓ Arrange autograph session in malls, ticket outlets, other sporting events, etc.
- ✓ Distribute complimentary tickets to those who purchase advertising in the souvenir program.
- ✓ Order Public Service Announcements or request assistance in
- ✓ Order billboard, television, radio, and newspaper advertisements. Order printed tickets (including complimentary tickets).
- ✓ Organize radio call-in trivia contest with wrestling apparel and complimentary tickets as prizes.
- ✓ Hold one-minute celebrity matches, or kids banner painting contests, etc.
- ✓ Sell souvenir programs and round-by-round updates.
- ✓ Secure athlete profiles from prior year medallists, local participants, etc..
- ✓ Prepare background information for announcers and media prior to key matches and the finals. Also listed as one of responsibilities of the Media Coordinator.
- ✓ Discuss staging of finals with the Event Coordinator, Event Director, and announcers.

If appropriate materials are not already available, design and have printed special event letterhead, mailing envelopes, business cards, and press release masters. These items help establish legitimacy for your event in the eyes of the community. Furthermore, if you can include a sponsor's name or logo it demonstrates that someone is already insuring your financial success

***Note: WCL owns trademark rights on its name, symbols, logos and marks. Advertising and promotional material making use of protected names, symbols, logos, or marks must be reviewed by WCL prior to distribution. WCL may provide approved typefaces and artwork for your use, upon your request.***

*\*\*\*With the assistance of WCL, select and order all necessary awards and gifts. Some events require the use of specific awards. For other events you may want to design something special or unique.*

*\*\*\*Order required Tournament supplies from WCL (wall charts, and the like)*

*\*\*\*Negotiate TV coverage, if applicable to your AGREEMENT. This **must** be done in coordination with WCL's Executive Director.*

*\*\*\*Preliminary arrangements should be made for pancake breakfasts, pizza parties, socials, banquets, music, opening and closing ceremonies, etc. It is also a good idea to contact restaurants in the area to give them advance notice that a major event is taking place so they have staff and supplied – this is a good time to request sponsorship!*

Go over event use of various facilities well in advance to make sure your venue and supporting areas are adequate – *for example, don't find out the afternoon of weigh-ins that the room you have chosen has no electrical outlets and you have scales that run only off house-current!*

Any equipment suppliers should be notified with event details (expected number of contestants and spectators as well as a finalized schedule).

Other items to be aware of well in advance:

- A room or secluded area should be reserved for medical care and training supplies (try to contract your training equipment supplier as a sponsor).
- The floor plan showing all mats, tables, seating, concessions, scoreboards, press row, hospitality rooms, wall charts, entrances/exits, etc. should be made.
- A sufficient number of mats should be reserved. Mats are generally available from schools, clubs, and mat refinishing companies. It is further recommended that tournament finals and dual meets be conducted on a mat set on a raised platform. Most venues have the equipment and materials readily available to make this a reasonable task.
- A sufficient supply of tables is needed for medical, announcers, pairing officials, scoring, officials, press row, TV, registration, information, merchandise sales, concessions, program sales, ticket sales, etc. The pairing officials and announcers should be set on an elevated platform.
- Arrangements should be made to secure an adequate number of electronic scoring devices. These are generally available within the venue, from local schools, and from manufacturers and distributors.
- Arrangements should be made for back-up scoring and timing devices. This would include flip boards and hand-held chronometers. These are readily available from local schools and clubs, and should be on-hand just in case an electronic scoreboard malfunctions.
- A warm-up area and mat must be designated for the competitors.
- A room and/or area must be reserved for the media. Press row should provide for a clear view of the competition and scoreboards. A specific area should be established for conducting interviews. The media area should include a FAX machine, telephones, typewriters, photocopy machine, internet access, tables, chairs, and possible secretarial help.
- Scales will be needed for the weigh-in room and for checking purposes (digital scales are preferred).
- Make arrangements for locked storage rooms, weigh-in room, hospitality room, location of socials, etc.
- Acquire headset or walkie-talkie devices for event director, WCL staff liaison, announcer, weigh master, facility manager, security workers and other key personnel. ***Check to make sure they will work in your venue.***

## **2-3 MONTHS PRIOR TO EVENT**

- Stay in periodic contact with WCL, assigned staff, and your Provincial Association.
- Make a final effort to sign up sponsors. This can be done in conjunction with souvenir program ad sales and discount coupons.
- Review and finalize budget.
- Contact venue manager and discuss event details. Take a walk through the venue to make sure no surprises have popped up!
- Reserve hotel rooms for assigned staff, and others – this may be better done even sooner.
- Finalize meal arrangements – Lunches for Volunteers and others during the event, Hospitality, and so on.
- Finalize transportation arrangements.
- Execute promotional campaign.
- Begin pre-event ticket sales effort.

- Begin work on credential/pass list and order any necessary supplies for credentialing (i.e. wrist bands, identification passes, etc.).
- Arrange for music at venue as required for ceremonies, awards presentation-who, when, where, how.
- Determine and contact all groups who will provide personnel to operate the event. These might include local coaches, community service groups (Optimists, Legions, etc.) school teams, etc.
- Secure a quality PA system and a back-up system. Make sure you have the ability to make announcements in all competition areas if there is more than one in use (for example, if a dual pad arena is being used).
- Check in with all individuals, groups, organizations from which you are borrowing equipment.
- Adjust all plans and arrangements as needed. Identify potential problems early.

## **1-2 MONTHS PRIOR TO EVENT**

- Communicate periodically with WCL, assigned staff, & your Provincial Association.
- Double-check budget.
- Ensure that entry blanks have been distributed to all potential entrants
- Continue pre-event ticket sales.
- Continue promotional campaign.
- Make arrangements to fulfil sponsorship requirements. Communicate with sponsors to keep their commitment secure.
- Order sufficient quantities of mat tape.
- Arrange for a sufficient supply of tables and chairs.
- Re-check all arrangements that have been made to ensure that everything is in order.

## **3-4 WEEKS PRIOR TO EVENT**

- Print souvenir programs.
- For each mat, purchase a set the following: wastebasket, box of tissues, and roll of paper towels, spray bottle with 10% bleach solution, match terminator towels, and pencils.
- Ensure that all other necessary equipment has been ordered.
- Continue promotional campaign.
- Contact all assigned staff and key Organizing Committee members to make final arrangements.
- Contact concessions manager and coordinate operation of concession stands.

## **2-3 WEEKS PRIOR TO EVENT**

- Contact all personnel/groups helping with tournament and give specific duties and assignments.
- Contact all persons lending equipment and coordinate pick-up and return. i Insure that all ordered equipment has arrived or been shipped.
- Contact ticket office and coordinate sale of tickets, distribution of complimentary tickets and will-call lists, and issuance of floor passes.
- Contact Building and Equipment Coordinator and review all plans in detail. Walk through facility if possible to lay down a solid floor plan.
- Make appropriate signs.

- Acquire all materials for information booth, including a general information sheet to be distributed at registration to all athletes, coaches, and tournament management staff. This type of information can be found at your local Convention and Visitors Bureau.
- Re-check all responsibilities up to this time and be sure they are being carried out.
- When awards, gifts, and tournament paper supplies arrive, verify that appropriate quantities have been received.
- Finalize credential/pass list and make sure all necessary supplies are available.

### **1-2 WEEKS PRIOR TO EVENT**

- Send notice of final meeting to all tournament operations staff.
- Visit the venue manager and walk through the venue to finalize any last-minute arrangements. Ensure there will be no surprises.
- Finalize arrangements for socials if applicable.
- Contact any personnel with whom you have not spoken to recently to remind them you are counting on them. Have your Committee Chairs do likewise with their key personnel.

### **WEEK OF EVENT**

- Contact or have final meeting with key Organizing Committee personnel. Make sure they are ready to go.
- Re-check with security.
- Obtain awards stand.
- Hang WCL and other banners.
- Post all signs and decorate venue.
- Meet with WCL staff liaison on site.
- Pick-up mats, tape, equipment, and supplies.
- Set-up registration, weigh-ins, venue, clinic rooms, meeting rooms, etc.

### **DAY OF EVENT**

- Ensure that building and all equipment is operational (scoring devices and PA system should be checked the night before the event begins).
- Ensure that all posts are manned at least twenty minutes prior to scheduled start.
- Stay in constant communication with the WCL staff liaison, announcer, head pairing official, head mat official and weigh-in master.
- Do not lose control! Stay calm and look for logical solutions to any problems. Rely on the good people you have on your Committee to work it out. For major issues, consult WCL Staff and other representatives to work it out.
- **RESIST THE TEMPTATION TO MICRO-MANAGE!**

### **AFTER THE EVENT**

- Send results to all media.
- Return all borrowed equipment promptly.
- Return all equipment, results, and paperwork to WCL

- Prepare final accounting and send post-event budget to WCL Manager of National Events.
- Pay all bills.
- Send thank you letters to all assigned staff, WCL VP members, sponsors, and others of merit



## ANNEX 5: FINAL CHECK LIST

### **CANADIAN CHAMPIONSHIPS** **Organization Check List**

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This document will serve as a final walk-through check prior to the Canadian Championships. The event convenor, Head Official, and designated WCL Staff member or representative to complete the check list and check when areas are ready to satisfaction. ☒

#### **TECHNICAL**

##### **MEDICAL**

##### **A. MEDICAL**

**Ready**

Contact doctor to do medicals. Inform him that he is looking for contagious skin disorders. ☐

Medical support staff booked. ☐

Trainers' room prepared. ☐

Person assigned to supply ice, bags, and cooler. ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

##### **B. DOPING CONTROL (Juniors and Seniors only)**

Rooms booked for:

- waiting room ☐

- room with toilets ☐

- documentation/working room ☐

Volunteers recruited

- Station assistant(s) ☐

- Marshall(s) ☐

- Security person ☐

Equipment and Supplies

- refreshments (bottled water) ☐

- tables and chairs ☐

- refrigerator and cooler ☐

- pens, stapler, paper, clipboards ☐

- garbage bags, paper towels, disinfectant ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

## OFFICIALS

### A. PAIRING AND OFFICIALS

Pairing master assistants recruited – trained and sufficient ☐

#### Equipment and Supplies

- coloured pens, markers and pencils for the pairing masters ☐
- wall charts and tape supplied ☐
- Efficient, good quality stand-alone photocopier - Mandatory ☐
- The required number of good quality computers with printers secured (see Article 6 for specifications) ☐
- Extra supplies of blank copier and printer paper ☐

Head Clinician identified and confirmed ☐

Room booked for protests ☐

Videotape equipment secured for protests ☐

Separate dressing room and showers for officials ☐

Room booked, and signs posted for location of officials meeting ☐

Confirmed in conjunction with WCL that the right number of on-mat officials will be in attendance from each province/territory ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

### B. WEIGH-IN

Large room booked ☐

Correct number of scales secured ☐

Tables secured ☐

All scales calibrated ☐

One scale accessible to all athletes 24 hours prior to weigh in and during the Championship (signage indicating where the scale is) ☐

Second day weigh-in organized (Greco) ☐

- scale transportation from hotel to competition site ☐

Signs posted as to site of weigh-in ☐

Birth certificates (passports acceptable) – at weigh-in ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

## C. VENUE

### MATS

- Sufficient number and quality of mats ready ☐
- all mats appropriately taped and secured ☐
- mat layout is safe, and all safety mats secured ☐
- mat washing and cleaning material available ☐  
*10% bleach solution to clean up blood*
- volunteers have been recruited to wash mats ☐

### IT Requirements

- Televisions (40 inches or bigger) – 2 per mat ☐
- HDMI cord (15 metres / 50 foot) – 1 per mat ☐
- Laptops with streaming software (if necessary) – 1 per mat ☐
- Wired Ethernet connection to all laptops being used to stream ☐
- Power supplied
  - o to both referee tables at each mat ☐
  - o the head table ☐
  - o any other area where it is required (PA, weigh-in area, etc) ☐
- PA system (speakers, microphone, soundboard, music input) ☐

### PRACTICE FACILITIES

A work-out facility is secured the day before the competition ☐

A sauna facility is secured (Junior and Senior only) ☐

### STAGING

- venue layout composed ☐
- locker room secured for competitors ☐
- hospitality room and protest room secured ☐
- Score clocks ☐
- Flip-score cards ☐
- P.A. system checked ☐
- Corral system clearly defined ☐
- Warm-up area prepared ☐
- Scorers, runners, timers, security personnel have all been recruited. ☐
- Competition site set-up crew all recruited. ☐
- Barriers (security ropes) secured ☐
- V.I.P. head table and podium secured ☐
- Medal podium secured ☐
- Tape for wall charts ☐
- VCR & camera for protest room (Junior & Senior only) ☐
- Camera & TV for each mat for instant replay (Junior & Senior only) ☐
- Hospital, emergency, ambulance phone numbers posted & visible ☐
- Spitting receptacles. ☐
- Nail clippers. ☐

- Rolled towels (to indicate to the officials the end of the match) ☐
- Mat & bout number indicators ☐
- Paper towels & waste basket at each mat ☐
- Person assigned to prepare signs in **both official languages** for:
  - weigh-in - time and location ☐
  - day 2 weigh-in location (Greco) ☐
  - coaches, media, and officials' lounges ☐
  - athletes' change room ☐
  - for Senior and Junior - sauna locations ☐
  - concession sign ☐
  - weight class signs for weigh-in (each scale) ☐

Meeting with custodial staff ☐  
 chairs, tables, garbage containers secured

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

## SUPPORT SERVICES

### A. PRE & ON-SITE REGISTRATION

- provinces/territories contacted to encourage pre-registration ☐
- (this should be in the brochure)
- room for registration booked. ☐
- weigh-in sheets prepared for medical and weigh-in ☐
- Volunteers briefed on eligibility:
  - provincial/territorial sanction ☐
  - medicals - where necessary, on doctor's letterhead ☐
  - birth certificates or ID to verify birth date ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

### B. ACCOMMODATIONS

Sufficient numbers of rooms are block booked to accommodate athletes, coaches, trainers, officials and dignitaries attending the championship ☐  
 Reservations confirmed for all of the officials ☐

### MEETINGS

Meeting rooms at host hotel booked for:
 

- ❖ pairing masters ☐
- ❖ officials ☐

- ❖ coaches ☐
- ❖ hospitality room ☐

Meeting chairperson contacted to see if there are audio visual, flip charts, felt markers, etc. required. ☐

Signage in both official languages prepared indicating location and time of various meetings. ☐

Meeting with hotel manager. ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

### **C. TRANSPORTATION**

All buses, vans and cars booked ☐

All drivers booked. ☐

Provincial/Territorial offices contacted for times of arrival and departure and numbers in group. ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

### **FINANCIAL**

Organizing Committee incorporated ☐

Changes to entry fee schedule presented to the WCL Technical and Executive Committee for fall meeting ☐

Financial statement (preliminary budget), to justify the entry fee, submitted to High Performance. Comm. and Executive Comm. prior to their fall meetings ☐

Sanction fee paid ☐

Medals purchased ☐

Insurance obtained ☐

Room/per diem supplied for Head Clinician, Head Official, Head Pairing Master and Head PM Clinician ☐

System in place to record the payment of entry fee prior to stepping on the scales ☐

Financial statement sent to WCL after completion of the competition ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

### 1.3 PROTOCOL

#### A. CEREMONIES

- medals purchased ☐
- letters of invitation sent out to VIPS ☐
- national anthem or school band booked ☐
- medal presenters given their responsibilities prior to the event ☐
- coaches and officials lounge set up ☐
- Provincial/Territorial and Canadian flag secured ☐
- Championship ceremonies finalized ☐
- Hall of Fame Induction ceremony finalized (Senior only) ☐
- Bilingual announcer with strong voice booked ☐
- Provide direction and expectations to athletes, officials, dignitaries and others taking part in ceremonies ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

#### B. BANQUET

Banquet planned:

- all details prepared ☐
- banquet schedule in place ☐
- Bilingual master of ceremonies identified ☐

No banquet:

- is this indicated on the event pamphlet? ☐

Hospitality room booked at host hotel

- food ☐

- beverages ☐
- adequate seating ☐
- Hospitality lounge booked at competition site
- food ☐
- beverages ☐
- adequate seating ☐
- Concession confirmed at competition site ☐
- Nutritious food, i.e. fruit drinks not pop, fruit, low fat sandwiches,  
yogurt, fruit cups ☐

## C. AWARDS

- Award presentation finalized
- presenters identified ☐
- awards purchased ☐
- podium secured ☐
- protocol developed for presentation ☐

## PROMOTION/COMMUNICATION

### A. COMMUNICATION

#### INFORMATION PAMPHLET (English and French)

- the event, city, venue, date ☐
- the tournament convener ☐
- the competitive schedule - registration, weigh-ins, preliminaries  
and finals ☐
- sponsors ☐
- competition headquarters - hotel, address, phone number, room costs ☐
- pre-registration deadline, entry fee ☐
- medical, weight classes, eligibility ☐
- transportation request deadline ☐
- contact name and number for further information ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

**PROGRAM BROCHURE (English and French)**

- Presidents' Messages ☐
- Explanation of the Rules ☐
- Politician's Message ☐
- Recognized Sponsors ☐
- Schedule of Events ☐
- Returning Champions ☐

Person Responsible: \_\_\_\_\_

Date: \_\_\_\_\_ Completed: \_\_\_\_\_

**B. MARKETING**

- Program advertising provided for all WCL sponsor partners ☐
- Merchandise and banner/signage exposure provided ☐

**C. MEDIA**

- Media relations person selected ☐
- Media contact list compiled (phone numbers, email and fax numbers) ☐
- Each contact's deadline registered ☐
- Poster designed ☐

First draft: \_\_\_\_\_

Completion date: \_\_\_\_\_

- Exact date and location of the tournament, as well as the name of your media relations person out to the media. ☐
- Athletes' biographies from the national office. ☐
- Television station contacted prior to the event: ☐  
9 months\_\_\_ 6 months\_\_\_ 3 months  
Contact name at television station.
- Photographer found for the competition. ☐
- Send out finalized schedule of the event to your media contacts as a follow-up. ☐
- Internet material to National office ☐

Person Responsible: \_\_\_\_\_



Date:\_\_\_\_\_ Completed:\_\_\_\_\_