



**HOSTING REGULATIONS:  
CANADIAN WRESTLING CHAMPIONSHIPS  
(SENIOR, U20-JUNIOR, U17-CADET)**

April 2023

---

## TABLE OF CONTENTS

1 – INTRODUCTION .....	4
2 – BIDDING PROCESS .....	4
3 – CHAMPIONSHIP OBJECTIVES .....	4
4 – RESPONSIBILITIES OF WCL FOR THE CHAMPIONSHIPS.....	5
5 – RESPONSIBILITIES OF CAWO FOR THE CHAMPIONSHIPS .....	5
6 – RESPONSIBILITIES OF PTSO FOR THE CHAMPIONSHIPS .....	5
7 – RESPONSIBILITIES OF HOST ORGANIZING COMMITTEE (HOC) FOR THE CHAMPIONSHIPS .....	6
8 – TECHNICAL REQUIREMENTS.....	6
COMPETITION DAYS .....	6
COMPETITION FORMAT .....	7
COMPETITION VENUE.....	7
FIELD OF PLAY (FOP).....	8
TRAINING VENUE.....	10
WARM-UP AREA & CORRAL.....	11
MEDICAL AREA .....	11
DOPING CONTROL .....	12
MIXED ZONE (MEDIA).....	12
MEDICAL EXAMINATION & WEIGH-IN .....	12
TECHNICAL MEETING / REFEREES CLINIC / PAIRING CLINIC / COACHES MEETING .....	12
9 – ACCOMMODATIONS & HOSPITALITY .....	13
FACILITIES .....	13
MEETING ROOMS.....	13
MEALS .....	14
10 – TRANSPORTATION .....	14
11 – PROTOCOL .....	14
ACCREDITATION & REGISTRATION.....	14
SIGNAGE.....	15
INDIGENOUS LAND ACKNOWLEDGEMENT .....	15
QUALIFICATION SESSIONS.....	15
CHAMPIONSHIP CEREMONIES .....	16
FINALS SESSIONS .....	16
AWARD CEREMONIES .....	16
ANNOUNCERS .....	16
VIPs (INVITED GUESTS & DIGNITARIES) .....	16
12 – MARKETING & COMMUNICATIONS.....	17
MEDIA .....	17
WEBSTREAMING .....	17
PHOTOGRAPHY .....	17
MERCHANDISE & SALES.....	17
MARKETING & SPONSORSHIP .....	18
13 – VOLUNTEERS .....	18

14 – INSURANCE ..... 18

15 – FINANCIAL CONDITIONS ..... 18

    FEES ..... 18

    EVENTS OF DEFAULT & NON-COMPLIANCE ..... 19

16 – REPORTING ..... 19

APPENDIX A – OFFICIAL LANGUAGES REQUIREMENTS ..... 20

## 1 – INTRODUCTION

The Hosting Regulations (“Regulations”) is the document that governs the way that the Canadian Wrestling Championships (“Championships”) are run, under the sanction of Wrestling Canada Lutte (“WCL”). The event is held on the last full weekend in May each year.

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) 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 any government (Federal, Provincial or Municipal) or Public Health Agency requirements, restrictions or approvals.*

## 2 – BIDDING PROCESS

Any HOC can submit a bid to organize the Championships. Bids are selected on a periodic basis through issuance of Request for Proposal, based on the requirements in the present 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 – CHAMPIONSHIP OBJECTIVES

The Championships are held every year to achieve the following outcomes:

- Determine the Canadian Champion and ranking of the top 3 wrestlers in each weight category for the Senior, U20-Junior and U17-Cadet age groups for Women’s Wrestling (WW) and Men’s Freestyle (FS).
  - Ranking will be used to determine Canada’s representatives for various internationally sanctioned events, including but not limited to UWW World and Continental Championships. NOTE: For the Senior non-Olympic weights, selection will occur at the World Team Trials.
  - This level of competition aligns with the “Train to Compete” and “Train to Win” 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.
- Participation and development of athletes in the Senior, Junior & Cadet age groups at a national level, is a secondary priority.
- 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 to and from the host city.
  - b) All airport and / or ground transportation for the assigned CAWO Officials (Clinician (1), Head Officials (2), Head Pairing Master (1), Pairing Master Clinician (1)), plus up to 6 Designated CAWO Tier 1 Clinicians to and from the host city.
  - c) All accommodations for the assigned CAWO Officials (Clinician (1), Head Officials (2), Head Pairing Master (1), and Pairing Master Clinician (1)).
  - d) All “Officials Honoraria” (\$250 per person for the event) for the assigned CAWO Officials (Clinician (1), Head Officials (2), 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 HOC and its volunteers with standardized event apparel (t-shirt / golf shirt / jacket), up to \$2,000.
7. Provide the necessary IT requirements to facilitate the operation of the tournament draw, score display, video review and streaming for the event.
8. Provide, arrange and cover all costs for the WCL photographer for the Championships.
9. Provide the HOC with the HOC fee allocation as outlined in the Financial Conditions section.
10. Develop and publish the Championships Technical Package.
11. Ensure that all participants have completed WCL’s consents and waivers through the online registration system. Participants under the age of majority in their province will require agreement by the participant’s parents or legal guardian, as applicable.

## **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 (2);
- c) Head Pairing Master (1); and
- d) Pairing Master Clinician (1); and
- e) Tier 1 Clinicians (up to 6).

## **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.

## **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 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 key responsibilities:

1. Ensure all the requirements of these Regulations are followed and applied.
2. Support WCL in ensuring the Regulations for 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 Championships Regulations (excluding those costs covered by WCL as noted above or specified elsewhere).

During the event, HOC members should be easily identifiable by wearing standardized event apparel (t-shirt / golf shirt / jacket), which is supplied by WCL.

## **8 – TECHNICAL REQUIREMENTS**

### **Competition Days**

The event takes place between Wednesday\* to Saturday, with the actual competition being held over three days, as follows:

- Wednesday: Team arrivals, set-up & technical meetings

- Thursday: Cadet Women & Men's Freestyle competition
- Friday: Junior Women & Men's Freestyle competition
- Saturday: Senior Women & Men's Freestyle competition
- Sunday: Coaches meeting & team departures

*\*Note: Some participants may arrive Tuesday.*

## Competition Format

The competition format will consist of:

- Age classes and weight categories align with UWW.
- Same day weigh-ins (morning of competition for each age group and style).
- Draws will be completed at the Technical Meeting the evening before competition for each respective 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).
- True Second matches will occur for ranking purposes only and will take place following the completion of finals for each respective age group.

## Competition Venue

The competition venue must:

- Meet the WCL "Field of Play" standards (as outlined below);
  - Be available 8:00 AM to 11:00 PM for the following days:
    - One day (minimum) before the competition for set-up;
    - Thursday, Friday and Saturday for the competition; and
    - After the competition on Saturday or Sunday for take-down.
- Be able to seat 1,000 spectators with an ambient temperature between 18° and 22°C;
- A designated athlete and team support staff seating area with a view of the mats, separate from spectator seating;
- Provide the following (on each competition day):
  - Separate change rooms for athletes (male and female, including 5 showers minimum for each gender);
  - Separate change rooms for officials, (male and female);
  - Gender-inclusive change rooms with a shower must be made available;
  - Lockable meeting room for officials, separate from the field of play. The meeting room needs to have capacity for 45 officials and have a large display screen (minimum of 127-centimetre) with capability to be connected to a computer / tablet (Head Official to hold the key); and
  - 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 Thursday and Friday, 15 minutes after completion of the day's competition. The room will be equipped with a minimum 127-centimetre display screen (LED TV or LCD projector with connections).

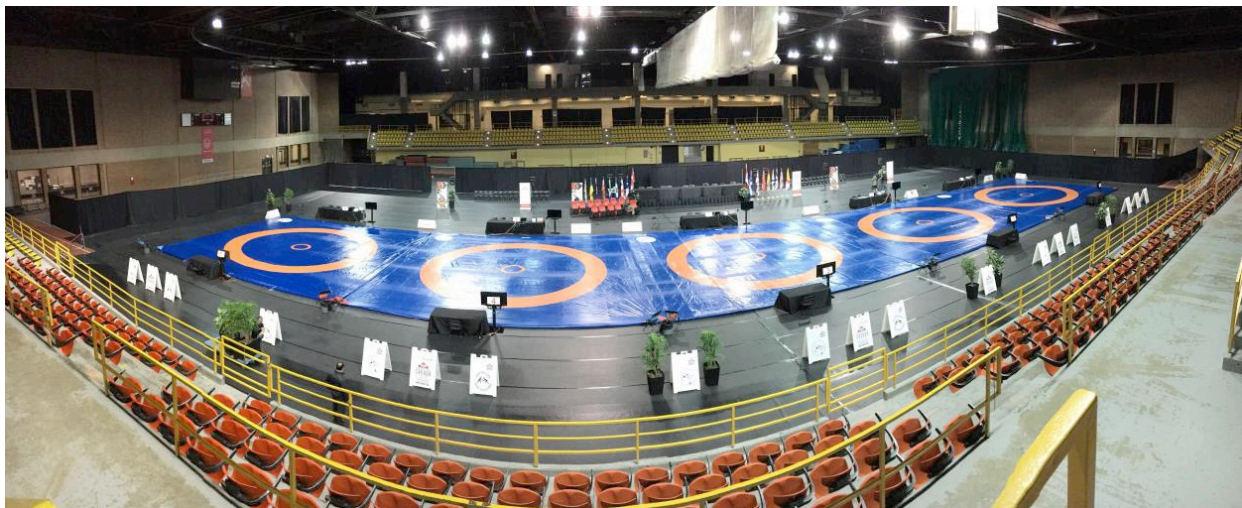
## Field of Play (FOP)

### *Mats*

- A minimum area of 61-metres X 24.5-metres holding a minimum of four (4) WCL wrestling competition mats (refer to WCL's Mat Regulation Policy - [https://wrestling.ca/wp-content/uploads/2023/05/Mat-Regulation-Policy\\_v2.pdf](https://wrestling.ca/wp-content/uploads/2023/05/Mat-Regulation-Policy_v2.pdf)) in single file with spectator seating along one side of each mat.
- 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 will be a minimum of at least one 1-metre between each wrestling mat covered by either carpet or padded mats and a minimum of 5-metres width of carpet and a solid security fence (metal / plastic bike or solid pipe & draping) surrounding the perimeter of the FOP.
- Across the mats and opposite the spectator area and behind the elevated Head Table will be a curtained backdrop (60-metres X 2.5-metres). Option to include same along one or both ends to create a theatre atmosphere.



### *Security*

The venue must be laid out in such a way as to separate the FOP 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 (metal / plastic bike or solid pipe & draping) to ensure that all spectators and non-competing athletes are kept a minimum of five (5)-metres away from the field of play.

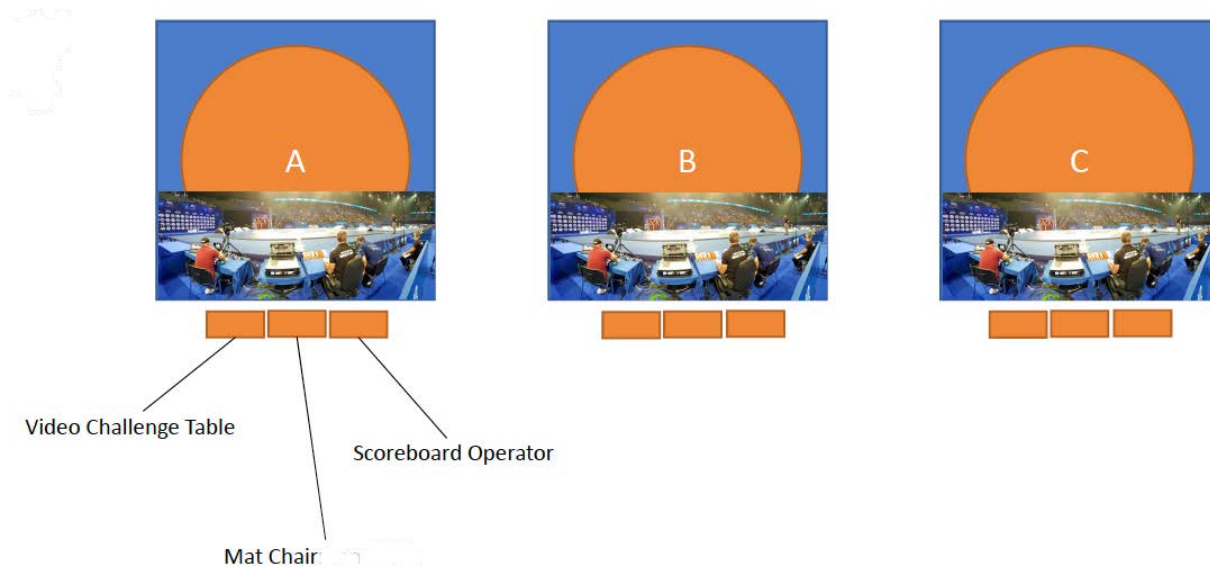
Provision must be made by the HOC to ensure that the FOP is secured to appropriately accredited individuals. This includes mat surfaces, officials' tables, the head table, announcer's table and pairing area. Non-authorized individuals will not have access to the FOP and surrounding area.



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-centimetres x 2-metres) or a combination of tables placed a minimum of 1-metre from the edge of the mat, 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).
  - One set of caution indicators.
  - 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) on view to the public
- A skirted table (80-centimetres x 2-metres) or a combination of tables to house IT equipment. Please refer to WCL’s Event IT Regulations (<https://wrestling.ca/wp-content/uploads/2023/05/Event-IT-Regulations.pdf>) for all the detailed requirements including cables and power connections.

#### **Judge Side:**

- One skirted table (80-centimetres x 1-metre) with one chair (judge) on opposite side of the mat, placed a minimum of 1-metre from the edge of the mat.
  - One set 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) on view to officials and competitors.
- Two chairs for coaches at each corner of the mat, separated by 1.5-metres, at each corner of the mat. The HOC has the option of using “Coach Boxes” at this event.

### *Head Table*

A centrally located raised (0.5-metre to 1-metre) platform (minimum of 2.5-metres X 10-metres) 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 20 people (including 5 pairing masters), with appropriate stairs and back drop draping (2.5-metres high pipe & drape) behind the platform.

### *Coaches' Seating*

A designated coaches seating area in close proximity to the FOP and in view of the mats, capable of seating up to 40 coaches.

### *Officials' Seating*

A designated officials seating area(s), separated from the mats (5- to 10-metres), capable of seating up to 40 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-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 screen (2-metres X 2-metres) 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 5 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.

## **Training Venue**

Starting on the day prior to the competition and each day of the competition, the HOC will provide access to training at the venue. The training venue will:

- Be available from 8:00 AM to 8:00 PM (remember to allow for ample time to set up and tear down this area).

- Have a minimum of 363 m<sup>2</sup> of clean practice wrestling mats. Please refer to the Mat Regulation Policy ([https://wrestling.ca/wp-content/uploads/2023/05/Mat-Regulation-Policy\\_v2.pdf](https://wrestling.ca/wp-content/uploads/2023/05/Mat-Regulation-Policy_v2.pdf)).
- Be 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 required 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 (the HOC has the option to have these at the host hotel) at least 24 hours prior to weigh-ins and throughout the Championships. Scales must be on a solid surface or have a wooden platform underneath.
- Appropriate workout facilities, including sauna and cardio equipment (the HOC has the option to have these at the venue, host hotel, or another external site).

### **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 is to be a secured area (accredited access), and include a minimum of 242 m<sup>2</sup> of clean practice wrestling mats (refer to Mat Regulation Policy ([https://wrestling.ca/wp-content/uploads/2023/05/Mat-Regulation-Policy\\_v2.pdf](https://wrestling.ca/wp-content/uploads/2023/05/Mat-Regulation-Policy_v2.pdf))), separate from the FOP (but within 50-metres of the FOP) and the training venue. Live action must be displayed for each mat in the warm-up area / corral, via the internet using a tablet, laptop or smart TV display, to keep athletes and coaches updated on match progression.

Access to the FOP is only available through the corral, a separate area adjacent to the warm-up area 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 FOP in their competition singlets (straps up & ready to compete) by HOC volunteers, just prior to their match.
- Following the conclusion of the match, the athlete and their coach / medical team will exit the FOP through the designated exit. The coach / team medical may either exit the FOP with their athlete and return to the corral, or alternatively remain in the FOP 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 three (3) certified members of the CATA or CPA/SPD and one (1) physician (CASEM requirement or ER doc) 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.
- Medical area should be immediately adjacent to the FOP and have a minimum of two medical tables.
- A private room for medical intervention in the venue.

- 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.

## **Doping Control**

Canadian Centre for Ethics (CCES) in conjunction with WCL will conduct doping control at the Championships. The HOC will assist WCL and CCES by providing the following for each competition day:

- A secure separate room large enough to seat 20 people with a segregated toilet stall (each large enough to allow for two people in the stall at a time) and a lockable fridge for storage.
- A supervisor and one “chaperone” (responsible mature volunteer of the same gender) per athlete per day to be tested.
- Sealed drinks – water, mineral water &/or soft drinks (non-alcoholic beverages) – if possible cold and at room temperature (if not, only the latter).
- Various supplies including clipboards, pens, stapler, paper, garbage bags, paper towels, disinfectant, table and chairs.

## **Mixed Zone (Media)**

An area will be set up immediately adjacent to the FOP, where the athletes exit, to allow accredited media access to athletes as they exit. This area will be exclusive to accredited media, athletes, coaches, team leaders and WCL personnel.

## **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 mornings (7:00 AM – 8:00 AM). The medical and weigh-in area must be in a secured (accredited access only) area and be a minimum of 10-metres X 20-metres with 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.
- Permanent markers for medical personnel to mark those athletes who have cleared medical control.
- Four (4) electronic scales for Thursday, Friday and Saturday 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.
- 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. Scales must be on a solid surface or have a wooden platform underneath.
- Weight class signage for scales.
- Pencils / pens for referees to mark completed weigh-ins.

## **Technical Meeting / Referees Clinic / Pairing Clinic / Coaches Meeting**

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 8:00 PM – 9:00 PM on the Wednesday 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 Thursday and Friday 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, 6:00 PM – 9:00 PM on Wednesday, 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, 2:00 PM – 8:00 PM on Wednesday, so that they can be given all the necessary instructions and information on the rules and requirements for completing the “pairing” for the Championships.

The HOC will provide (arrange and cover the costs for) a room at the host hotel for WCL to hold a coaches' meeting for all accredited coaches on Sunday morning (9:00 AM – 11:00 AM).

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

### **Facilities**

The host hotel(s) must:

- Be able to supply good quality climate-controlled accommodations, with elevator access and private bathrooms.
- Provide restaurant service from 7:00 AM to 11:00 PM on the day prior to and each day of the competition.
- Have a calibrated electronic scale (check scale) accessible to the athletes at least 24 hours prior to weigh-ins.
- Have appropriate work-out facilities, including sauna and cardio equipment (the HOC has the option to have these at the venue, host hotel or another external site).

### **Meeting Rooms**

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

- A large (minimum of 10 metres x 20 metres with separate entrance and exit doors) room on Thursday, Friday and Saturday (7:00 AM – 8:00 AM) for the medical examination and weigh-in.
- An accreditation area (minimum of 5-metres x 5-metres with tables and 4 chairs) at the host hotel on the day prior to competition (8:00 AM – 6:00 PM).
- 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 Wednesday evening (~8:00 PM to 9:00 PM). The room will be equipped with a minimum 127-centimetre display screen (LED TV or LCD projector with connections). (Note: On Thursday and Friday, the technical meeting for the next day's competition will be held at the venue starting after completion of that day's competition).

- A meeting room (theatre style with head table & podium) for a minimum of 45 accredited officials to host the officials' clinic on the evening prior to the first day of competition (6:00 PM to 9:00 PM). The room will be equipped with a computer and a minimum 127-centimetre display screen (LED TV or LCD projector with connections).
- A meeting room (boardroom) for a minimum of 8 accredited pairing masters to host the pairing masters' clinic, on the day prior to the first day of competition (2:00 PM to 8:00 PM). The room will be equipped with a WIFI connection and a high-speed printer.

## **Meals**

- The HOC is responsible to provide a healthy and nutritious lunch and 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.
- Athletes are responsible for their own meals.

## **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 other participants (athletes, coaches, team leaders, team medical) are responsible for their own 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 8:00 AM – 6:00 PM). WCL will have at least one (1) WCL staff on hand.

## 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 Championships banners (76-centimetre x 2-metre pull-up).
  - WCL Banners (76-centimetre x 2-metre pull-up).
  - HOC /Club Banners (76-centimetre x 2-metre pull-up).
- Each mat will have the following signage:
  - Name/Number of the Mat (Mat A, Mat B, etc.) (30-centimetres x 1-metre “coroplast” trifold).
  - WCL (1-metre x 1-metre “coroplast” trifold).
  - Sport Canada (1-metre x 1-metre “coroplast” trifold).
  - PTSO (1-metre x 1-metre “coroplast” trifold).
  - HOC (1-metre x 1-metre “coroplast” trifold).
  - CAWO (1-metre x 1-metre “coroplast” trifold).
  - WCL Sponsor (1-metre x 1-metre “coroplast” trifold) – to be advised by WCL 60 days prior.
  - HOC Sponsors as determined by the HOC (1-metre x 1-metre “coroplast” trifold).
- At each public/spectator access entrance to the venue:
  - WCL Canadian Wrestling Championships banners (76-centimetre x 2-metre 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 Championships screen as the backdrop (2-metre X 2-metre) or three (3) 76-centimetre x 2-metre 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).

## Indigenous Land Acknowledgement

Prior to the start of wrestling each day, the announcers will conduct an acceptable (as approved by WCL and a local indigenous Elder) land acknowledgement appropriate for the location of the years’ Championship.

## Qualification Sessions

All qualification rounds will operate on four (4) mats; up to and including the bronze medal matches.

## **Championship Ceremonies**

An official Championships 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 (e.g., 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**

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 or sung (bilingual or instrumental).
- 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.
- 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 will be the responsibility of WCL and WCL's service provider(s) and supported by the HOC (please refer to WCL's Event IT Regulations (<https://wrestling.ca/wp-content/uploads/2023/05/Event-IT-Regulations.pdf>) for all the detailed requirements including cables, internet and power connections).

### 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 (minimum of 5-metres X 10-metres) and six (6) tables (80-centimetre X 2-metre) to WCL (and/or its agent) in proximity to spectators and participants for the sale of WCL apparel and wrestling apparel & merchandise. The HOC will provide two (2) volunteers to assist with merchandise sales. WCL will supply all merchandise and remaining 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 non-WCL merchandise and non-apparel merchandise on site to spectators and participants. All such merchandise and apparel must be pre-approved by WCL. All such costs and personnel (including external third parties) will be covered by the HOC. WCL will not receive any compensation from the sale of such merchandise.

WCL will supply the HOC and its volunteers, at no cost to the HOC, with standardized event apparel (t-shirt / golf shirt / jacket), up to \$2,000.

## 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. WCL will communicate a preliminary list of WCL sponsors at the time of the bid and a final list a minimum of 90 days prior to the event.

## 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 (8:00 AM – 6:00 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.
- Two (2) people per mat 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.
- Two (2) people for merchandise sales.
- Ten (10) people for security / access control for the corral and FOP (90 minutes prior and 30 minutes after the competition) to various areas within the competition venue. Additional volunteers may be needed to control access to the venue.
- Sufficient personnel (male and female) to assist with Doping Control.
- 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 leaders, 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 (which will be deducted from the first payment of registration fees). The sanction fee is established by WCL, and levied to offset the costs incurred by WCL, associated with all supplies (medals, accreditations, awards, etc.), 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:

- \$80 (+ taxes 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).
- \$75 (+ taxes 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 6- and 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. The final event report will provide a completed and detailed financial report, along with details on number of spectators, number of hotel rooms on a per night basis at each hotel used, 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.