



WHEELCHAIR BASKETBALL CANADA

HOSTING MANUAL

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TABLE OF CONTENTS

Contents

PREAMBLE:	1
1. Bid Procedure for Hosting	2
1-1 Submitting Bids and Bid Deadlines	2
1-2 How the Bids will be Assessed	2
1-3 Details of Bids	3
1-4 Financial Responsibilities	4
2. Organization of the Event	5
2-1 Job Descriptions	6
2-1.1 Chairperson	6
2-1.2 Finance	6
2-1.3 Sport Technical	6
2-1.4 Administration	7
2-1.5 Marketing and Communications	7
2-1.6 Fundraising	7
2-1.7 Protocol	8
2-2 The Event	8
2-2.1 Registration	8
2-3 Team Services	11
2-3.1 Transportation	11
2-3.2 Accommodation	12
2-3.3 Medical Services	12
2-4 Finance	13
2-4.1 Gate-Tickets	13
2-4.2 Financial Responsibility	14
2-5 Marketing and Communications	15
2-5.1 Pre-Event	15
2-5.2 Media at the Event	17
2-5.3 Photographer(s)	18
2-5.4 Special Event(s)	18
2-6 Fundraising	20
2-6.1 Sponsors	20
2-6.2 Revenue Generation	21
2-6.3 Tickets	22
2-7 Protocol	23
2-7.1 Accreditation	23
2-7.2 Hospitality	24
2-7.3 Team Hostess/Host	25
2-7.4 Ceremonies	26
2-7.5 Banquet	28

2-7.6	Awards / Closing Ceremony	29
2-7.7	Volunteers	30
2-8	Sport Technical	31
2-8.1	Coach's Meeting	31
2-8.2	Rules of Play	32
2-8.3	Facility	33
2-8.4	Team Bench	34
2-8.5	Spectators	35
3.	Conclusion	35

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 CWBL National Championships is to provide an opportunity for our most elite domestic athletes to compete against each other in a formal competition setting. The championships also provides a training ground for officials and classifiers.

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.

1. Bid Procedure for Hosting

The Men's and Women's CWBL National Championships 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 either event.

1-1 Submitting Bids and Bid Deadlines

Bids to host any of our CWBL National Championships (CWBL Women's National Championship, CWBL National Championship, Jr. Regional Championship, or Jr. National Championship) must be submitted in writing to Wheelchair Basketball Canada, on or before the date outlined in the Bid Document. 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 the Bid Document.

The Executive Committee (consisting of WBC's Program Manager, VP Domestic, and Executive Director) 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 National Championships 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, WBC staff, 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
- Transportation / Team Travel
- Budget
- Banquet
- Dates
- Organizing Committee experience
- Registration Fee
- Unique qualities of the bid (for example live streaming)

The applications are reviewed on an individual basis by 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 competition normally runs Friday – Sunday with a banquet on Saturday. Arrivals are typically on Thursday night for out of town participants 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 (if required) and other pertinent information; (2 full size gyms are highly recommended, one may be enough for Jr. Regional Competitions and / or Women’s CWBL National Championships, depending on the number of teams, and a warm-up gym would be considered a bonus).
- 4) Food: details of 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) Marketing and Communications: brief summary of marketing and communications campaign, outlining proposed promotional events if applicable;
- 10) Fundraising/Sponsors: a brief description of potential revenue generation ideas;
- 11) Game Tickets: outline proposed ticket plan if applicable;
- 12) Accreditation: information on accreditation process if needed;
- 13) Ceremonies: details of proposed opening and closing ceremonies.

1-4 *Financial Responsibilities*

***** The Financial Responsibilities section is currently under review and is subject to change. WBC will communicate any changes in financial responsibility in a clear and time effective manner to ensure current and potential hosts fully understand their commitment.*****

Wheelchair Basketball Canada

- Scoresheets
- Medals
- Championship Trophies (for CWBL Women's National Championship and CWBL National Championship)
- Per Diems for officials, classifiers and WBC representatives
- Local ground transportation (airport – hotel – gym) for WBC representatives, officials, and classifiers
- 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 Assigner/Evaluator
- Honorarium for Classifiers
- Banquet tickets for WBC representatives, officials, and classifiers
- Hosting Grants will be awarded for each event from WBC. Amounts to be approved on an annual basis and communicated to Organizing Committee

Organizing Committee

- Keeper trophies/plaques for winning teams (3 for Championships with 1 Tier and 6 for Championships with 2 Tiers)
- MVP/All Star Awards (six for 5 vs. 5 Championships with one tier, 11 for 5 vs. 5 Championships with two tiers, four for 3 vs. 3 Championships with 1 tier, and seven for 3 vs. 3 Championships with two tiers)

- Local ground transportation (or at minimum aid in logistics for ground transportation) to get the team's equipment from Airport – Venue – Airport
- Game fees for officials which are \$55.00 / referee / game for all 5 vs. 5 National Championship games and \$20.00 / referee / game for all 3 vs. 3 Championship games (must be in cash and presented to the Assigner / Evaluator by Saturday night)
- Facility rental
- Rental of meeting space for the Coach's Meeting the night before the tournament begins
- Banquet – WBC Annual Hall of Fame & Awards for the CWBL National Championship
- Game Balls and Warm Up Balls (at least 6 / team for 5 vs. 5 warm up and 3 / team for 3 vs. 3 warm up)
- Creation and distribution of a tournament program
- Access to Wi-Fi or wired internet for WBC representatives attending the event
- One additional mesh to replace the mesh that is chosen by the winning team to cut down

2. Organization of the Event

The following represents WBC's suggested 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.

Organizational Chart



2-1 Job Descriptions

2-1.1 Chairperson

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

- ❑ liaise with WBC
- ❑ chairs Board & Bid 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 Finance

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 Sport Technical

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

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 Marketing and Communications

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

- ❑ assist WBC in confirming local television / streaming opportunities if any
- ❑ organize press conferences and releases with WBC
- ❑ appoint a publicity coordinator
- ❑ appoint a media coordinator

2-1.6 Fundraising

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

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 abide by those set out by the Organizing Committee in the Registration Package. Realistic time frames are the most important ingredient in having registration deadlines met. Best practices can be obtained by contacting WBC.

- 2-2.1.1** WBC 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** 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

2-2.1.5 For CWBL National Championships: Approximately four (4) months prior to the start of the tournament each competing team shall submit a Letter of Intent to Participate followed by a Performance Bond of \$350 within a month. (Actual dates to be set each year, see technical package).

For Women's CWBL National Championships: Approximately four (4) months prior to the start of the event each competing team shall submit a Letter of Intent to Participate with a performance bond of \$350. (Actual dates to be set each year, see technical package).

For Junior Regional / National Championships: four (4) 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
- ❑ 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.

2-2.1.7 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.

2-2.1.8 The registration kit should contain the items listed below:

- accreditation pass (if necessary)
- map to venue
- schedule of games
- banquet ticket (if a physical ticket is needed)
- 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

2-2.1.9 The host should provide to the manager/coach:

- parking passes for the team vehicles (if necessary)
- phone numbers for emergency medical services
- phone number of contact from Organizing Committee
- information regarding coaches/managers meetings
- information for classification of players
- name of the appeals committee chairperson

2-2.1.10 The host shall also make registration kits available to assigned officials, classifiers and WBC representatives.

2-3 Team Services

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

2-3.1 Transportation

2-3.1.1 The host 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 Organizing Committee must provide or identify parking space for the vehicles close to the competition site.

2-3.1.3 The host is not responsible for:

- ❑ paying for parking or speeding tickets

2-3.1.4 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 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 Organizing 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 about 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 It is strongly recommended that the host provide on-site medical personnel at the game venue(s).
- 2-3.3.3 The host must have a designated area for medical support personnel and team trainers if available.
- 2-3.3.4 The host will provide a designated area with tables and chairs for classifiers which can view all games; 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 (if the tournament is ticketed)

- 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 Finance lead 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 for detailed list
- ❑ The Organizing Committee is responsible for any deficit which may be incurred.

2-4.2.2 The Organizing Committee may collect a registration fee, subject to approval by the WBC Executive 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 Organizing Committee. The registration fee for each team **MUST** be approved by the WBC Executive Committee prior to sending out any packages.

2-4.2.3 WBC shall be responsible for providing the following:
See 1-4 for a detailed list

- 2-4.2.4** At the conclusion of the event the host is responsible to provide WBC with:
- ❑ an audited financial statement within three (3) months of the conclusion of the event

2-5 *Marketing and Communications*

A strong marketing campaign is essential to the realization of a successful event. 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 can prepare **Media Kits** for distribution to all media if you have the capacity. WBC is happy to guide this process if needed. 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 should try to 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 should try to provide a quiet room with a phone and internet access 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 should try to 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 distributing 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. Distribute all the other local media outlets if possible.

2-5.3 Photographer(s)

Good pictures give the public a window on your world. A professional photographer is highly suggested if possible. 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 WBC and the ones you may wish to keep yourself. If possible:

- 2-5.3.1** The host should try to provide to WBC with a picture of the Championship Team. As well, WBC must receive a picture of the all-star team and the MVP's.
- 2-5.3.2** The host should try to provide WBC with action shots, opening and closing ceremonies shots for publicity purposes.
- 2-5.3.3** The host should try to 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 should try to 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. If possible:

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 able bodied) 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
 - . 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 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.

- 2-5.4.5** If 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 WBC, contain the WBC logo and be approved by 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 marketing and communications committee.

2-6.1 Sponsors

Any event awarded the rights to host a WBC sanctioned event is still the property of WBC. For this reason the Organizing Committee must respect 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 WBC prior to their signing.**

Note: No contract can be entered into without the approval of 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 Organizing 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 Organizing 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 WBC.
- 2-6.1.7 WBC holds the broadcast rights of all sanctioned events. Any negotiations for television / streaming are done through the Executive Committee.
- 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 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 Organizing 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 (if the tournament is ticketed)

2-6.3.1 The Organizing 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 and increase the profile of our sport at the highest level of domestic competition.

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 if the tournament is ticketed. 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 Organizing 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. If possible:

- 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 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. If applicable:

- 2-7.4.1** 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.
- 2-7.4.2** 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.
- 2-7.4.3** 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.
- 2-7.4.4** 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.
- 2-7.4.5** 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 Organizing Committee or provincial branch to take care of them.

- 2-7.4.6** 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.
- 2-7.4.7** 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.
- 2-7.4.8** 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.
- 2-7.4.9** 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.
- 2-7.4.10** 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.
- 2-7.4.11** If possible, it would be the responsibility of the host to obtain the flags of each province. The host should supply the music for the National Anthem.

2-7.4.12 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

2-7.5 Banquet

The banquet is to take place the Saturday night of the tournament. It brings the teams together to relax and share the experiences of the past few days. The host is responsible for the organization and execution of the banquet or social function. Responsibilities include:

- 2-7.5.1** Book the facility and caterers well in advance of the event.
- 2-7.5.2** Provide a final count to the caterer. Tickets are to be distributed to the teams, the officials, the classifiers, sponsors and WBC representatives and special guests.
- 2-7.5.3** During the banquet, the Organizing Committee is encouraged to speak and recognize the work that has gone into making the tournament a success. Please keep speeches to a minimum. The WBC representative and the Organizing Committee Chairperson should be given an opportunity to speak.
- 2-7.5.4** At the CWBL National Championship, the annual WBC All-Star and MVP awards will be presented. If required, this is also when the Hall of Fame Inductions will take place.
- 2-7.5.5** You need a bilingual master of ceremonies to keep the formal part of the evening moving smoothly. The evening should begin with opening remarks from the Organizing Committee and a WBC representative, followed by everyone eating, any additional acknowledgements that would like to be made, and then closing remarks by the Organizing Committee. The script for the event should be approved by the WBC representative in advance.

2-7.6 Awards / Closing Ceremony

- 2-7.6.1** The host is expected to use the medals as supplied by WBC during the Closing Ceremony. The host supplies the keeper plaque / trophies / banners 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** WBC will confirm a process for the selection of an all-star team that follows the Technical Package for the tournament and distribute the voting sheets to teams at the Coach's Meeting before the tournament. The tournament MVP award will also be voted upon using these sheets. The host is responsible to provide keeper awards for each of the individuals selected for these awards. The MVP and All-Star awards are to be given out at the Closing Ceremony after the winning teams have been awarded their medals.
- 2-7.6.3** The Closing Ceremony is to be held on the competition court immediately following the championship game. Only the winning teams shall be on the court for the Closing Ceremony and should be organized based on how they placed in the tournament for ease of receiving their medals.
- 2-7.6.4** The Closing Ceremony will begin with an opening statement from a WBC representative followed by a statement from the Organizing Committee if they so choose.
- 2-7.6.5** Each team will then be called forward in order of rank (beginning with the bronze medal team and ending with the gold medal team). The host will decide who hands out the medals and who will announce the winning teams.
- 2-7.6.6** After all the medals have been handed out, the All-Star and MVP awards are to be handed out. Again, it is up to the host to decide who they wish to hand out the awards and who they wish to have announcing the award winners. After they have received their

awards, the MVP award should be handed out. A picture of the award recipients should then be taken.

- 2.7.6.7** After all of the medals and awards have been handed out, closing remarks can be made by the host should they so choose. After the closing remarks, if there are any, the WBC representative will officially close the tournament.

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. It is suggested you:

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

2-8 *Sport 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 Coach's Meeting

- 2-8.1.1** The rental of meeting space for the Coach's Meeting, to occur the night before the tournament begins, is the responsibility of the Organizing Committee. The timing of the meeting will be based on the arrival schedule of the participating teams.
- 2-8.1.2** The WBC representative for the tournament will run the Coach's Meeting. At least one representative from each team must be present. Also present will be the Head Classifier, Assigner/Evaluator, and a representative from the Organizing Committee.
- 2-8.1.3** An agenda for the Coach's Meeting will be distributed at least one week prior to the meeting itself. The agenda will consist of the following topics at the minimum:
- ❑ Introductions
 - ❑ Logistics (Organizing Committee)
 - ❑ Schedule Overview (WBC Representative)
 - ❑ Head Referee Comments
 - ❑ Classification Review & Rosters (Head Classifier)
 - ❑ Doping Control (WBC Representative)
 - ❑ Appeals Committee and Procedure (WBC Representative)

□ Questions / Comments

2-8.2 Rules of Play

- 2-8.2.1** The rules of play for all WBC awarded events and championships are FIBA with the modifications adopted by IWBF and WBC.
- 2-8.2.2** Players must be registered with WBC and meet the eligibility requirements of the tournament they are competing in to be eligible to play.
- 2-8.2.3** In the case of a dispute over eligibility the decision of WBC's Domestic Committee shall be final.
- 2-8.2.4** WBC and the Domestic Committee will work together to rule on the eligibility of players put forward by their club / province. The final list of eligible players will be provided to the Organizing Committee.
- 2-8.2.5** The officials & classifiers used shall be those agreed to by WBC in accordance with the rules prescribed by the Officials & Classifiers Committees of WBC.
- 2-8.2.6** The fees paid to the Officials shall be those set by WBC. Please refer to section 1-4 (Organizing Committee) for set fees.
- 2-8.2.8** WBC shall appoint an Assigner/Evaluator to the tournament.
- 2-8.2.9** WBC shall make the names and email addresses of the classifiers and officials available one (1) month prior to the start of the tournament; this will allow the Organizing Committee to communicate with them.
- 2-8.2.10** 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.**

2-8.3 Facility

- 2-8.3.1** The facility must meet the requirements as outlined in the IWBF rule book.
- 2-8.3.2** The following specifications should be present:
- ❑ the floor should be hardwood
 - ❑ 2 full size gymnasiums (highly recommended)
 - ❑ backboards should be glass of square construction
 - ❑ 24-second shot clocks (that can reset to 14 seconds) must be located at both ends of the court for CWBL National Championships
 - ❑ 24-second shot clocks that can reset to 24 seconds must be located at both ends of the court for Jr. Regional Championships
 - ❑ the site must have working scoreboards and clocks for all courts
 - ❑ if possible 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, and statistician(s)
- 2-8.3.3** If possible the host should provide separate change rooms for each team. The locker rooms must lock and should have showers.
- 2-8.3.4** The host is required to provide a separate change area for the on-floor officials (preferably one that can be separated by gender). It should lock and is off limits to reporters or team support staff.
- 2-8.3.5** The host is required to provide a designated area for the classification of athletes.
- 2-8.3.6** The host is highly encouraged to provide medical support staff at the game site(s).

- 2-8.3.7** WBC will provide the scoresheets to be used for the competition. These will be brought by a WBC representative. WBC is to retain the top copy (white) of the scoresheet and each team should receive a copy of the scoresheet (one pink and one yellow) at the end of the game. The WBC representative will scan all scoresheets and send them to the Organizing Committee for their records.
- 2-8.3.8** WBC is in charge of selecting each official who will be participating in the tournament. At the tournament WBC will provide an Assigner/Evaluator to assign who will referee each game. **WBC must approve all officials to be used in the tournament.**
- 2-8.3.9** 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 WBC.
- 2-8.3.10** 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.
- 2-8.3.11** The table officials that must be present for each game are:
- game clock operator
 - 24- second shot clock operator
 - scorekeeper
 - announcer (if available)
 - statisticians (if available)
- 2-8.3.12** The host should provide a room for the media if possible as identified under the marketing and communications section of this manual.

2-8.4 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.

- 2-8.4.1** If the host is able to, providing towels at the bench for the teams and towels for the officials is always appreciated.
- 2-8.4.2** If the host is able to, providing water at the bench and in the official's room is always appreciated. This is generally accomplished by placing a water cooler at each bench. Teams are responsible for bringing their own water bottles.
- 2-8.4.3** 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.
- 2-8.4.4** The teams shall have at least a twenty minute warm-up before each game. The time between halves is 10 minutes. This will vary for Jr. Regional Championships as the game times are much more condensed.

2-8.5 Spectators

- 2-8.5.1** 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
- 2-8.5.2** 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.
- 2-8.5.3** 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 Program Manager at WBC 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 their next 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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