



# **HOSTING REGULATIONS & REQUIREMENTS: U17 & U19 CANADIAN CHAMPIONSHIPS**

February 2020

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## 1 – INTRODUCTION

The current Hosting Regulations and Requirements (“Requirements”) is the document that governs the way that the U17 & U19 Canadian Championships (“Championships”) are run, under the responsibility of Wrestling Canada Lutte (“WCL”).

The nominated bid must name a Host Organizing Committee (“HOC”) which will deal with the organization of the Championships. The HOC is responsible to WCL for delivering Championships, ensuring the safety of all participants, and volunteers. WCL will assist the HOC with technical advice and any required technical assistance and will carry out the necessary controls.

These Requirements are obligatory for the National Championships – U17 & U19. Any HOC that wishes to depart from these Requirements in whatever way, must obtain written approval from WCL (Chair of Events & Hosting Advisory Committee and / or the Executive Director) in advance. If there is any case where there is a disagreement with these Requirements, WCL’s decision will prevail.

## 2 – BIDDING PROCESS

### HOC Nomination

The Championships are awarded to an HOC following an assessment of the bid application by WCL’s Events & Hosting Advisory Committee and ratified by WCL’s Board of Directors.

### Bid Application

Any HOC can submit a bid to organize the Championships. The request must be made in writing using the BID APPLICATION which contains information required in the present Requirements.

## 3 – CHAMPIONSHIP OBJECTIVES

The National Championships – U19 & U17 are held every year to achieve the following outcomes:

- Encourage participation and development of athletes in the U17 and U19 age groups at the national level.
- Determine the Canadian Champion in each weight category and age group for each of Women’s Wrestling (WW), Men’s Freestyle (FS), Women’s Greco-Roman (WW-GR) and Men’s Greco-Roman (GR) styles.
  - This level of competition aligns with the “Formalized Training” and “Train to Compete” stages of WCL’s Long-Term Development framework.
- Ensure the highest quality presentation of the sport of wrestling for spectators and fans.
- Promote the sport of wrestling at the national, provincial and local levels.

The competition will be held according to the most recent edition of the WCL Rulebook.

## **4 – RESPONSIBILITIES OF WCL FOR THE CHAMPIONSHIPS**

WCL is the National Sport Organization for wrestling in Canada. With respect to these Championships, WCL has the following responsibilities:

1. Ensure the Rules and Regulations of these Championships are followed and respected during the competition.
2. Ensuring that all Official Languages requirements are followed and respected during the competition (please refer to Appendix A).
3. Provide assistance to the HOC with technical advice and any required technical assistance and carry out the necessary controls.
4. Arrange and cover the costs of the following:
  - a) All airport and / or ground transportation for WCL staff & VIPs to and from the host city.
  - b) All airport and / or ground transportation for assigned CAWO officials (Clinician (1), Head Officials (3), Head Pairing Master (1), Pairing Master Clinician (1)), to and from the host city.
  - c) All accommodations for the assigned CAWO officials (Clinician (1), Head Officials (3), Head Pairing Master (1), and Pairing Master Clinician (1)).
  - d) All “Officials Honoraria” (\$200 per person for the event) for the assigned CAWO officials (Clinician (1), Head Officials (3), Head Pairing Master (1), and Pairing Master Clinician (1)).
5. Provide the HOC with all medals, awards, and any WCL awards to be presented at the event.
6. Provide the necessary IT requirements to facilitate the operation of the tournament draw, score display, video review and streaming for the event. Please refer to the detailed IT requirements in the Appendix.
7. Provide, arrange and cover all costs for the WCL photographer for the Championships.
8. Provide the HOC with the HOC fee allocation as outlined in the Financial Conditions section.
9. Develop and publish the Championships Technical Package.

## **5 – RESPONSIBILITIES OF CAWO FOR THE CHAMPIONSHIPS**

The Canadian Association of Wrestling Officials (“CAWO”) is responsible for assigning the following technical officials for the Championships:

- a) Clinician (1),
- b) Head Officials (3),
- c) Head Pairing Master (1), and
- d) Pairing Master Clinician (1).

## **6 – RESPONSIBILITIES OF PTSO FOR THE CHAMPIONSHIPS**

1. Each Provincial / Territorial Sport Organization (“PTSO”) is responsible for supplying officials as outlined in the Athlete-Official ratio requirements (CAWO Policies & Procedures). Unless specifically noted elsewhere, all costs will be borne by the PTSO and / or the individual officials. This policy has been designed by WCL, and supported by CAWO, to protect the competitors and to promote the development and improvement of provincial officials. Should a province not comply with these guidelines, they will be fined \$1,500 per missing official. Any money collected from this fine will be shared between the participating provinces, based on the number of officials taking part.

2. Review and approve all PTSO participants and ensure they are in good standing with the PTSO. Ensure that all PTSO participants have sport accident and injury coverage through the PTSO.

## **7 – RESPONSIBILITIES OF HOST ORGANIZING COMMITTEE (HOC) FOR THE CHAMPIONSHIPS**

The HOC is the group or club that has bid, been awarded and accepted the right to host these Championships for the designated year. The HOC will be led by the Tournament Conveyor, who is responsible for being the key contact with WCL.

During the event, HOC members should be easily identifiable by wearing standardized event apparel (Jackets / Golf Shirt / T-shirt).

In addition to the Tournament Conveyor (Chair), the HOC will identify one key person responsible for the following functions:

- Technical (Venue / Security / Weigh-ins / Medical).
- Financial (Budgets / Financial Reporting).
- Hospitality (Accommodation / Food Service / Volunteers).
- Protocol (Advertising / Media / Sponsorship / Grants / Tickets / Ceremonies / Signage / Announcers / Bilingual Services).
- Transportation (WCL Staff / VIPs / Officials / Pairing Masters).

The HOC has the following responsibilities:

1. Support WCL in ensuring the rules and regulations of these Championships are followed and respected during the competition.
2. Ensure the safety of all participants, volunteers and others, and to keep order in the competition venue and related competition / training areas.
3. Provide and cover all costs associated with the Championship Requirements outlined below (excluding those costs covered by WCL as noted above or specified elsewhere), including, but not limited to:
  - Technical Requirements.
  - Transportation.
  - Officials.
  - Protocol.
  - Volunteers.
  - Insurance.
  - Financial Conditions.
  - Final Event Report.

## **8 – TECHNICAL REQUIREMENTS**

### **Competition Days**

The competition will be held over three days, as follows in odd years:

- Day one (Friday): U17 Women & Men's Freestyle.

- Day two (Saturday): U19 Women & Men's Freestyle.
- Day three (Sunday): U17 & U19 Women & Men's Greco-Roman.

The competition will be held over three days, as follows in even years:

- Day one (Friday): U19 Women & Men's Freestyle.
- Day two (Saturday): U17 Women & Men's Freestyle.
- Day three (Sunday): U17 & U19 Women & Men's Greco-Roman.

## Competition Format

The competition format will consist of:

- Weight categories are defined by Wrestling Canada Lutte.
- Weigh-ins will occur the evening prior to competition for each age group and style:
  - Thursday and Friday weigh-ins for Freestyle and Women's Wrestling will count for Greco-Roman competition on Sunday.
  - Saturday weigh-ins for athletes competing only in Greco-Roman.
- Draws will be completed at the Technical Meeting the evening before competition for each age group and style.
- WCL double elimination bracket (for all categories with greater than 6 athletes) and a round robin format (for categories with 5 or less athletes).

## Competition Venue

The competition venue must:

- Meet the WCL "Field of Play" standards (as outlined below);
- Be available 8 am to 11 pm for the following days:
  - One day (minimum) before the competition for set-up;
  - Thursday, Friday, Saturday and Sunday for the competition; and
  - At least 12 hours after the competition for take-down;
- Be able to seat 1,000 spectators plus all the athletes, coaches, team leaders and other team support, with an ambient temperature between 18° and 22°C;
- Provide the following (on each competition day):
  - Change rooms (male and female, including showers) for athletes;
  - Change rooms (male and female) for officials;
  - Gender-inclusive change rooms should be made available, as requested;
  - Meeting Room for officials, separate from the field of play. The meeting room needs to have sufficient capacity for 60 officials and have a large display screen (minimum of 127-centimeter) with capability to be connected to a computer / tablet.

## Field of Play

### *Mats*

- A minimum of 87-meters X 39-meters holding a minimum of 10 WCL regulation mats (11.4 to 12-meters X 11.4 to 12-meters) in a rectangle (with open center area of 25 meters X 15 meters) with spectator seating along one side of each mat (please refer to the sample layout).
- There must be a space of at least one (1) metre surrounding all mats.



- If the venue 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
- A curtained area of 25-meters X 15-meters for the elevated Head Table and Pairing area, in the open center area; and
- A minimum of 5-meters of carpet and a security (metal bike) fence surrounding the perimeter of the Field of Play.
- The HOC will be responsible to wash the mats with a 10% bleach solution at the start and between rounds / sessions. The HOC will also be responsible to have volunteers at each mat to clean mats (blood, etc.) during matches.



### *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.

Provision must be made by the HOC for a combination of paid security personnel and volunteers, as well as security barriers (e.g. metal bike fence) to ensure that all spectators and non-competing athletes are kept a minimum of five (5)-metres way from the field of play.

Provision must be made by the HOC to ensure that the field of play is secured to appropriately accredited individuals. This includes mat surfaces, officials' tables, the head table, announcer's table and pairing area. Non-authorized individuals will not have access to the field of play and surrounding area.

The warm-up area should be similarly secured to appropriately accredited individuals.

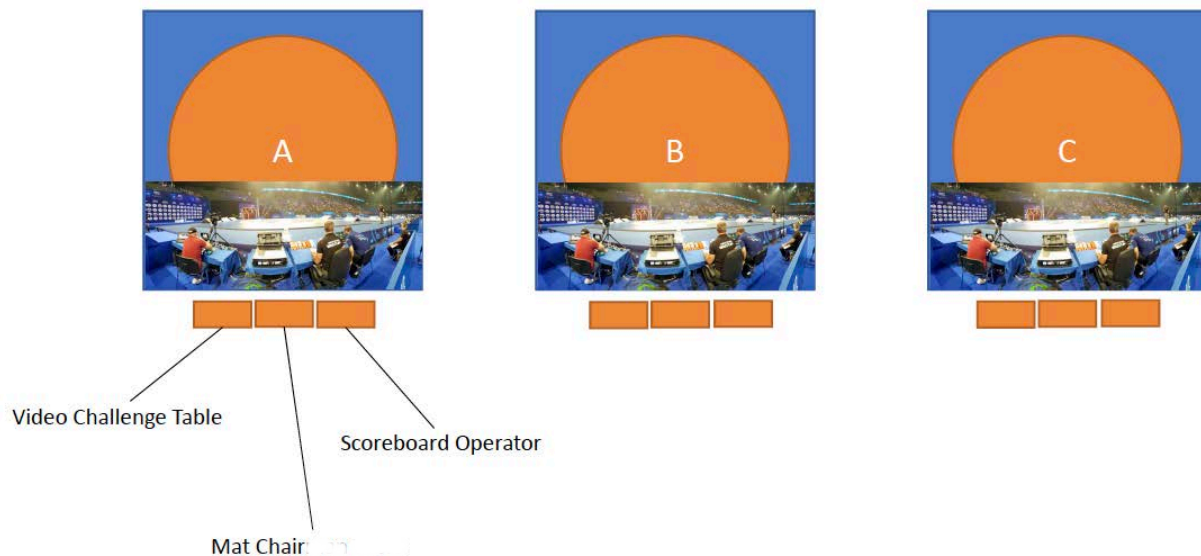
### *Competition Equipment & Accessories*

The HOC will provide the following for each mat:



### Mat Chair Side:

- One skirted table (80-centimeters X 2-meter) or a combination of tables, with three to five chairs (mat chair, scorer, video challenge & mat maintenance).
  - One set of official scoring paddles (consisting of four red paddles marked “1-2-4-5”, four blue paddles marked “1-2-4-5”, one white paddle, one red paddle and one blue paddle).
  - A “red” Challenge Cube, a “blue” Challenge Cube and a white “STOP” device (used by the mat chair for stopping the match).
  - Please include a supply of pencils.
- One (1) LED video scoreboard (minimum of 127-centimeter) on view to the public
- A skirted table (80 centimeters X 2 meter) or a combination of tables to house IT equipment as well as power (please refer to the IT requirements section):
  - One (1) portable monitor (minimum 48-centimeter) for connection to the laptop.
  - One (1) 1-meter, one (1) 4-meter HDMI and one (1) 15-meter HDMI cables and HDMI splitter.
  - Power (two 5-contacts power bars, with extension cords to each LED video scoreboard) and cable connections for the scoring system (please refer to the IT requirements).



### Judge Side:

- One skirted table (80-centimeters X 1-meter) with one chair (Judge) on opposite side of the mat.
  - One sets of official scoring paddles (each set consisting of four red paddles marked “1-2-4-5”, four blue paddles marked “1-2-4-5”, one white paddle, one red paddle and one blue paddle).
  - Please include a supply of pencils.
- One (1) LED video scoreboard (minimum of 90-centimeter) on view to officials and competitors.
- Two chairs for coaches at each corner of the mat.

### Head Table

A centrally located raised (0.5 meter to 1 meter) platform (minimum of 2.5 meters X 10 meters) for members of WCL, HOC and special guests. The platform will be behind the mats and opposite the

spectators. The platform will have skirted tables and seating for up to 12 people, with appropriate stairs and back drop draping (10 feet high pipe & drape) behind the platform.

### *Officials' Seating*

A separate designated seating area, at least 5-meters away from the mat surface, to seat 60 officials.

### *Presentation Area*

Two (2) three-level (Silver-Gold-Bronze) medal podiums located in close proximity to the spectator viewing area (to allow space and a reasonable vantage point for those taking pictures of the presentations). Each podium will have the standard WCL branding signage, with back drop draping (8 feet high pipe & drape) behind, and surrounded with one (1) Canadian Flag, one (1) Provincial flag of the Host and at least one (1) WCL Canadian Championship banner or three (3) WCL pull-up banners.

### *Pairing Area*

Pairing masters will use the WCL provided tournament draw software to generate the draws and score sheets. Pairing masters are responsible for providing their own laptops and having the tournament software already installed.

The pairing area will be located in close proximity to the competition area to permit observation of the mats and the tournament progression. The area will be large enough to have seating and workspace for up to 10 pairing masters. The HOC must provide the pairing team with all the office equipment (2 high speed printers and necessary internet connection) and stationery (printer cartridges, paper, pens & pencils) as well as connections (power & cables) to establish the pairings, bout sheets, draw sheets, results and all other necessary information.

Wall charts should be displayed in both the warm-up area for athletes/coaches and an area accessible to spectators. Wall charts will display QR codes to allow everyone to access the draws live on their mobile devices.

## **Warm-Up Area**

The warm-up area will be available on all competition days (starting 90 minutes before the start of the competition and available until 15 minutes after the conclusion of competition). The warm-up will be a secured area (accredited access), and include a minimum of three full-size mats, separate from the Field of Play (but within 50-meters of the field of play). The draw must be displayed in the warm-up area to keep athletes and coaches updated on match progression.

### **Corral:**

- The warm-up area or a separate area adjacent to the warm-up area will serve as the corral for athletes and 2 coaches/team medical (maximum 2 people) on deck for competition.
- Athletes and their coaches/team medical (maximum 2 people) will be escorted to the field of play by HOC volunteers, just prior to their match.
- Following the conclusion of the match, the athlete and their coaches/team medical (maximum 2 people) will exit the field of play through the designated exit.

## Medical Area

On each day of the competition, starting 60 minutes prior to the start of the competition and for 15 minutes after, the HOC will arrange and pay for the following:

- Medical service (minimum of four (4) certified members of the CATA or CPA/SPD and one (1) physician on site throughout the tournament) will be made available to the accredited athletes. If medical attention is required for other accredited individuals, they will be serviced as a secondary priority to athletes.
- At least two medical tables.
- Medical area in the warm-up area.
- Private room for medical intervention.
- First aid personnel and a first aid room to provide care for spectators in the venue, with all the equipment necessary for first aid (including a defibrillator), as prescribed by local health regulations.

## Training Venue

On the day prior to the competition, the HOC will provide a training venue, at either the host hotel or the venue (at sole discretion of the HOC). The training venue will:

- Be available from 8 am to 8 pm the day before competition.
- Have a minimum of three full-size regulation mats.
- Clubs may request the facility be reserved for semi-exclusive (one mat) use up to 50 minutes per club, as long as they make a reservation with the HOC, a minimum of three weeks prior to the start of the Championships, and the total reserved use does not exceed 25% of the total availability of the training venue. Large groups may also request the HOC to locate additional locations (on a best effort basis), however any and all costs associated with this will be covered by the group requesting.
- Coaches, with proper certification, are fully responsible to accompany and supervise athletes at all times while they are in the training venue.
- A calibrated electronic scale (check scale) is to be accessible to the athletes at the host hotel and/or training venue at least 24 hours prior to weigh-ins and throughout the Championships.
- Have appropriate work-out facilities, including exercise and cardio equipment. (Note: use of sauna or other artificial weight loss equipment or apparel is prohibited at this event).

## Medical Examination & Weigh-In

The statutory medical examination and weigh-in of the wrestlers shall be carried out in the host hotel on Thursday, Friday and Saturday evenings. The medical and weigh-in area must be in a secured (accredited access only) area and be a minimum of 20-meters X 40-meters.

The HOC will provide:

- Sufficient medical personnel (including at least one physician) so that the medical control can be carried out efficiently. A private room available for use by the medical team, if required.
- Eight (8) electronic scales for Thursday and Friday and four (4) electronic scales for Sunday weigh-ins. The scales are to have been recently calibrated and must display in kilograms.
- A large digital clock (visible within the room) to display the 60-minute weigh-in countdown.

## Technical Meeting / Referees Clinic / Pairing Clinic

The HOC will provide (arrange and cover the costs for) a room at the host hotel for WCL to hold a technical meeting for all accredited coaches and other personnel at 8 pm on the evening prior to the first day of competition and 30 minutes after the competition on Friday and Saturday.

The HOC will provide (arrange and cover the costs for) a room at the host hotel for CAWO to hold a clinic and meeting for all of the referees, 6 pm – 9 pm on Thursday, so that they can be given all the necessary instructions and information on the technical rules for the Championships.

The HOC will provide (arrange and cover the costs for) a room at the host hotel for CAWO to hold a clinic and meeting for all of the pairing masters, 2 pm – 9 pm on Thursday, so that they can be given all the necessary instructions and information on the rules and requirements for completing the “pairing” for the Championships.

Please refer to the Accommodations & Hospitality section below for the meeting room requirements.

## 9 – ACCOMMODATIONS & HOSPITALITY

The host hotel must provide for a minimum of 300 hotel rooms for accredited athletes, coaches, officials, pairing masters, team leaders, medical staff, WCL staff and VIPs. The host hotel(s) must be able to supply good quality climate-controlled accommodations, with elevator access and private bathrooms. The host hotel(s) must provide restaurant service from 7 am to 11 pm on the day prior to and each day of the competition.

### Meeting Rooms

The HOC will arrange and cover the costs of the following at the host hotel:

- A large (20 meters X 40 meters) room on Thursday, Friday & Saturday (4:00 am – 5:00 am) for the medical examination and weigh-in.
- A calibrated electronic scale (check scale) is to be accessible to the athletes at the host hotel and/or training venue at least 24 hours prior to weigh-ins and throughout the Championships.
- An accreditation area (minimum of 5 meters X 5 meters with tables and 4 chairs) at the host hotel on the day prior to competition (8 am – 6 pm).
- A meeting room (theatre style) for a minimum of 110 accredited coaches & other personnel to host the technical meeting on the evening prior to each day of competition (~8 pm to 9 pm or 30 minutes after completion of competition). The room will be equipped with a minimum 127-centimeter display screen (LED TV or LCD projector with connections).
- A meeting room (lecture style with tables) for a minimum of 65 accredited officials to host the officials' clinic on the evening prior to the first day of competition (6 pm to 9 pm). The room will be equipped with a computer and a minimum 127-centimeter display screen (LED TV or LCD projector with connections).
- A meeting room (lecture style with tables) for a minimum of 12 accredited pairing masters to host the pairing masters' clinic, on the day prior to the first day of competition (2 pm to 9 pm).

- A hospitality room for accredited personnel (Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, VIPs, and WCL Staff) to meet and socialize on Thursday evening (9 pm – 11 pm). Provision of food and beverages are at the discretion of the HOC, however no alcohol is to be provided.

## **Meals**

The HOC is responsible to provide a healthy and nutritious lunch each day of the competition, at the competition venue, to all accredited support staff, including coaches, officials, pairing masters, team leaders, medical, VIPs, and WCL staff. The HOC will also be responsible to provide a healthy supper each day of the competition, at the competition venue, to all accredited support staff, including coaches, officials, pairing masters, team leaders, medical, VIPs, and WCL staff, when the competition schedule continues after 6 pm on any competition day.

## **10 – TRANSPORTATION**

The HOC is responsible (and only if confirmed, with specific travel details, a minimum of 18 calendar days prior to first day of the competition) for the following transportation costs:

- Ground transportation for WCL staff & VIPs between host airport, host hotel and the competition venue.
- Ground transportation for CAWO officials between host airport, host hotel and the competition venue.

## **11 – PROTOCOL**

### **Accreditation & Registration**

All accreditation and registrations are completed by WCL. WCL will prepare, print and provide accreditation badges and lanyards for all accredited individuals.

All athletes and support staff, including coaches, officials, pairing masters, team leaders, medical staff, WCL staff and VIPs will be required to register for the event, by the deadline established by WCL, and pay any fees applicable for the event (as established by WCL) directly to WCL.

WCL will provide the HOC with a final list of all approved athletes and support staff, including coaches, officials, pairing masters, team leaders, medical staff, WCL staff and VIP and other accredited personnel a minimum of 14 calendar days prior to the first day of competition.

The HOC will provide WCL, a list of all volunteers and VIPs (invited guests) to WCL, a minimum of 7 days prior to the first day of the competition, to enable WCL to prepare accreditation badges.

The HOC will arrange and provide volunteers (minimum 2) and a space at the host hotel to enable registered and accredited participants to pick up their accreditation on the day prior to competition (between 8 am – 6 pm). WCL will have at least one (1) WCL staff on hand (or on call) to handle questions, deal with issues, etc.

## Signage

WCL will supply the HOC with the digital signage specification (WCL branding requirements & any necessary print files) at least 6 months prior to the competition. The HOC will be responsible to acquire and pay for the following signage:

- Surrounding the WCL Platform:
  - Canadian Flag.
  - Flags for all Provinces and Territories.
  - WCL Canadian Championship banners (76-centimeter X 2-meter pull-up).
  - WCL Banners (76-centimeter X 2-meter pull-up).
  - HOC /Club Banners (76-centimeter X 2-meter pull-up).
- Each mat will have the following signage:
  - Name/Number of the Mat (Mat A, Mat B, etc.) (30-centimeters X 1-meter “coroplast” trifold).
  - WCL (1-meter X 1-meter “coroplast” trifold).
  - Sport Canada (1-meter X 1-meter “coroplast” trifold).
  - PTSO (1-meter X 1-meter “coroplast” trifold).
  - HOC (1-meter X 1-meter “coroplast” trifold).
  - 1 WCL Sponsor (1-meter X 1-meter “coroplast” trifold) – to be advised by WCL 60 days prior.
- Spread throughout the Field of Play:
  - Sponsors as determined by the HOC (1-meter X 1-meter “coroplast” trifold).
  - 5 WCL Sponsor (1-meter X 1-meter “coroplast” trifold) – to be advised by WCL 60 days prior.
  - 3 CAWO (1-meter X 1-meter “coroplast” trifold).
- At each public/spectator access entrance to the venue:
  - WCL Canadian Championship banners (76-centimeter X 2-meter pull-up).
  - “Notification of Photography” signs.
- At each podium (items can be relocated from WCL platform for ceremonies):
  - One (1) Canadian flag and one (1) Provincial flag of the Host Province.
  - WCL Canadian Championship banner as the backdrop (or three (3) 76-centimeter X 2-meter WCL pull-ups).
  - WCL Podium Signage (as per WCL signage standards).

WCL is free to display additional other signage throughout the competition area. WCL will be responsible for any costs associated with such signage.

Note: As an alternative to the coroplast trifolds, the HOC can provide a similar digital display with the approval of WCL (Chair of EHAC Chair or Executive Director).

## Finals Sessions

The standard protocol for “Finals” sessions of each day of competition will include:

- March out of the finalist and officials (must be arranged prior to start of finals).
- National Anthem must be played.
- Introduction of all finalists in singlet colours (walk across mat and shake hands).
- 2 mats (one per gender) – start both matches together, wait for both matches to finish before starting next round.
- Lowest weight class to highest weight class (light to heavy).
- Medals matches will be interspersed with medal presentations.



- Final team awards will be presented at the conclusion of the competition.

### **Award Ceremonies**

Medals presentations are the responsibility of the HOC and will occur on the two (three-level) medal podiums located in close proximity to the spectator viewing area. WCL will supply all the medals required for the event. All ceremonies will be conducted in both English and French.

The HOC will be responsible for presenting the Club (presented by HOC Representative) and Provincial Team (presented by PTSO Representative) Awards along with the “Outstanding Wrestler Awards” (presented by WCL Representative) at the conclusion of each competition day. Such presentations are to occur in close proximity to the spectator viewing area. WCL will supply all the awards required for the event. All ceremonies will be conducted in both English and French.

The designated event photographer will be responsible to photograph all the medal winners and provide digital copies to WCL for their use in promoting and marketing the sport. WCL will have all accredited individuals sign a “Photographer Waiver” as part of the accreditation application. The HOC will notify spectators through appropriate signage at the entrances to the venue, that photographs are being taken.

### **Championship Ceremonies**

An official Championship Ceremony (opening ceremony) will be held prior to the Finals session, on Saturday evening. Representation from WCL, PTSO and the HOC will be invited to address the participants. At the discretion of WCL and the HOC, additional ceremonies may be planned and held to award and recognize special distinctions to individuals whom WCL and or the HOC wishes to honour.

### **Announcers**

The HOC will be responsible for providing personnel to perform the functions in both English and French.

### **VIPs (Invited Guests & Dignitaries)**

Accreditation for all VIPs will be provided by WCL.

The HOC is responsible for providing a VIP area in the spectator area.

## **12 – MARKETING & COMMUNICATIONS**

### **Media**

All media accreditation will be handled by WCL:

- All persons wishing to receive media accreditation to the Championships will be required to present their media credentials to WCL’s Marketing & Communications Manager, no later than 14 days prior to the start of the event.

- Media accreditation is not to be used for club video analysis or spectating parents. Clubs 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.
- 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.
- A mixed zone will be set up outside the field of play for those wishing to interview athletes and coaches.

WCL's Marketing & Communications Manager will liaise with the local media relations person identified by the HOC. The HOC must do their best to ensure maximum local media coverage.

## **Webstreaming**

Webstreaming, including the provision of camera and broadcasting equipment, will be the responsibility of WCL.

The HOC will provide a (80-centimeter X 2-meter table) table to house webstream and video capture equipment as well as additionally required equipment at each mat (please refer to the Appendix).

The HOC will provide the appropriate network capabilities, including:

- 40mbps minimum symmetrical internet bandwidth, wired and Wi-Fi (1 total).
- High speed modem (as many as needed to set up a wired network among all mats, head table and warm-up area).

## **Photography**

WCL will provide, arrange and cover all costs for a professional photographer for the Championships (WCL & HOC will retain owner rights for the photographs).

The HOC can also arrange for HOC photographers at the HOC's expense.

## **Merchandise & Sales**

The HOC will supply a space in proximity to spectators and participants for the sale of WCL apparel and merchandise. WCL will supply all merchandise and personnel to operate and cover all costs. The HOC will not receive any compensation from the sale of such merchandise.

The HOC is permitted to sell *EVENT* related and other non-WCL merchandise and apparel on site to spectators and participants. All such merchandise and apparel must be pre-approved by WCL. All such costs and personal (including external third parties) will be covered by the HOC. WCL will not receive any compensation from the sale of such merchandise.

## **Marketing & Sponsorship**

The HOC will assume responsibility to market the Championships locally, under the following conditions:

- The HOC will honour the exclusivity of all WCL corporate sponsors and suppliers that support the Championships and will not sell sponsorship in those respective products or service categories. All such WCL sponsors will be communicated to the HOC upon awarding of the bid.

#### *EVENT PROGRAM (OPTIONAL)*

- The HOC is responsible for the cost and production of an event program in both official languages (digital or print).
- Provisions should be made for recognition of WCL, WCL Sponsors and Sport Canada at no additional cost.
- The HOC can solicit advertisements in the program, with all revenues retained solely by the HOC.
- The HOC will ensure that three (3) copies of the program and poster are made available to WCL for the National Office Archives.

## **13 – VOLUNTEERS**

The HOC will supply the following volunteers (accreditation will be arranged through WCL):

- One (1) person on the day prior to competition for accreditation (8 am – 6 pm) at the host hotel.
- Three (3) people to provide crowd control and security access for medical & weigh-ins.
- One (1) person per mat for operation of score clock.
- One (1) person per mat to video matches for video replay.
- One (1) person per mat for mat maintenance (clean-up and other technical duties).
- Two (2) people per mat to escort athletes and coaches to and from the competition area.
- Five (5) people to distribute and collect the score sheets.
- Security / Access Control: as required to control access (90 minutes prior and 30 minutes after the competition) to various areas within the competition venue.
- Sufficient personnel to deliver food services

## **14 – INSURANCE**

The HOC will provide WCL with proof of a minimum of \$5 million liability insurance coverage, no later than 30 days from the start of the event, with WCL listed as an additional Party. This insurance policy should include coverage for all participants including: athletes, coaches, officials, medical staff, team managers, staff, volunteers and spectators.

NOTE: Participants are expected to have sport accident and injury coverage through their respective PTSOs.

## **15 – FINANCIAL CONDITIONS**

### **Sanction Fees Paid to WCL**

The HOC agrees to pay WCL a sanction fee of \$13,500, 30 days in advance of the event. The sanction fee is established by WCL, and levied to offset the costs incurred by WCL, associated with all supplies, services and personnel provided by and funded through WCL for these Championships.

## **Entry Fees Paid to HOC by WCL**

WCL establishes and collects all of the event registration fees for all accredited participants (where applicable). WCL will pay a portion of the entry fees to the HOC in the following amounts:

- \$70 (+ GST if applicable) per athlete, per style, per age group (50% paid at least 14 days prior to the first day of competition and the remaining 50% upon completion and submission of the Event Report by the HOC).
- \$45 (+ GST if applicable) per “accredited” coach, team leader, team medical, paid at least 14 days prior to the first day of competition.

## **Events of Default & Non-Compliance**

- WCL agrees to pay the HOC a fee of \$10,000, if WCL fails to substantially meet their obligations or fulfill their required responsibilities.
- The HOC agrees to forfeit the second payment of 50% of the registration fees collected by WCL, if the HOC fails to substantially meet their obligations or fulfill their required responsibilities.

## **16 – REPORTING**

### **Pre-Event Report**

The HOC will provide WCL with a Pre-Event Report 3-months prior to the event. The report should include a summary update on all requirements outlined in this document, including the submission of an updated site map with suggested venue flow.

### **Final Event Report**

The HOC will provide WCL with a Final Event Report within 60 days of the event’s conclusion. The final event report will provide a completed and detailed financial report, along with details on number of spectators, hotel rooms, transportation requirements, and an assessment of the event.

## APPENDIX A – OFFICIAL LANGUAGES REQUIREMENTS

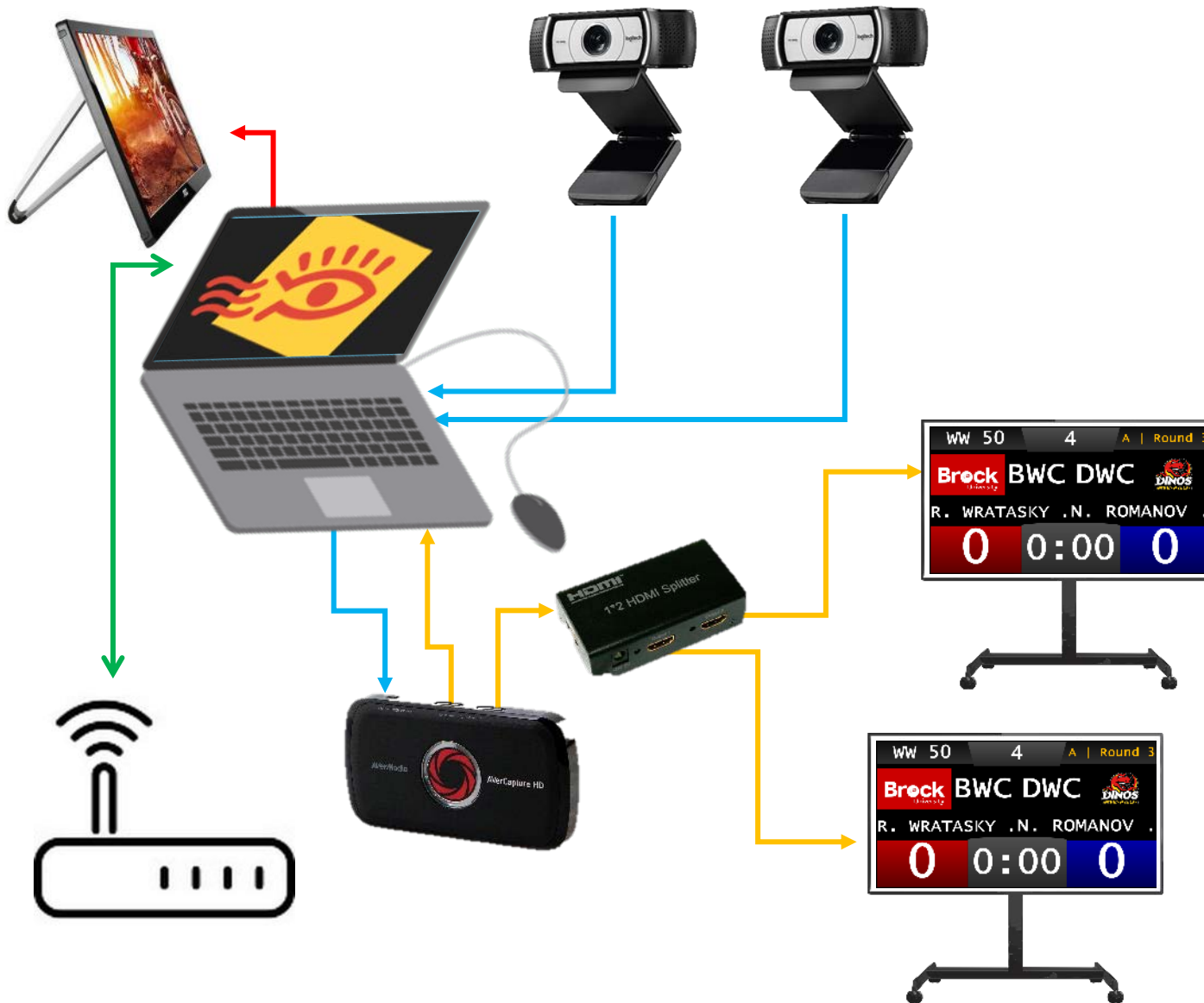
Through its funding the Government of Canada wishes among other things and, where appropriate, to promote English and French (Canada's Official Languages) and to support the development of Official Languages minority communities. To assist the Government in achieving these objectives in regards to the Championships, the HOC will ensure that:

1. All promotional and event material (programs, posters, press releases, etc.) provided, distributed or authorized to inform the general public, the participants or media prior to, during and after the event is available simultaneously in both of Canada's Official Languages;
2. Temporary signage at all event sites, installed for the duration of the event, is in both of Canada's Official Languages;
3. Written documentation providing event administrative information to the athletes, coaches, technical officials and other delegation members (guides, manuals, schedules, instructions, etc.) is disseminated simultaneously in both of Canada's Official Languages;
4. All information on the event website is made available and updated simultaneously in both of Canada's Official Languages;
5. All information on the event social media platforms is made available and updated simultaneously in both of Canada's Official Languages;
6. All public address announcements related to the event are made consecutively in both of Canada's Official Languages;
7. All security, emergency and medical services, and services provided by or on behalf of the event to the athletes, coaches, technical officials, other delegation members and public are available at all times in both of Canada's Official Languages;
8. Event ceremonies will be staged in a manner that both of Canada's Official Languages communities are included and represented in the development, the production and the use of talents;
9. Any associated activities (ancillary events, cultural festivals, displays, etc.) occurring before, during or after the event and sponsored or promoted as part of the event include presence of both of Canada's Official Languages in the development, the production and the use of talent;
10. If the national anthem is sung, it will be in its bilingual version.

## **APPENDIX B – IT REQUIREMENTS**



## STREAMING & SCOREBOARD LAPTOP SET UP (per mat)



### Equipment and Cables

— USB 2.0

— HDMI

— Ethernet

50" flat screen  
w/stand

Video Capture  
device

Portable USB 3.0  
monitor

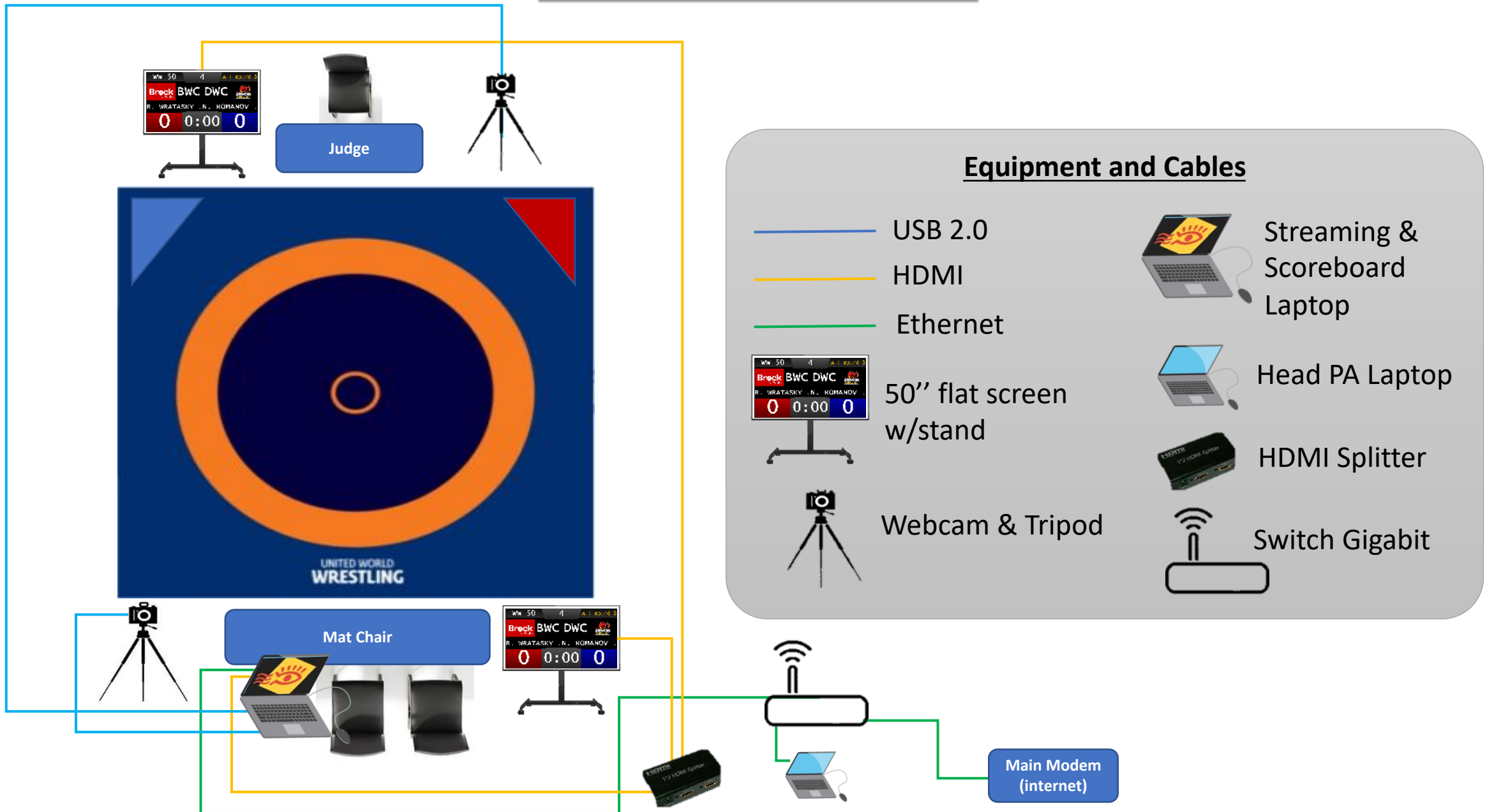
Streaming &  
Scoreboard  
Laptop

Webcam

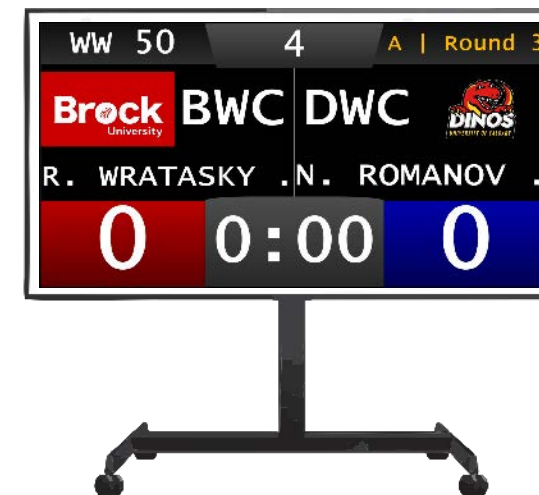
HDMI Splitter

Switch Gigabit

# ONE MAT SET UP LAY OUT



# UNITED WORLD WRESTLING



## MAT CHAIR TABLE LAY OUT



Webcam  
& Tripod

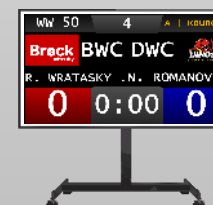


Portable Monitor

### Equipment

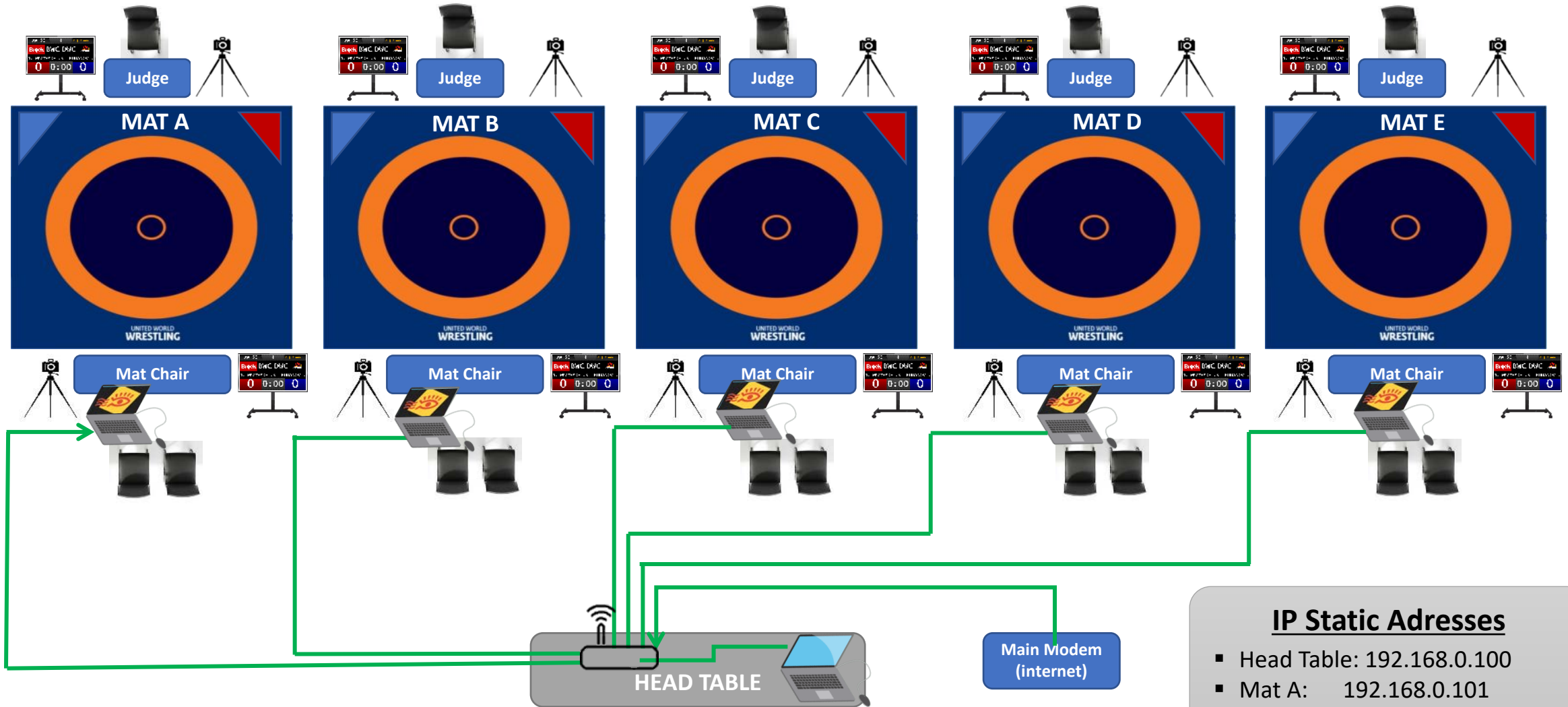


Streaming &  
Scoreboard Laptop



50" flat screen  
w/stand

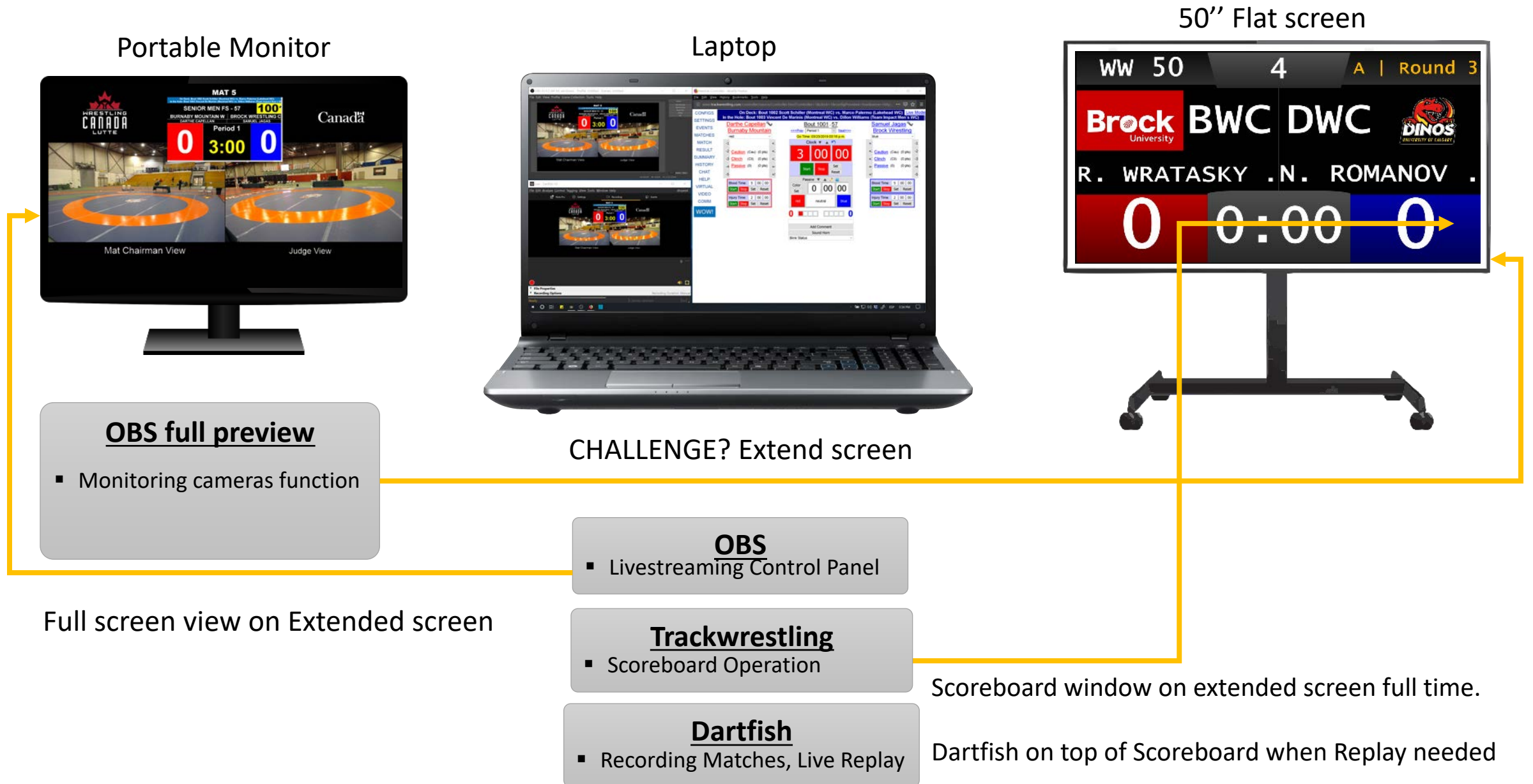
## ETHERNET CABLES LAY OUT (5 mats)



### IP Static Addresses

- Head Table: 192.168.0.100
- Mat A: 192.168.0.101
- Mat B: 192.168.0.102
- Mat C: 192.168.0.103
- Mat D: 192.168.0.104
- Mat E: 192.168.0.105

# LIVESTREAMING, SCOREBOARD & REPLAY (CHALLENGE) OPERATION DIAGRAM



## 10 MAT SET-UP

Responsible	Equipment	Per Mat
WCL	Laptop (Win 10, Processor Corei7)	1
	Wide Angle webcam	1
	Tripod	1
	USB extension cord (20m)	1
	USB extension cord (5m)	1
	Thunderbolt adaptor (to HDMI)	2
	LG Video Capture Device	1
	Dartfish 10 license	1
	Switch Gigabit 16 port	1 total
	Tablet	1
Host	40mb minimum symmetrical internet bandwidth	1 total
	High speed modem	2 total
	Ethernet Cable 30 m	1
	50" flat screen TV	1
	36" flat screen TV	1
	HDMI 4.5 m cord	1
	HDMI 15 m cords	1
	HDMI 1 m cord	2
	HDMI Splitter	1
	Power outlet (5 contacts)	2
	HDM 15" to 17" Desktop Monitor	1
	Table	2