



WHEELCHAIR BASKETBALL CANADA

HOSTING MANUAL

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The Hosting Manual has been prepared by Wheelchair Basketball Canada and the Domestic Committee under the authority granted to it by the Board of Directors.

PREAMBLE:

The purpose of the Canadian National Wheelchair Basketball Championships (hereinafter referred to as 'Nationals') and the Canadian Wheelchair Basketball League Open Division (hereinafter referred to as 'CWBL Finals') is to promote the sport of wheelchair basketball, determine and recognize champions, improve competitive skills and experience and to disseminate information. The championships also provide a training ground for officials, in the form of classification and referee clinics.

The information in this manual is to be used as a guide. Your comments and suggestions are welcomed anytime and may be submitted to the National Office.

I Bid Procedure for Hosting Nationals and CWBL Finals

The Nationals and CWBL Open Finals are conducted by Wheelchair Basketball Canada. WBC, however, relies on interested persons to organize the events and provide the facilities necessary to conduct successful championships. This section will serve as a guide for any person or group wishing to submit a bid to host and organize the Nationals and/or CWBL Finals.

1-1 Submitting Bids and Bid Deadlines

Bids to host Nationals or CWBL Finals must be submitted in writing to Wheelchair Basketball Canada, 2211 Riverside Drive - Suite B2, Ottawa, K1H 7X5 on or before August 31 (closing date) of the year prior to the event. WBC reserves the right to refuse any bid if it is determined that the bid does not meet the minimum standards as set forth in this manual.

The Domestic Committee will only rely on the written submission received on or before the closing date. *It is the responsibility of the applicant to ensure that the WBC National Office receives the completed bid on or before the closing date.*

Persons or groups wishing to host Nationals or CWBL Finals must seek and obtain the approval of their Provincial Sports Branch (**see Provincial Organization Bid Authorization Form**). Then they must complete the **Invitation to Bid Form** and include any other pertinent information.

1-2 How the Bids will be Assessed

Hosts, in preparing their bids, should provide all the information requested in this manual. The Domestic Committee will not make assumptions if relevant information is missing.

Applicants are encouraged to seek the aid of experienced individuals in order to elevate the quality of their bid. Such aid might be obtained from previous hosts, Domestic Committee members and the Board of Directors.

The Domestic Committee is mandated to make an objective analysis based on the following factors, including but not limited to (in no particular order of importance):

- Gym Facility
- Accommodations
- Meal Plan
- Budget
- Banquet
- Dates

- Organizing Committee experience
- Registration Fee
- Unique qualities of the bid

The applications are reviewed on an individual basis by the Domestic Committee and that group makes a recommendation to the Executive Committee. The final decision is communicated to the parties involved and then to the basketball community.

1-3 Details of Bids

Bids should provide specific information and descriptions on the following items in paragraphs 1) to 13):

- 1) Proposed Dates: proposed dates should be discussed with the Domestic Committee. The Nationals competition normally runs Friday – Sunday and ends with an Awards Dinner on Sunday evening; (departures should be scheduled for Monday). CWBL Finals – the dinner is on Saturday and departures may be made on Sunday night.
- 2) Fees: amount of entry fee will be determined, collected and administered by the host; (with prior approval from WBC)
- 3) Facilities: a description of the competition venue(s) detailing accessible shower facilities, toilets, team rooms, officials room, media room and other pertinent information; (2 full size gyms are required at a minimum, and a warm-up gym would be considered a bonus).
- 4) Food: details of the meal plan or availability of drinking water, snack bars and local restaurants;
- 5) Banquet facilities: capacity and costs of appropriate facilities; as well as the ability to host the awards dinner
- 6) Medical/Therapeutic Services: information on first aid/medical and therapeutic services available;
- 7) Accommodation: a brief description of the host hotel, highlighting accessible facilities;
- 8) Transportation: information on the logistics of airport pick-up/drop-off as well as information on local vehicle rental companies;

9) Public Relations/Awareness Events: brief summary of public relations campaign, outlining proposed promotional events;

10) Fundraising/Sponsors: a brief description of potential revenue generation ideas;

11) Game Tickets: outline proposed ticket plan;

12) Accreditation: information on accreditation process;

13) Ceremonies: details of proposed opening and closing ceremonies.

1-4 Financial Responsibilities

Wheelchair Basketball Canada

- Scoresheets
- Medals
- Championship Trophies
- Per Diems for officials, classifiers and WBC representatives
- Accommodation for out of town officials
- Accommodation for classifiers
- Accommodation for WBC representatives
- Flights for officials, classifiers, WBC representatives
- Mileage for out of town officials, classifiers and WBC representatives
- Honorarium for Evaluator/Assigner
- Honorarium for Classifiers
- Game Balls
- Banquet tickets for WBC representatives
- Hosting Grants will be awarded in the following amounts:

Junior Nationals	\$3000.00
CWBL Open Finals	\$3000.00
National Championships	\$4000.00

Hosting Committee

- Keeper trophies/plaques for winning teams (3)
- MVP/All Star Awards (6)
- Local ground transportation (airport – hotel – gym) for officials and classifiers
- Game fees for officials
- Facility rental
- Banquet (Hall of Fame & Awards for Nationals)
- Banquet tickets for officials and classifiers

2. Organization of the Event

The following represents the key areas of responsibility in hosting an event. You may use different titles, but it is important to realize that the people selected for tasks will play a strong leadership role and make final decisions.

It is important that your leadership team have some expertise in their area of responsibility. It may be more effective for your Organization to have Chairpersons and committee members who are not participants in the event either as coaches, managers or players. Choose your management team well as they will determine the success of your event.

HOST ORGANIZATION BOARD OF DIRECTORS

(Partners & Title Sponsors)

EXECUTIVE COMMITTEE

CHAIRPERSON

STAFF COMPONENT

- TREASURER
- SPORT TECHNICAL
- ADMINISTRATION
- PUBLIC RELATIONS
- FUND RAISING
- PROTOCOL

2-1 Job Descriptions

2-1.1 Chairperson

Main function: - oversees the direction of the event & produces job descriptions as required

- liaison with WBC
- chairs Board & Executive Committee meetings
- recruits volunteers for key positions
- leadership of staff
- signs contracts on behalf of the Organizing Committee
- ensures that all conditions in the contract are met
- assists in the securing of sponsorship
- monitors the activity of all sub-committees

- ❑ spokesperson at public functions
- ❑ assist in protocol needs for VIP's
- ❑ makes presentations at ceremonies
- ❑ available for media events
- ❑ responsible for the final report to WBC

2-1.2 Treasurer

Main Function: maintain the financial records of the event

- ❑ prepares a budget for the event
- ❑ monitors the ongoing expenses and revenue
- ❑ prepares policies relating to financial matters
- ❑ oversees the maintenance of the financial records
- ❑ provides disbursements as approved in the budget, cash floats, merchandise purchases, advances for committees, etc.
- ❑ provides regular accounting of all financial transactions
- ❑ establishes a bank account in the name of the event
- ❑ identifies a process for depositing revenue and providing cash advances
- ❑ prepares a financial statement at the conclusion of the event

2-1.3 Sports Technical Chairperson

Main Function: oversees the technical needs for the event & produces job descriptions as required

- ❑ has in their possession the rules of play for the event
- ❑ appoints a facilities coordinator
- ❑ appoints a table officials coordinator
- ❑ Confirms WBC has appointed appeals committee

2-1.4 Administration/Services Chairperson

Main Function: oversees the services provided for the event & produces job descriptions as required

- ❑ prepare registration process
- ❑ set deadlines
- ❑ appoint registration coordinator
- ❑ oversee transportation policy
- ❑ appoint transportation coordinator
- ❑ appoint accommodation coordinator
- ❑ appoint a medical coordinator
- ❑ monitor the activities in each area

2-1.5 Public Relations Chairperson

Main Function: oversees the publicity & media relations for the event & produces job descriptions as required

- assist WBC in confirming local television contracts
- organize press conferences and releases with WBC
- appoint a publicity coordinator
- appoint a media coordinator

2-1.6 Fundraising Chairperson

Main Function: oversees the fund raising initiatives for the event & produces job descriptions as required

- identify merchandising opportunities
- appoint special events coordinator
- establish scale for ticket prices and merchandise
- establish method of distribution of tickets
- identify sponsor match and prepare presentations

2-1.7 Protocol Chairperson

Main Function: oversee ceremonies and protocol needs of event & produces job descriptions as required

- establish hospitality room
- identify protocol needs
- issue invitations to dignitaries
- appoint ceremonies coordinator
- identify awards requirements
- appoint a volunteer coordinator
- appoint a food services coordinator to oversee
- establish banquet and social event needs
- team meals if supplied

2-2 The Event

2-2.1 Registration

The host has the responsibility of communicating the registration requirements to the participating teams. The deadlines must recognize the policies of Wheelchair Basketball Canada and meet the needs of the organizing committee. Realistic time frames are probably the most important ingredient in having registration deadlines met.

- 2-2.1.1 The Domestic Committee will send out a letter confirming details of the upcoming event four (4) months in advance, and where applicable, request a “Letter of Intent to Participate” be completed by Provincial Branches, Conferences and/or Teams.
- 2-2.1.2 The host shall submit a registration package to WBC for approval three (3) months prior to the event.
- 2-2.1.3 WBC shall provide the host with the current contact names in each Province, Conference or Team.
- 2-2.1.4 **For National Championships:** three (3) months prior to the start of the tournament the host shall forward to the provincial and club contacts the following:
- ❑ participant registration form
 - ❑ information on accommodation
 - ❑ information on transportation
 - ❑ information on venue
 - ❑ other information pertinent to the event
 - ❑ the amount of the registration fee
 - ❑ other financial information

For CWBL Open finals: three (3) months prior to the start of the tournament the host shall forward to the Commissioner in each division a registration package (as outlined above). The Commissioner shall provide the package to the league representative immediately after they are declared Conference Champion, and shall inform WBC and the host of the contact person for the representative team.

- 2-2.1.5 **For National Championships:** two (2) months prior to the start of the tournament each competing team shall provide the host with a performance bond of five hundred dollars (\$500.00).

For CWBL finals: Within five (5) days after being declared Conference Champion the team shall have on deposit with the host a performance bond of three hundred fifty dollars (\$350.00).

For Junior Nationals: two (2) months prior to the start of the tournament each competing team shall provide the host with a performance bond of two hundred fifty dollars (\$250.00).

The performance bonds will be returned to the competing teams upon completion of the tournament or may at the discretion of the host be used to offset any registration fee set for the tournament.

2-2.1.6 As per the dates noted in the registration package, the team shall provide to the host:

- name and coordinates of the contact person for the team
- registration fee
- completed registration form
- information required to assist in promoting the event
- 5 X 7 picture suitable to be used in the media release and program

Note: Failure to comply with the registration requirements may result in the forfeiture of all or part of the performance bond.

2-3 Team Services

The following represents the minimum requirements of the Host Committee and notes the responsibilities of the participants.

2-3.1 Transportation

2-3.1.1 The host of the National Championships and CWBL Open Finals is responsible for securing the contracts for appropriate ground transportation (ie: vehicle rental companies). The host will not be responsible for financing this ground transportation, but rather act as resource and a contact for vehicle rental agencies. Final confirmations and payments will be the responsibility of the competing Clubs, Teams or Provinces. Naturally, a bid to host an event that includes a provision for ground transportation at no cost to the guest will be well received. Participants are responsible for their own air travel. Transportation needs to be addressed as follows:

- airport to the hotel upon arrival
- to and from the hotel and game sites
- to all functions provided by the host
- hotel to the airport upon departure

- 2-3.1.2 The host is responsible for ground transportation for the following:
- ❑ Evaluator/Assigner
 - ❑ nationally assigned officials and classifiers
- 2-3.1.3 The host committee must provide parking space for the vehicles close to the competition site.
- 2-3.1.4 The host shall provide identification stickers for designated vehicles. These shall include:
- ❑ team vehicles
 - ❑ officials' vehicles including evaluator/assigner
 - ❑ WBC representatives vehicles
 - ❑ VIP and sponsor vehicles as agreed to by host
- 2-3.1.5 The host is not responsible for:
- ❑ paying for parking or speeding tickets
- 2-3.1.6 The host is responsible to obtain the required insurance for any vehicles loaned to the teams, dignitaries, officials etc. All parties are responsible for understanding the liabilities involved and must respect any Provincial legislation regulating the use of vehicles, etc.

All vehicles loaned to teams or WBC representatives or officials must be returned to the site designated by the host clean and with a full tank of gas.

2-3.2 Accommodation

- 2-3.2.1 The host of the National Championships and CWBL Finals is responsible to find an appropriate hotel (ie: Hosting Manual requirements) and be the contact for the hotel and competing teams. The competing teams will be responsible for submitting all relevant information (ie: rooming lists, specific requirements, etc.) to the hotel and payment for the costs they incur.
- 2-3.2.2 Accommodation should be as close to the game site as possible and may not be farther than one hour travel time.
- 2-3.2.3 The accommodation provided must be wheelchair accessible.

- 2-3.2.4 The accommodation used must be close to restaurant facilities.
- 2-3.2.5 The host is not responsible for the accommodation of fans or team supporters, but it is recommended that they assist them in finding accommodation.
- 2-3.2.6 The accommodation may create a positive atmosphere for the tournament. The facility should be good quality, mid-priced, with the emphasis on accessibility for the participants. Meet with the hotel management to inform them of some of the needs for the event and encourage them to have representation on the Host Committee.
- 2-3.2.7 Teams and individuals are responsible for any damages to their rooms or any incidental charges on their room bill.

2-3.3 Medical Services

The host is responsible for providing 24 hour medical services or information of services to the participants. It is important to have someone on call who can coordinate this information.

- 2-3.3.1 The host should have a list of doctors, dentists, physiotherapists and hospitals that are available for emergency calls.
- 2-3.3.2 The host should provide on site medical emergency personnel at the game venues.
- 2-3.3.3 The host must have a designated area for medical support personnel and team trainers.
- 2-3.3.4 The host will provide a room for classifiers; WBC will provide the personnel to oversee classification of athletes.
- 2-3.3.5 The host must be prepared to set up a Doping Control Station in accordance with the Canadian Centre for Ethics in Sport Guidelines. WBC will notify the Organizing Committee if a Doping Control Station is required.

2-4 Finance

The tournament must have accurate financial records; therefore a system should be developed to accurately record transactions for the following areas:

2-4.1 Gate-Tickets

2-4.1.1 Ticket takers should be recruited and trained prior to the event. **The volunteer coordinator should be notified how many volunteers will be required.** Ticket takers will need:

- an area which restricts access to the courts, to sell and collect tickets, with appropriate signage
- instructions on who to give the gate receipts to
- duplicate forms to record gate receipts on
- a cash box
- daily cash float
- a supply of tickets for sale
- a stamp, if pass-out privileges are allowed

2-4.1.2 Tickets should contain the following:

- form of numbering
- daily and tournament passes should have differentiation
- differentiation in youth, senior and family ticket pricing should be indicated
- the official tournament logo should be displayed
- tickets should contain dates and times and price

2-4.1.3 The Treasurer must:

- arrange for the gate receipts to be collected daily and deposited in the bank
- arrange for the float to be delivered to the ticket taker each day
- arrange for a supply of tickets to be available each day
- arrange for forms required to record tickets and sales

2-4.2 Financial Responsibility

2-4.2.1 The host is responsible for payment of the following:
See 1.4 (page 7)

The Host is responsible for any deficit which may be incurred.

2-4.2.2 The host committee may collect a registration fee, subject to approval by the WBC Domestic Committee, from participating teams to cover some costs such as ground transportation, event t-shirts, banquet tickets and accommodation (if provided by Host), etc. This is not intended to be a major money maker for the

Host Committee. The registration fee for each team MUST be approved by the WBC Domestic Committee prior to sending out any packages.

2-4.2.3 The WBC shall be responsible for providing the following:
See 1.4 (page 7)

2-4.2.4 At the conclusion of the event the host is responsible to provide to the WBC:

- ❑ an audited financial statement within three (3) months of the conclusion of the event

2-5 Public Relations

A strong public relations campaign is essential to the realization of a successful event. Often times the athletes, volunteers and sponsors are the only ones who know what happened. This committee's main purpose is to ensure the event receives maximum exposure. Please reference the marketing and communication policy and plans of WBC.

2-5.1 Pre-Event

- 2-5.1.1 Compile a complete up-to-date media list including the following:
- ❑ print media including the weeklies in the area of the event
 - ❑ electronic media, radio and television stations
 - ❑ use direct numbers and the stations preferred times for receipt of information
 - ❑ contact them in person to find out their policy on interviews
 - ❑ invite them out to practises of the local team for pre-tournament publicity
- 2-5.1.2 Prepare news releases for the event in advance. Begin your "campaign" the date you receive confirmation that your bid is accepted by notifying all the local media and ensuring that your release compliments the style and content of the National Release.
- 2-5.1.3 Have accurate information for the media when they call. You should compile a list that includes:
- ❑ dates and times of your event
 - ❑ ticket prices
 - ❑ venue information
 - ❑ contact name and phone number for each team

- ❑ name of host chairperson
- ❑ name and information of sponsors
- ❑ background on teams involved and outstanding players

Note: Make sure everyone who will communicate with the media has the information at their disposal.

2-5.1.4 If you have a **media conference**, remember the following:

- ❑ check what else is in your sport community to avoid conflicts
- ❑ hold the press conference at a central location well known to the sport media
- ❑ contact all the local media
- ❑ send the invitation out one week in advance of the event, follow up the week of the event and then call the key media people the evening before or the morning of the press conference
- ❑ the best time is between 10:00 & 11:00 am; You should get electronic coverage the same day; most print media are now on morning schedules so your information will be out the next day; some organizations have had success with lunch media conferences
- ❑ the conference should be **brief and fast paced**; most media only have half an hour to forty-five minutes to give you; so, if you are providing a snack or lunch; do it after
- ❑ make sure your speakers know their material; provide them with briefing notes and the key message
- ❑ display your sponsors banners in a prominent place - invite them to attend

2-5.1.5 As host you should prepare **Media Kits** for distribution to all media. If you hold a media conference, they should be used as your media hand-out. A very successful way to get your event in the minds of key media is to "walk" your "kit" in to them. This allows you to make contact with them and allows them to ask any questions they might have immediately. It is labour intensive at the time, but it might be the most important thing you do. (You should also ensure that any one not attending media conference/s has one delivered to them with a note from you including your name and phone number for follow up). Your kit should contain the following information:

- ❑ a copy of your media release
- ❑ fact sheets on:
 - . stories on previous winners
 - . individual teams attending

- . number of competitors
- . interesting tidbits on athletes, coaches & managers
- . profile sheets on the teams
- . biographical information on committee
- . information on the facility
- . photographs of "star" players
- . action photos
- . feature stories on wheelchair basketball

2-5.2 Media at the Event

- 2-5.2.1 The host must provide reserved seating for the media. The print media should have good site lines and preferably be at a table. The electronic media will know better than anyone where to position themselves for good coverage. It is advisable to confirm ahead of the event what television coverage will take place and when. Ask them what positions they would like kept clear; accommodate them as much as possible without comprising technical requirements.
- 2-5.2.2 The host must provide a quiet room with a phone and fax for the media to prepare their copy and transmit it.
- 2-5.2.3 It is important that you keep the media room supplied with current result sheets, updated fact sheets, pictures if available for their use, and of course refreshments.
- 2-5.2.4 The host must provide a "call in line" for local and out-of-town media to call for updates. Provide the phone number and times it will be staffed to the media and the visiting teams.
Many teams will have local contacts - obtain the contacts from the teams prior to the competition if they are not on your media list.
- 2-5.2.5 Assign the task of faxing a story and results sheet to Canadian Press and a pre-determined list of media. Phone the local television and radio outlets that have shown an interest in airing the event. Fax all the other local media outlets if possible.
- 2-5.2.6 The host is responsible for faxing the results to the WBC National office at the end of each day.

2-5.3 Photographer(s)

Good pictures give the public a window on your world. A professional photographer is a must. The host does not have to absorb any cost to provide a professional photographer - most will

come to the event for the potential business that quality team and action shots will generate for them. Negotiate an arrangement with a photographer and name them the official photographer for a guarantee of the photos you need to supply to the WBC and the ones you may wish to keep yourself.

- 2-5.3.1 The host must provide to WBC a 5 x 7 glossy picture of the Championship Team. As well, the WBC must receive a picture of the all-star team and the MVP's.
- 2-5.3.2 The host should provide the WBC with action shots, opening and closing ceremonies shots for publicity purposes.
- 2-5.3.3 The host should secure shots of the sponsor/s with the winning team/s. Encourage the photographer to obtain several shots of the sponsor at the event.
- 2-5.3.4 All photographs must be properly labelled with the name of the team, names of the players, award(s) received, date, location and the name of any other person appearing in the photograph before submitting them to WBC.

2-5.4 Special Event(s)

The greater the promotion and visibility, the better the chances that the public will attend the event.

- 2-5.4.1 You should attempt to get highly visible locations to display your information such as:
 - ❑ billboard companies will often offer "unsold" space at bargain prices. As early as six months before the event try to get one or two sites around the city
 - ❑ public transit often assign a portion of their billboard space to non-profit; the side or back of a bus, transit shelters, in side bus cards are all ways good mediums to advertise the event
 - ❑ use your sponsor to help advertise the event as part of their normal advertising campaign. Use your sponsor to promote a contest for free tickets to the event
- 2-5.4.2 Plan cross-promotional events such as:
 - ❑ design a t-shirt for the event and give it away at as many basketball (wheelchair and AB) events as possible throughout the year
 - ❑ plan fun ways to promote your event:
 - . free throw contests at half-time of local school tournaments with a grand shoot off at the event

- . try to tie the school in with a loyalty to cheer on their winner
- . cheerleading contest between schools - assign the cheerleaders to teams in the tournament
- . arrange for displays at local malls - have contest for t-shirts and tickets - people are often hooked when they try the chair out.
- . appear on local talk shows
- . provide free tickets to media outlets for their contests
- . arrange a media-politician game at city hall or some similar high visibility setting
- . use local professional or semi-professional teams in your promotions

2-5.4.3 Arrange a "speakers" bureau; have players and committee members speak at local Rotary, Kinsmen meetings, etc. Approach them to be volunteers or provide sponsorship.

2-5.4.4.1 If you have the resources a "daily newspaper" for the teams with stats, results and gossip is always a way to help spread the word. It can be posted or given to the managers, it could also be handed out (or sold) at the gate, concessions, souvenir stand, etc. A caution - the media will use anything from this publication; have a good finished product.

2-5.4.4.2 Design an eye-catching poster for use in conjunction with your promotion. The poster should contain:

- ❑ the date of the event
- ❑ the location of the event, name and address
- ❑ the times of games
- ❑ the cost of admission
- ❑ sponsor recognition

Note: The poster must acknowledge the WBC, contain the WBC logo and be approved by the WBC.

2-6 Fundraising

The job of this committee is to provide the funding that is required to run the event. They must coordinate their work and events with the public relations committee

2-6.1 Sponsors

Any event awarded by the WBC hosting is still the property of the National Association. For this reason the host committee must respect the WBC National Sponsor agreements. It is important to ensure the

complete support of all parties involved. For this reason **all sponsor contracts must be approved by the WBC prior to their signing.**

Note: No contract can be entered into without the approval of the WBC.

- 2-6.1.1 Be sure that you have clear guidelines about what sponsors can be associated with at the event. **Federal guidelines state that national sports governing bodies who receive financial support can not have as a sponsor, any tobacco companies.** Your host committee should establish a list of desired sponsors for the fund raising committee.
- 2-6.1.2 Have clear guidelines on who signs contracts on behalf of the host committee. **WBC must approve all sponsorship contracts before they are signed.**
- 2-6.1.3 WBC holds the sole right to name the event and to assign long term national sponsorship to the event.
- 2-6.1.4 WBC retains the right to bring national sponsors to the event and to ensure exposure for those sponsors at the event.
- 2-6.1.5 WBC will provide details of all national sponsors of the event to the host at least three (3) months prior to the event.
- 2-6.1.6 The host agrees not to approach any sponsor in competition with national sponsors of the event without the explicit approval of the WBC.
- 2-6.1.7 WBC holds the broadcast rights of all sanctioned events. Any negotiations for television are done through the Executive Director of WBC.
- 2-6.1.8 Take advantage of every opportunity to showcase your sponsors. Even things as small as ensuring that their products are the ones used in hospitality rooms, at the banquet, etc. Display their signs at these sites.
- 2-6.1.9 Be prepared to spend some money to produce signs or banners that acknowledge your sponsors. Part of the sponsor package may include their own signage at the event. Make sure that the signs are in place; get pictures, and send them out later with a thank you.

2-6.2 Revenue Generation

- 2-6.2.1 WBC has the right to sell merchandise at all CWBL and National Championships. WBC will negotiate with the host any merchandising they wish to sell at least two (2) months prior to the event.

2-6.2.2 The host may hold events in conjunction with the event. Some of the events that may be considered are:

- ❑ power breakfast with the teams
- ❑ tournament packages which allow for the use of a special hospitality room
- ❑ a sponsor day, where the sponsor buys all the tickets and gives them away to their customers
- ❑ promotional activities at half-time:
 - . shoot from the chair contest
 - . beat the player, three point throw contest; with the crowd
 - . free throw contest with the crowd participating

2-6.2.3 The host may wish to design promotional items for sale at a souvenir booth. The only caution is to be careful on the amount of inventory you commit to. Items which are popular and sell well at other events are:

- ❑ t-shirts and sweatshirts
- ❑ local Team memorabilia
- ❑ promotional items with a daily use quality

Check with previous hosts to determine the souvenir opportunities required. It is better to sell out than to have items left over.

2-6.2.4 The host is responsible for preparing a program for the event. The size and scope of the program is at the host committee's discretion. This may be a revenue opportunity. **WBC is entitled to a full page in the program free of charge and will provide camera ready copy. WBC has the right to acknowledge their national sponsors in their presentation.**

Any National sponsors of the event secured by WBC will be entitled to free advertisement in the program. The size and placement of the ads to be negotiated.

2-6.3 Tickets

2-6.3.1 The committee shall determine the cost of tickets. They should consider the following:

- ❑ daily and tournament passes
- ❑ tickets for finals only
- ❑ special rates for seniors and children

- ❑ package deals for schools
- ❑ package deals for sponsors

WBC must approve the ticket pricing structure.

- 2-6.3.2 Tickets should be available well in advance of the event so they can be used for promotional purposes. Refer to the finance section for further information.
- 2-6.3.3 The host will be responsible for providing personnel to sell the tickets and to staff the souvenir booth.

2-7 Protocol

We are all proud of the advances we have made in the sport. Events are our opportunity to showcase the game, add a touch of class and formalize some of the proceedings.

This area requires people-orientated volunteers who understand the importance of creating a good public appearance. VIP's really are Very Important People; treated well they can be valuable assets, but treated poorly they become opportunities lost. All sponsors, WBC representatives and special guests should receive VIP status. It is a courtesy that goes a long way to ensuring they leave your province feeling good about you and the sport. Make sure that ticket takers, hostess/host, and all the members of your volunteer committee are aware of the importance of extending a helping, friendly hand to people identified as VIP's.

2-7.1 Accreditation

It is important that all people entitled to free access to the event are properly identified. This begins the process of planned protocol.

- 2-7.1.1 The host must provide identification passes. They should be colour coded to alert staff and volunteers as to the "rights" of the pass holder. Cards attached to strings are the easiest to see and the most commonly used. Pictures are useful and it is relatively inexpensive to rent a camera and plastic seal machine; you will need to have a process and full time volunteers at the start of the event to man the equipment and lead people through this part of the registration.
- 2-7.1.2 The passes should be available prior to the start of the tournament. The host shall inform WBC of the number of passes intended to be given out in each category. WBC retains the right to limit the number of passes.
- 2-7.1.3 The host shall make available to each team a pass for each registered participant (maximum 12 players & 4 staff). They are to be given to the team manager with their registration kits.

- 2-7.1.4 The host shall make available to WBC passes for all WBC representatives and guests.
- 2-7.1.5 The host shall make available passes for all referees, classifiers and other officials assigned to the event. Student classifiers shall also receive passes.
- 2-7.1.6 The host shall provide passes for all accredited media.
- 2-7.1.7 The host shall provide passes for VIP's, visiting provincial presidents and visiting representatives.
- 2-7.1.8 The host shall provide passes for all their Committees and tournament volunteers.

2-7.2 Hospitality

As host you may wish to provide some social events for the participants. One popular activity is to provide a hospitality room for the coaches, managers, WBC representatives and guests. Hosts provide a banquet where the awards are handed out and the host committee gets a chance to take a well deserved bow.

- 2-7.2.1 The hospitality room should be located at the tournament hotel. Set the hours of operation, guest list, and provide that information in the registration kit.
- 2-7.2.2 Use coloured accreditation passes for entrance to the hospitality room.
- 2-7.2.3 The host may wish to provide an alternative place for the players to gather.
- 2-7.2.4 At the game venue a room should be set aside for the coaches and managers to relax. Refreshments should be available in this room. The host may wish to designate this as the committee room.
- 2-7.2.5 The officials will require a room at the game site. The hospitality committee should determine if they are responsible for providing refreshments for this room.
- 2-7.2.6 Remember to use sponsor products if at all possible in the hospitality rooms.

2-7.3 Team Hostess/Host

Providing a hostess and host can make life so much easier for everyone; they can guide your teams through the registration procedure, explain the event and even show them the city.

2-7.3.1 Provide the hostess/host with a job description which includes:

- meeting team at the airport and assisting in registration
- accompanying the team to the venue for games
- be available at the games to obtain towels, fill water bottles, etc.
- act as a guide to the team on tours
- accompany the team to the banquet
- accompany the team to the airport on departure
- act as facilitator for the team during their stay

2-7.4 Registration Kits

Each participating team must be provided with a registration kit containing all the pertinent information regarding the tournament. The registration kits should be available upon arrival at the check in.

2-7.4.1 The registration kit should contain the items listed below:

- accreditation pass
- map to venue
- schedule of games
- banquet ticket
- souvenir program
- information on medical services
- contact lists and who's who

Other items that may be included could be:

- souvenir pin
- map of area and other tourist information
- coupons for fast food outlets
- information on events in the area
- sponsor give away items
- tournament t-shirt
- local organization promotional items

2-7.4.2 The host should provide to the manager/coach:

- parking passes for the team vehicles
- phone numbers for emergency medical services
- phone number of contact from host committee
- information regarding coaches/managers meetings
- information for classification of players

- name of the appeals committee chairperson

2-7.4.3 The host shall also make registration kits available to assigned officials, classifiers and WBC representatives.

2-7.5 Ceremonies

This is the hosts' opportunity to recognize and reward the people they wish. The opening ceremony can be held at a time best suited to the host and their sense of "prime time". What follows is a guide to ensure the "protocol" needs are met. You are encouraged to showcase your province, your programs, and your key people. Some things are legislated, but most of the ceremony is at the direction of the host.

- 2-7.5.1 The host should confirm the dignitaries they wish to involve in the event. The recommendation is to involve any level of government from which you receive support (in any of your programs). Be careful to invite the "right" representative from government.
- 2-7.5.2 Letters of invitation should be sent at least two (2) months prior to the ceremony to allow for a reply and if necessary an approach to another dignitary. The letter should contain the date, time, location, and type of involvement you are requesting.
- 2-7.5.3 If an answer is not received on the date indicated in the letter, personal contact should be initiated. Do not invite another dignitary until the first has confirmed or declined your invitation.
- 2-7.5.4 Once you have confirmation from your dignitaries, write them a letter confirming their attendance and reconfirming the date, location, and time you wish them to be there. Include a media package if available. Be sure to include an invitation or pass that will readily identify them as VIP's.
- 2-7.5.5 It is wise to confirm their attendance the day of the event. Assign someone you can count on, to watch for them, and escort them to the appropriate area. Be prepared to brief them on what is expected of them and provide them with any support they may require. If they stay after the ceremony, make sure they are not left alone. This is a wonderful opportunity to sell your

organization to them. Again, assign someone, preferably from the host committee or provincial branch to take care of them.

2-7.5.6 The opening ceremony generally involves all the teams and as host you have the right to request that the teams are all in attendance. The ceremony and timing may dictate if you want all of the teams involved.

2-7.5.7 If all the teams are involved then you must inform the team manager/coach at the time of their arrival. As well this should be discussed at the coaches meeting.

2-7.5.8 Seating should be reserved for the dignitaries to retire to at the end of the ceremony. The teams will have to be accommodated if they are remaining after the ceremony.

2-7.5.9 The order of entry of the event should be determined in the ceremonies plan. If there is a parade of participants it should be in the following order:

- ❑ first the piper
- ❑ flag bearer with Canadian flag
- ❑ when hosting men & women both teams may enter together
- ❑ order of provinces and/or clubs may be determined by host; host team(s) entering last
- ❑ officials and classifiers
- ❑ Chairperson
- ❑ WBC Representative
- ❑ Dignitaries

Teams may be lead by hostess/host carrying a flag or a placard containing the provincial and/or club name.

2-7.5.10 The opening ceremonies should not be long. Speeches and entertainment should be kept to a minimum. The teams will require a twenty minute warm-up period following the ceremony.

2-7.5.11 It is the responsibility of the host to obtain the flags of each province. The host must supply the music for the National Anthem.

2-7.5.12 The opening and closing ceremonies format must be approved by WBC. It may be submitted to WBC for approval any time prior to the event. The host is advised to submit the script for the ceremonies in sufficient time to allow negotiations to occur. The differences for the closing ceremonies are:

- ❑ only the teams involved in the award ceremony are paraded on the floor
- ❑ all other teams must be provided a viewing area around the court

2-7.6 Awards

2-7.6.1 The host is expected to use the medals as supplied by WBC. The host supplies the keeper plaque or trophies for the winning teams. **WBC displays the championship trophies for the winning teams, but they will be returned to the National office immediately following the event for updating and safe keeping.**

2-7.6.2 The host will confirm a process for the selection of a 14 point all-star team and an MVP award with the Vice President - Domestic. The host is responsible to provide these awards.

2-7.6.3 The awards are handed out during the closing ceremonies in the following order:

For Nationals:

Women's CWBL Medal Winners

- ❑ team medals to individual players, bronze, silver, gold
- ❑ league trophy to team captain

National Championship Medal Winners

- ❑ team medals to individual players, bronze, silver, gold
- ❑ championship trophy to team captain

For CWBL Finals:

- ❑ team medals to individual players, bronze, silver, gold
- ❑ league trophy to team captain

2-7.6.4 The host should inform the teams well before the ceremony what they will be required to do. The teams should be given a marshalling area and the time they are to report. The teams involved in the final game will need to be told where to marshall also.

2-7.7 Volunteers

No event can occur without good volunteers. The ability to attract good volunteers to your event will largely depend on planning and hard work. You can help yourself by having job descriptions for all your volunteers, holding training sessions for them, and thanking them at the end of the event.

2-7.7.1 Identify the volunteers you will need by talking to the other people on the host committee.

2-7.7.2 Prepare job descriptions for the various positions as required.

2-7.7.3 Recruit from amongst your own organization, the volunteer centre, service groups, other sport groups, PSA's and word of mouth. If you have treated your volunteers well in the past, you will have no trouble getting their support now!

2-7.7.4 Provide a different coloured t-shirt for your volunteers to facilitate their identification.

2-7.7.5 Provide your volunteers with a schedule of their times on duty and stick to it.

2-7.7.6 Provide them with a main coordination number that they can reach, or leave a message for any member of the Organizing Committee at. Have a "spare" for this occurrence.

2-7.7.7 Please make sure to thank everyone, before, during and after the event.

- 2-7.7.8 The size and type of organization you establish will determine the number of volunteers you require. We have noted a number of positions herein. Please make sure that you draw your flow chart to include all the volunteers needed.

2-7.8 Banquet

The wrap-up of the event is the banquet. It brings the teams together to relax and share the experiences of the past few days. The host is required to provide a banquet or social function at the conclusion of the tournament.

- 2-7.8.1 Book the facility and caterers well in advance of the event.
- 2-7.8.2 Provide a final count to the caterer. Tickets are to be provided to the teams, the officials, the classifiers, sponsors and WBC representatives and special guests.
- 2-7.8.3 Keep speeches to a minimum. Use the banquet to acknowledge sponsors, thank your volunteers, and take your bows. The WBC representative and the Host Committee Chairperson should be given an opportunity to speak.
- 2-7.8.4 This is also when the All-Star and MVP awards will be presented. If required, this is also when the Hall of Fame Inductions will take place.
- 2-7.8.5. Remember, you'll need a bilingual master of ceremonies to keep the formal part of the evening moving smoothly.

2-8 Sports Technical

The chairperson of this area is responsible to ensure that the teams can compete in an atmosphere of fair play. They are responsible for gathering a team around them that will compliment the excellence of the play on the court.

2-8.1 Rules of Play

- 2-8.1.1 The rules of play for all WBC awarded events and championships are FIBA with the modifications adopted by IWBF and the WBC.

- 2-8.1.2 Players must be registered with WBC and meet the eligibility requirements of the tournament they are competing in to be eligible to play.
- 2-8.1.3 In the case of a dispute over eligibility the decision of the WBC shall be final.
- 2-8.1.4 WBC shall forward to the host committee the list of eligible players. The chairperson shall have a copy of that list in their possession.
- 2-8.1.5 The officials & classifiers used shall be those agreed to by WBC in accordance with the rules prescribed by the Officials & Classifiers Committees of WBC.
- 2-8.1.6 The fees paid to the Officials shall be those set down by their committees and approved by the WBC.
- 2-8.1.7 The WBC shall forward a current list of rates to the host one (1) month prior to the start of the event.
- 2-8.1.8 The WBC shall appoint an evaluator/assigner to the tournament.
- 2-8.1.9 The WBC shall make the names and addresses of the classifiers and officials available one (1) month prior to the start of the tournament; this will allow the host to communicate with them.
- 2-8.1.10 WBC shall provide the host with the assignment of the teams to pools as per the rules two (2) months prior to the start of the tournament. **WBC will work with the host to confirm the draw. WBC is the final authority on the schedule of games.**

2-8.2 Facility

- 2-8.2.1 The facility must meet the requirements as outlined in the IWBFF rule book.
- 2-8.2.2 The following specifications should be present:
 - ❑ the floor should be hardwood
 - ❑ 2 full size gymnasiums
 - ❑ backboards should be glass of square construction

- ❑ 24-second shot clocks must be located at both ends of the court
- ❑ the site must have working scoreboards and clocks for all courts
- ❑ signs should be provided over the bench and on the score clock to assist the public in identifying the teams
- ❑ chairs should be provided for the support staff at the bench area
- ❑ the score keepers table should be long enough to accommodate the scorekeeper, game clock operator, shot clock operator, statisticians (minimum 2 maximum four), evaluator-assigner, announcer and WBC representative

- 2-8.2.3 The host is required to provide separate change rooms for each team. The locker rooms must lock and should have showers.
- 2-8.2.4 The host is required to provide a separate change area for the on-floor officials. It should lock and is off limits to reporters or team support staff.
- 2-8.2.5 The host is required to provide a room for the classification of athletes.
- 2-8.2.6 The host is required to assure that emergency medical support staff are available at the game site/s.
- 2-8.2.7 WBC will provide the scoresheets to be used for the competition. These will be forwarded to the host one (1) month prior to the competition starting. The host is to retain the top copy of the scoresheet: each team should receive a copy of the scoresheet at the end of the game. The master scoresheets are to be sent to the WBC Domestic Director with the final report.
- 2-8.2.8 The WBC will provide an evaluator-assigner to assign the on-floor officials at the tournament. They will also provide the out-of-town officials. **WBC must approve all officials to be used in the tournament.**
- 2-8.2.9 The WBC will appoint the Classifiers to be used at the tournament. They may also provide opportunities for student classifiers to be

present at the tournament. The athletes will be classified in accordance with the policy approved by the WBC.

- 2-8.2.10 The host shall be responsible for providing the table officials for all games. They are responsible for training these officials to be of the quality necessary to work a National event.
- 2-8.2.11 The table officials that must be present for each game are:
- game clock operator
 - 24- second shot clock operator
 - scorekeeper
 - announcer
 - statisticians
- 2-8.2.12 The host should provide a room for the media as identified under the public relations section of this manual.

2-8.3 Team Bench

Remember that the athletes are the reason for the tournament's existence. The more you can provide them to help in their effort to compete, the better the results for everyone. The hostess/host can be assigned many of the tasks listed below; be sure that someone is assigned each duty.

- 2-8.3.1 The host is responsible for providing towels at the bench for the teams.
- 2-8.3.2 The host should provide water at the bench. This is generally accomplished by placing a water cooler at each bench. Teams are responsible for bringing their own water bottles.
- 2-8.3.3 The host should provide drinks and oranges in the locker rooms for the teams between halves and at the end of the game.
- 2-8.3.4 It is important that the teams are provided with up-to-date information on schedules, locker room assignments, transportation etc. This should be provided to the manager/coach.

- 2-8.3.5 The teams shall have at least a twenty minute warm-up before each game. The time between halves is 10 minutes.

2-8.4 Spectators

- 2-8.4.1 It is important for the host to provide well marked signage to facilitate easy access to the various sections and in order to successfully delineate information. Signs that will help include:
- team names
 - signs to direct them to the seating, concessions, washrooms, media room, locker rooms and medical room
 - Signs for Officials, Classifiers, Media and VIP rooms
- 2-8.4.2 The host may provide a concession area at the game venues. The host is responsible for negotiating this with the facility owner and providing what ever service is offered.
- 2-8.4.3 If souvenirs are to be offered the host will have to designate a site for them. It must not interfere with the access to the floor and must not cause a distraction to the players.

3. Conclusion

From time to time issues may arise that have not been addressed in this document. Please contact the Executive Director to facilitate confirmation of your concern. Wheelchair Basketball Canada will notify the Domestic Committee of all concerns raised and will subsequently review the concerns at the annual meeting. Any such modifications to the hosting manual shall be made in accordance with the recommendations set forth by the Domestic Committee.

Thank you in advance for your anticipated concern and cooperation and best of luck with your event.

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