



# **HOSTING REGULATIONS: CANADIAN WRESTLING CHAMPIONSHIPS (U17 & U19)**

March 2021

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## 1 – INTRODUCTION

The Hosting Regulations (“Regulations”) is the document that governs the way that the Canadian Wrestling Championships (U17 & U19) (“Championships”) are run, under the sanction of Wrestling Canada Lutte (“WCL”). The event is held on the last weekend in March each year (unless that date falls on Easter weekend, when it will be deferred to the first weekend in April).

Through the bidding process, WCL selects a Host Organizing Committee (“HOC”) to plan, organize and host the Championships each year. The HOC is responsible to WCL for delivering the Championships and ensuring the safety of all participants, and volunteers. WCL will assist the HOC by providing advice and input during the planning and preparation prior to the event, as well as carrying out all the necessary controls to ensure compliance with the Regulations and rules of wrestling during the event.

These Regulations are obligatory for the Championships. Any HOC that wishes to depart from these Regulations 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 conflict, disagreement or misperception between these Regulations and any other WCL Policy, WCL’s decision on the issue will prevail.

*Please note that these Regulations are subject to change in order to respond to additional COVID protocols or other government (Federal, Provincial or Municipal) or Public Health Agency requirements, restrictions or approvals. There are currently many unknowns due to COVID that could impact the hosting of this event.*

## 2 – BIDDING PROCESS

Any HOC can submit a bid to organize the Championships. Bids are selected on a periodic basis through issuance of a Request for Proposal, based on the requirements of these Regulations.

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

## 3 – CHAMPIONSHIPS OBJECTIVES

The Championships 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 technical advice to the HOC as needed and carry out the necessary oversight and governance controls for the event.
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 the 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 IT Requirements in the Appendix B.
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.
3. Ensure that all PTSO participants have sport accident and injury coverage through the PTSO.
4. Ensure that all participants have signed WCL's Participation Consent & Liability Waiver documents. Participants under the age of majority in their province will have the form co-signed by the participants' parents or legal guardians, as applicable.

## **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 is responsible to ensure that all the requirements in the Regulations are followed.

The HOC will be led by the Tournament Convenor, who is responsible for being the key contact with WCL.

In addition to the Tournament Convenor (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. Ensure all the requirements of these Regulations are followed and applied.
2. Support WCL in ensuring that all WCL Policies, Regulations and Requirements, including the Regulations of these Championships, are followed and respected during the competition.
3. Comply with all Federal, Provincial, and Municipal government and Public Health Agency requirements, regulations, rules and directives.
4. Ensure the safety of all participants, volunteers and others, and to keep order in the competition venue and related competition / training areas.
5. Provide and cover all costs associated with the Regulations outlined below (excluding those costs covered by WCL as noted above or specified elsewhere), including, but not limited to:
  - Technical Requirements
  - Transportation
  - Officials
  - Accommodation & Hospitality
  - Protocol
  - Volunteers
  - Insurance
  - Financial Conditions
  - Reporting.

During the event, HOC members should be easily identifiable by wearing standardized event apparel (jackets / golf shirt / t-shirt) that includes both the WCL and Event logos. WCL will supply the HOC with the apparel at WCL's costs less 20%.

## 8 – TECHNICAL REQUIREMENTS

### Competition Days

The event takes place between Thursday\* and Sunday, with the actual competition being held over three days, as follows:

In odd years:

- Thursday: Team arrivals, Set-up, Weigh-ins & Meetings
- Friday: U17 Women & Men's Freestyle competition
- Saturday: U19 Women & Men's Freestyle competition
- Sunday: U17 & U19 Women & Men's Greco-Roman competition, tear-down & team departures
- Monday: Team departures

In even years:

- Thursday: Team arrivals, Set-up, Weigh-ins & Meetings.
- Friday: U19 Women & Men's Freestyle competition
- Saturday: U17 Women & Men's Freestyle competition
- Sunday: U17 & U19 Women & Men's Greco-Roman competition, tear-down & team departures
- Monday: Team departures

*\*Note: some participants will arrive on Wednesday.*

### Competition Format

- Weight categories are defined by WCL.
- A single weigh-in, occurring on Thursday evening will be used for the entire competition for each age group and style.
- Draws will be completed and available 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;
  - Friday, Saturday and Sunday for the competition; and
  - After the competition on Sunday for take-down.



- Be able to seat 1,200 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 (minimum of 150 athletes per gender);
  - Change rooms (male and female) for officials (one per gender minimum);
  - Gender-inclusive change rooms must be made available;
  - Lockable meeting room for officials, separate from the field of play. The meeting room needs to have capacity for 65 officials and have a large display screen (minimum of 127-centimetre / 50-inch) with capability to be connected to a computer / tablet. Head Official to be given a key for the duration of the event.
  - A meeting room (theatre style with head table & podium) for a minimum of 110 accredited coaches & other personnel, to host the technical meeting on the Friday and Saturday, 15 minutes after completion of the day's competition. The room will be equipped with a minimum 127-centimetre / 50-inch display screen (LED TV or LCD projector with connections).

## Field of Play

### *Mats*

- A minimum area of 87-meters / 285-feet x 39-meters / 128-feet holding a minimum of 10 WCL Competition Wrestling Mats 12-metre / 40-feet x 12-metre / 40-feet (refer to WCL's [Mat Regulation Policy](#)) in a rectangle (with an open center or end-zone area of 25 metres / 80-feet x 15 metres / 50-feet) with spectator seating along one side of each mat (please refer to the sample layout).
- Mats will be on a solid secure surface or elevated platform, as recommended by the mat manufacturer.
- 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.

### *Area Around the Mats*

- There must be a minimum of at least 1-metre / 3-feet between each wrestling mat covered by either carpet or padded mats.
- There will be a minimum of 5-metres / 16-feet width of carpet (or other acceptable floor covering) and a security (metal bike) fence surrounding the perimeter of the Field of Play.
- Located in open center area, there will be an elevated Head Table, with a curtained backdrop (25-metres / 80-feet x 2.5-metres / 8-feet).
- Adding additional curtains / backdrop on the far side opposite the main spectator stands and along one or both ends to create a theatre atmosphere should be considered.





### *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.

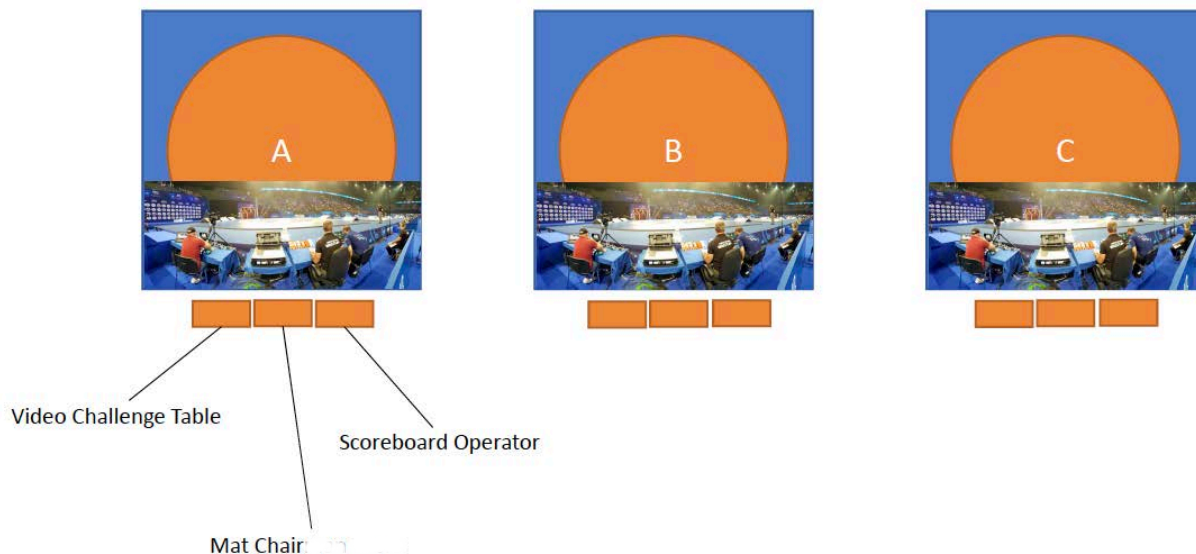
Provision must be made by the HOC for a combination of paid security personnel and volunteers, as well as security barriers (e.g. metal bike fence) to ensure that all spectators and non-competing athletes are kept a minimum of 5-metres / 16-feet away from the field of play.

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-centimetre / 30-inch x 2-metre / 6.5 feet) 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 soft white "STOP" device (used by the mat chair for stopping the match).
  - A supply of pencils.
- One (1) LED video scoreboard (minimum of 127-centimetre / 50-inch) on view to the public
- A skirted table (80 centimetres / 30-inch x 2 metre / 6.5 feet) 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-centimetre / 20-inch) for connection to the laptop;
  - One (1) 1-metre / 40-inch HDMI cable;
  - One (1) 4.5-metre / 15-feet HDMI cable;
  - One (1) 15-metre / 50-feet HDMI cable;
  - One (1) HDMI splitter; and
  - 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-centimetres / 30-inch x 1-metre / 3-feet) 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).

- A supply of pencils.
- One (1) LED video scoreboard (minimum of 90-centimetre / 36-inch) on view to officials and competitors.
- Two chairs for coaches at each corner of the mat.

### *Head Table*

A centrally located raised (0.5-metre / 2-feet to 1-metre / 3-feet) platform (minimum of 2.5-metres / 8-feet x 25-metres / 82-feet) for members of WCL, HOC and special guests. The platform will be located in the open center or end-zone area. The platform will have skirted tables and seating for up to 20 people (including pairing masters), with appropriate stairs and back drop draping (2.5-metres / 8-feet high pipe & drape) behind the platform.

### *Officials' Seating*

A separate designated seating area, at least 5-metres / 16-feet away from the mat surface, to seat 65 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 (2.5-metre / 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 at the Head Table to permit observation of the mats and the tournament progression. The area will be large enough to have seating and workspace for up to 12 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 & Corral**

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 363 m<sup>2</sup> / 3900 ft<sup>2</sup> (or equivalent of three 11-metre / 36-feet x 11-metre / 36-feet) of clean Practice Wrestling Mats (refer to [Mat Regulation Policy](#))

separate from the Field of Play (but within 50-metres / 160-feet of the Field of Play) and the Training Venue. A visual display of the match progression will be available to keep athletes and coaches updated.

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 team medical will exit the field of play through the designated exit. The coach may either exit the field of play with their athlete and return to the corral, or alternatively remain in the field of play area to escort a new athlete for an upcoming match.

## 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

Starting on the day prior to the competition and each of the competition (except Sunday), the HOC will provide a training venue, at the venue. The training venue will:

- Be available from 8 am to 8 pm (remember to allow for ample time to set up and tear down this area).
- Have a minimum of 363 m<sup>2</sup> / 3900 ft<sup>2</sup> (or equivalent of three 11-metre / 36-feet x 11-metre / 36-feet) of clean Practice Wrestling Mats (refer to [Mat Regulation Policy](#)).
- Separate and distinct from the warm-up / corral area for the competition.
- Clubs may request the facility be reserved for semi-exclusive (one mat equivalent) 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. Scales must be on a solid surface or have a wooden platform underneath.

*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 afternoon (2:00 PM to 5:30 PM), as follows:

In odd years:

- 2:00 PM to 3:30 PM for U17 (all styles)
- 4:00 PM to 5:30 PM for U19 (all styles)

In even years:

- 2:00 PM to 3:30 PM for U19 (all styles)
- 4:00 PM to 5:30 PM for U17 (all styles)

The medical and weigh-in area must be in a secured (accredited access only) area and be a minimum of 18-metres / 60-feet x 25-metres / 80-feet with a separate entrance and exit doors. 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 weigh-ins. The scales are to have been recently calibrated and must display in kilograms. Scales must be on a solid surface or have a wooden platform underneath.
- 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 from 8 PM – 9 PM on the Thursday evening.

The HOC will provide (arrange and cover the costs for) a room at the venue to hold a technical meeting for all accredited coaches and other personnel 15 minutes after each day's competition on Friday and Saturday evening.

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 on peak nights 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. Based on history there is normally a total of 600-700 room nights for the event.

## Meeting Rooms

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

- A large (minimum of 18-metres / 60-feet x 25-metres / 82-feet with separate entrance and exit doors) room on Thursday (2:00 PM – 5:30 PM) 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.
- An accreditation area (minimum of 5-metres / 16-feet x 5-metres / 16-feet with tables and 4 chairs) at the host hotel on the day prior to competition (8 AM – 4 PM).
- A meeting room (theatre style with head table & podium) for a minimum of 175 accredited coaches & other personnel to host the technical meeting on the Thursday evening (~8 PM to 9 PM). (Note: On Friday and Saturday, the Technical meeting for the next day's competition will be held at the venue starting 15 minutes after completion of that day's competition). The room will be equipped with a minimum 127-centimetre / 50-inch display screen (LED TV or LCD projector with connections).
- A meeting room (theatre style with head table & podium) 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-centimetre / 50-inch display screen (LED TV or LCD projector with connections).
- A meeting room (boardroom) 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). The room will be equipped with a WIFI connection and a high-speed printer.
- 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. Typically, a room that could accommodate a flow of 25-40 people would work well.

## 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 dinner 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. All meals for athletes are on own.



## 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 competition venue.
- Ground transportation for CAWO officials between host airport, host hotel and competition venue.
- All others are own their own for transportation.

## 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 – 4 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 Wrestling Championship banners (76-centimetre / 30-inch x 2-metre / 6.5-feet pull-up).
  - WCL Banners (76-centimetre / 30-inch x 2-metre / 6.5-feet pull-up).
  - HOC /Club Banners (76-centimetre / 30-inch x 2-metre / 6.5-feet pull-up).
- Each mat will have the following signage:



- Name/Number of the Mat (Mat A, Mat B, etc.) (30-centimetres / 12-inch x 1-metre / 40-inch “coroplast” trifold).
- WCL (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold).
- Sport Canada (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold).
- PTSO (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold).
- HOC (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold).
- 1 WCL Sponsor (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold) – to be advised by WCL 60 days prior.
- Spread throughout the Field of Play:
  - Sponsors as determined by the HOC (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold).
  - 5 WCL Sponsor (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold) – to be advised by WCL 60 days prior.
  - 3 CAWO (1-metre / 40-inch x 1-metre / 40-inch “coroplast” trifold).
- At each public/spectator access entrance to the venue:
  - WCL Canadian Wrestling Championship banners (76-centimetre / 30-inch x 2-metre / 6.5-feet 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 Wrestling Championship banner as the backdrop (or three (3) 76-centimetre / 30-inch x 2-metre / 6.5-feet 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 or Executive Director).*

### **Qualification Session (9:30 AM – 5:00 PM)**

All qualification rounds will operate on five mats; up to and including the Bronze medal matches.

### **Championships Ceremonies (6:00 PM – 6:30 PM)**

An official Championships 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 (eg. WCL Hall of Fame) may be planned and held to award and recognize special distinctions to individuals whom WCL and or the HOC wishes to honour.

### **Finals Sessions (6:30 PM – 9:00 PM)**

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.
- Acknowledgement of Traditional Indigenous Territories.
- 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).
- Medal 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.

## **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. WCL has the right to deny anyone media credentials in their sole discretion.
- 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.

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-centimetre / 30-inch x 2-metre / 6.5-feet table) table to house webstream and video capture equipment as well as additionally required equipment at each mat (please refer to Appendix B).

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 an area (minimum of 5-metres / 16-feet x 10-metres / 33-feet) and tables (six (6) (80-centimetre / 30-inch x 2-metre / 6.5-feet), in sight & proximity to the spectators and participants, for the sale of apparel and wrestling merchandise. WCL will consign to the HOC, WCL apparel and logo merchandise. The HOC will supply a minimum of 4 volunteers (starting 30 minutes prior the competition and until 15 minutes after the competition at the Venue on competition days) to sell the merchandise. The HOC will receive a commission of 20% of all WCL product sold. Unsold merchandise will be taken back by WCL.

Other than apparel, wrestling items or any item that has the WCL brand or logo, the HOC is permitted to sell other pre-approved merchandise. Items should be directed to WCL's Marketing & Communications Manager for approval. WCL does not permit the sale of Tobacco, Cannabis & Alcohol products. 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, however, 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, at their cost, may produce an event program in both official languages (digital or print).

- Program will recognize 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 give WCL three (3) copies of the program and/or posters 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.
- Four (4) people to sell merchandise (starting 30 minutes prior to the competition and until 15 minutes after the competition) at the Venue on competition days.
- 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.
- Three (3) 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: All participants are expected to have sport accident and injury coverage through their respective PTSOs.*

### **15 – FINANCIAL CONDITIONS**

#### **Fees**

The HOC agrees to pay WCL a sanction fee of \$13,500, 60 days in advance of the Championships. 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.

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).
- \$60 (+ 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 up to \$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**

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.

The HOC will provide WCL with a Post-Event Report within 60 days of the event’s conclusion, including a financial statement (disclosing all income and expenses), participant data (number of accredited participants, spectators) and hotel usage (number of hotel rooms on a per night basis at each hotel), transportation details, an economic impact report (using an acceptable assessment tool such as Destination, STEAM PRO, or other) to validate the economic impact of the Event, and the HOC’s assessment of the event.

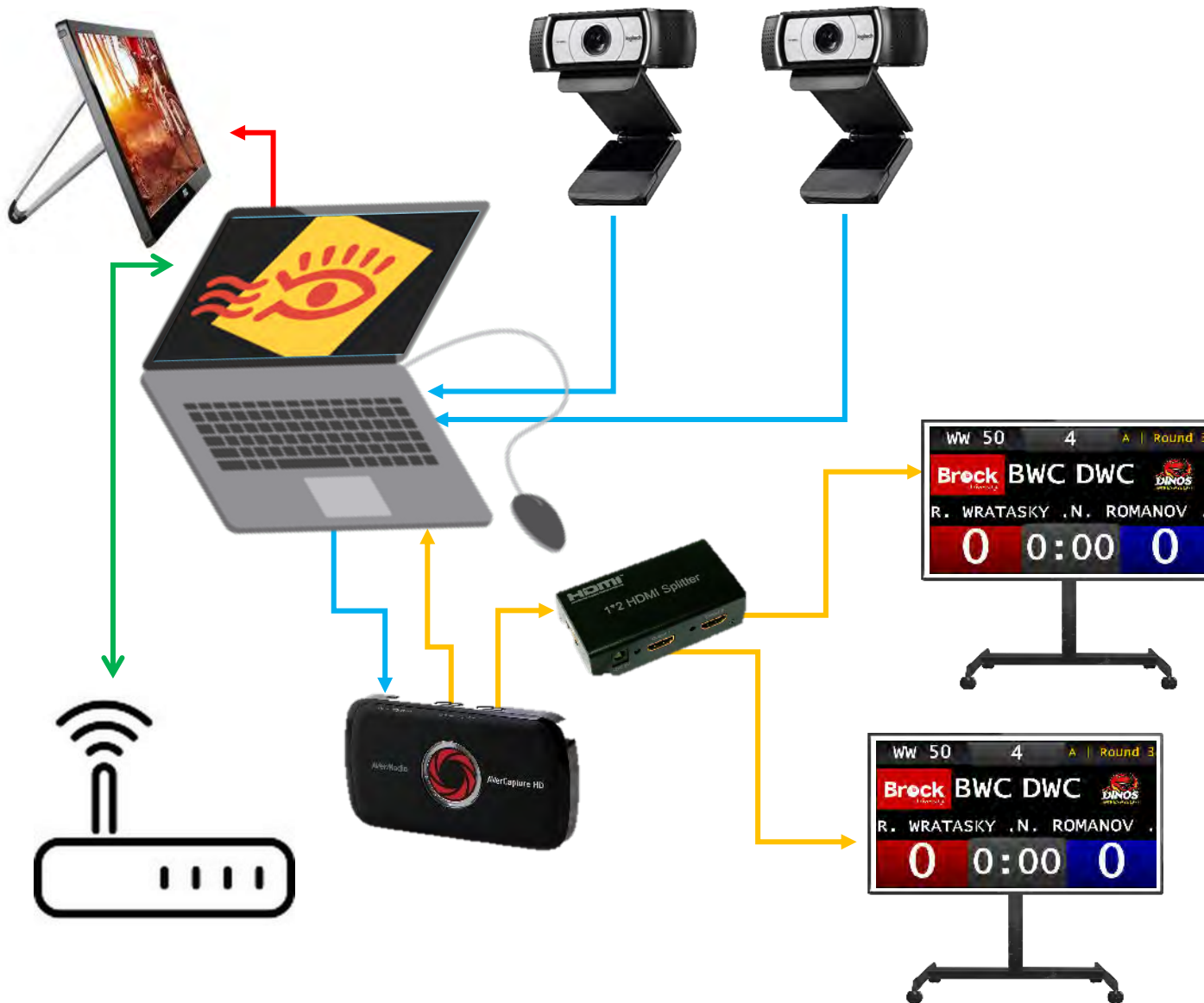
WCL will complete an Event Evaluation (based upon the Administrative, Technical and Financial requirements and specifications outlined in the Regulations) within ninety (90) days of the Event. The report will be prepared by the designated WCL staff, with input from the Head Official, the Head Pairing Master and the HOC, and presented to WCL’s Event Hosting and Advisory Committee (“EHAC”) for the summary comments and any final considerations. EHAC will also determine, if the HOC failed to substantially meet their obligations or fulfill their required responsibilities. A copy of the Event Evaluation will be provided to the HOC.

## **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.

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



### Equipment and Cables

— USB 2.0

— HDMI

— Ethernet

40" flat screen  
w/stand

Video Capture  
device

Portable USB 3.0  
monitor

Streaming &  
Scoreboard  
Laptop

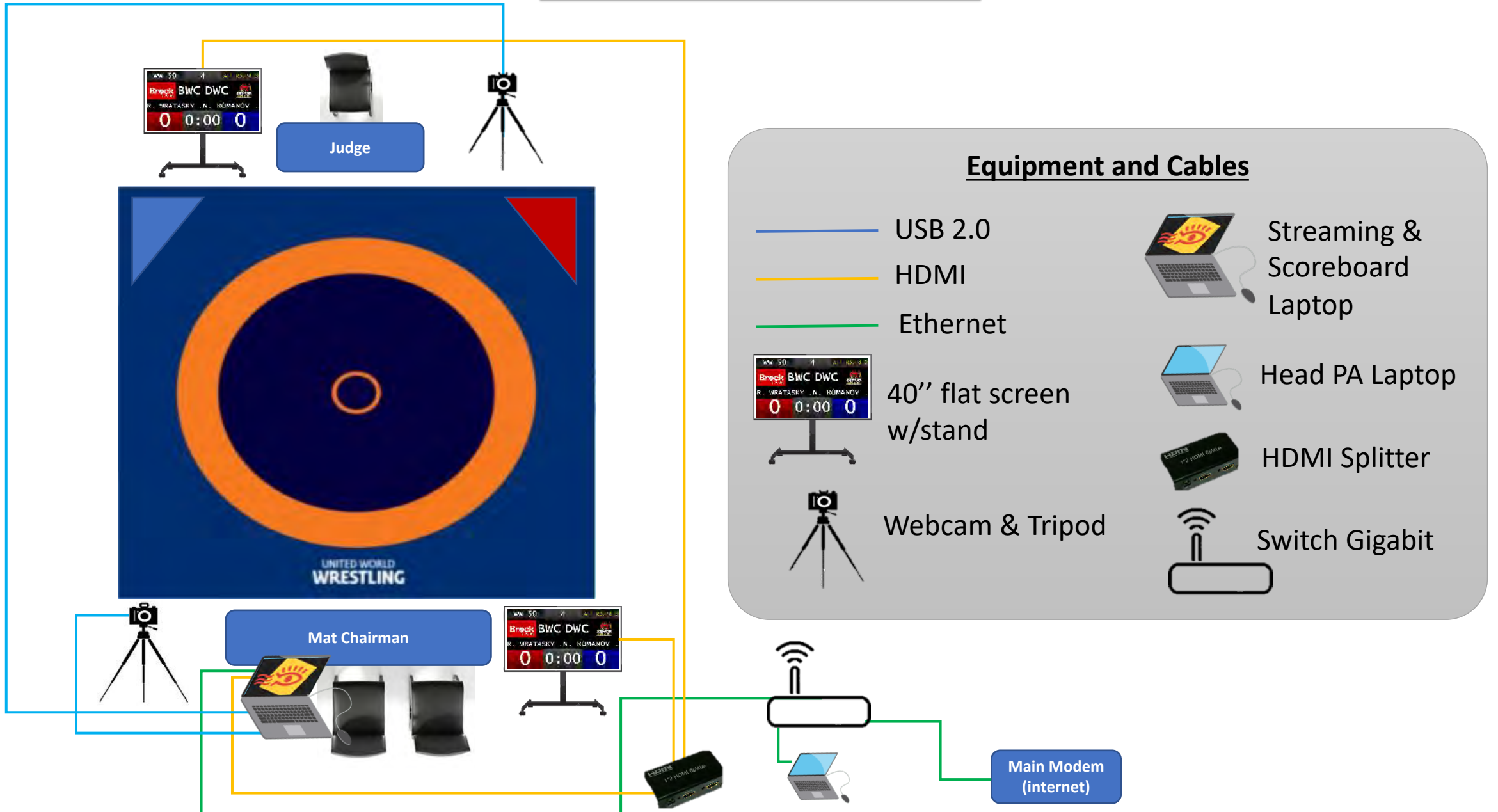
Webcam

HDMI Splitter

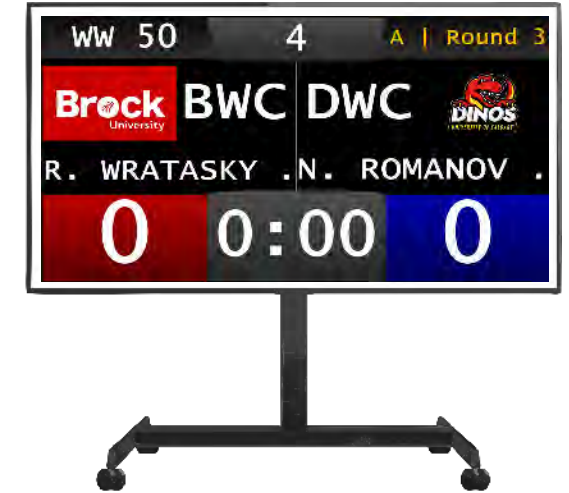
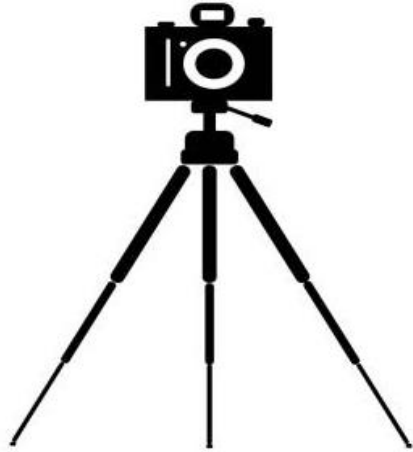
Switch Gigabit



# ONE MAT SET UP LAY OUT



# UNITED WORLD WRESTLING



## MAT CHAIRMAN TABLE LAY OUT



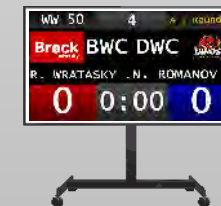
Webcam  
& Tripod



Portable Monitor

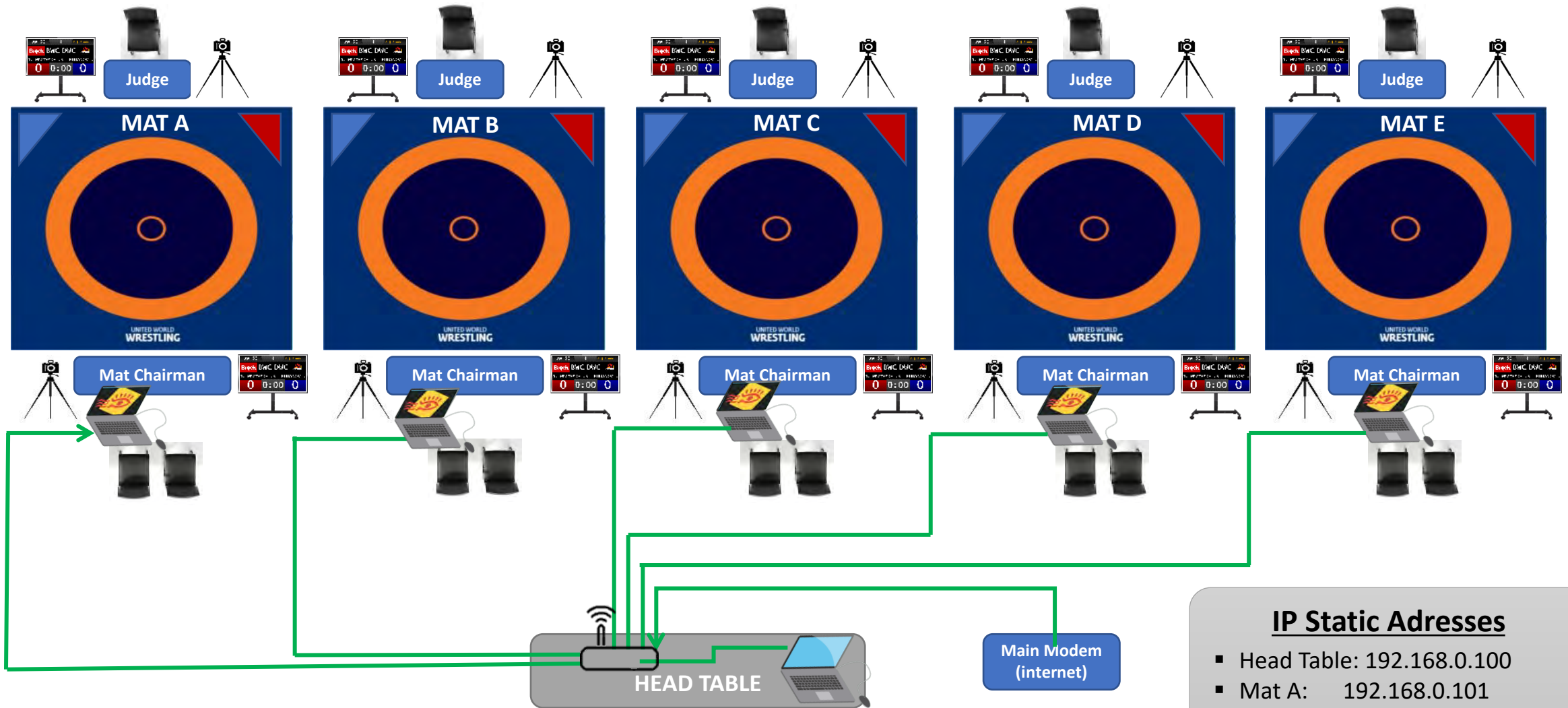


Streaming &  
Scoreboard Laptop



40" flat screen  
w/stand

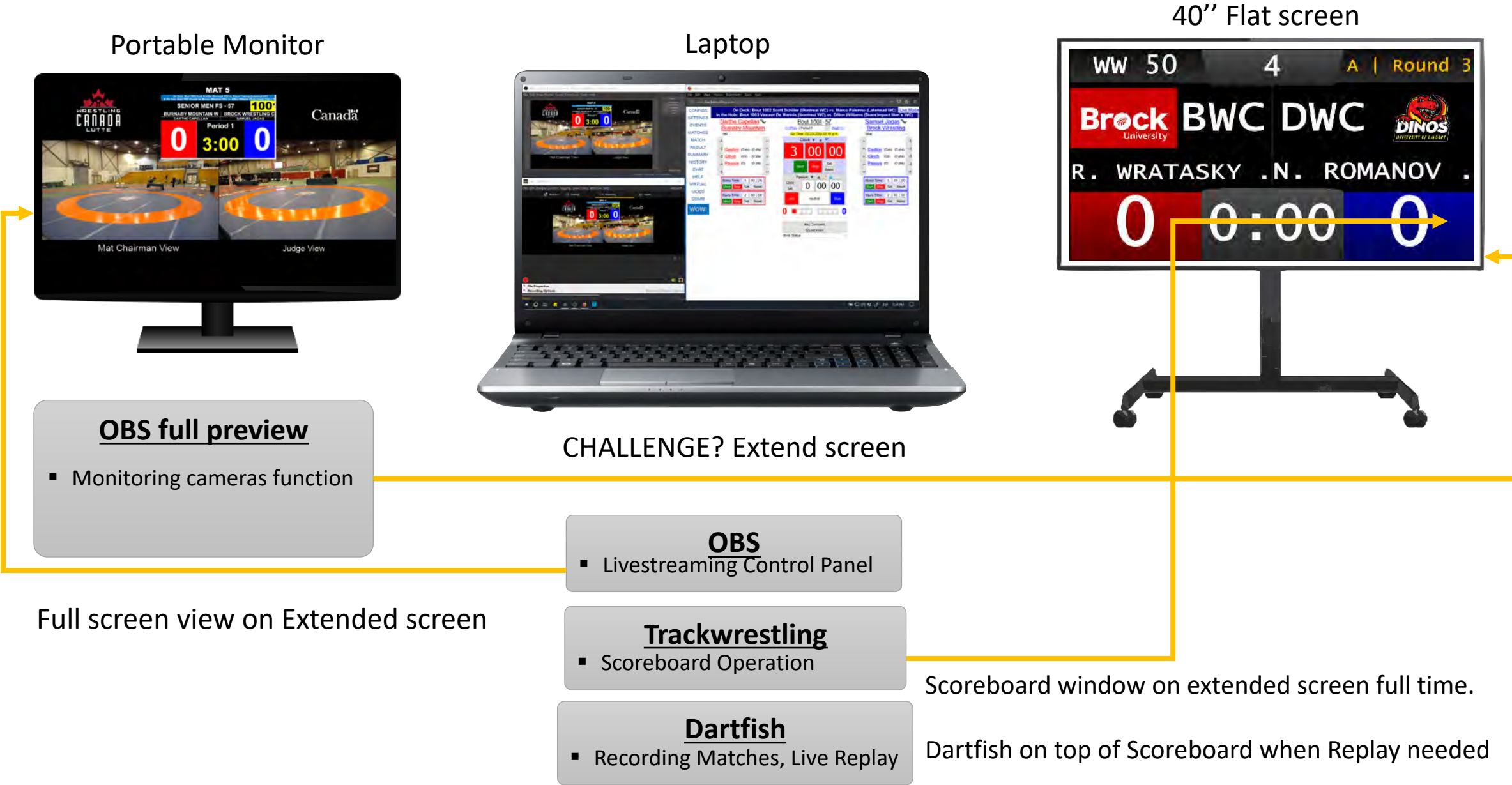
## ETHERNET CABLES LAY OUT (5 mats)



### 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	Head Table	Total
WCL	Laptop (Win 10, Processor Corei7)	1		10
	Wide Angle webcam	2		20
	Tripod	2		20
	USB extension cord (20-metre/65-feet)	1		10
	USB extension cord (5-metre/16-feet)	1		10
	Thunderbolt adaptor (to HDMI)	2		20
	LG Video Capture Device	1		10
	Dartfish 10 license	1		10
	Switch Gigabit 16 port	1		10
	Tablet	2		20
HOC	40mb minimum symmetrical internet bandwidth			1
	High speed modem			2
	127-centimetre/50-inch flat screen TV	1		10
	90-centimetre/36-inch flat screen TV	1		10
	HDMI 4.5-metre/15-feet cord	1		10
	HDMI 15-metre/50-feet cords	1		10
	HDMI 1 metre/40-inch cord	2		20
	Ethernet Cable 30-metres/100-feet	1		10
	HDMI Splitter	1		10
	Power outlet (5 contacts)	2	4	24
	Power cords 15-metre/50-feet	2	4	24
	Desktop Monitor HDM 48-centimetre/20-inch	1		10
	Table (80-centimeters/30-inch X 2-metre/6.5-feet)	2		20