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## INTRODUCTION

The purpose of these Western Canadian Ringette Championships (WCRC) Hosting Guidelines is to provide an outline of: the purpose; the kind of planning required to ensure success; and the various responsibilities of those involved, *particularly* the Host Committee.

These guidelines present the minimum standards for the Host Committee, and provide a uniform structure within which the WCRC can be organized. Each WCRC can be slightly different, requiring some modifications from year to year. To that extent, these guidelines are intended as the starting point for the Host Committee with specific details being determined through the cooperative effort of the WCRC Governing Authority and the Host Committee. This material serves to standardize the operation of every WCRC, assist the Host Committee in clarifying areas of responsibility, and guarantee a uniform procedure from year to year. Specific areas that may not be dealt with in this manual shall be left to the discretion of the WCRC Governing Authority, in discussion with the Host Committee.

The key to operating a successful event lies in effective management and attention to four main areas - **PLANNING - ORGANIZATION - LEADERSHIP - CONTROL.**

The key considerations and objectives to be kept in mind when planning to host the WCRC are:

1. The **WCRC Governing Authority (WCRCGA)**, made up of the current President (or designate) of each participating province/territory, has the sole mandate to declare Western Canadian Ringette Champions, which is presently accomplished through round robin play, semi-finals, championship games, and awarding of trophies in each of the age divisions participating.
2. The event must be planned for the benefit of the players. The WCRC provide a showcase for teams and players to demonstrate sport excellence and athletic achievement. Attending the WCRC to decide a Western Canadian champion is a goal for local and provincial/territorial teams that value the competitive aspect of the sport.
3. Success in hosting the event will most likely occur if the host community has a sufficiently large body of volunteers with experience in running such events, and where the host community uses the long range planning needed to achieve success. The WCRC are not necessarily any harder to organize than a large tournament, except for length and profile. The WCRC must be a well-organized event that demonstrates high standards, and attention to the players.
4. Major decisions, including the budget, technical and promotional materials developed for the WCRC, must be approved by the WCRC Governing Authority to ensure they conform to the overall goals and objectives of the Western Canadian Ringette Championships.
5. The Host Committee is deemed to be an Ad Hoc Committee of the WCRC Governing Authority. All facets of this committee's operation shall be in accordance with these Western Canadian Ringette Championship Hosting Guidelines.
6. The relationship between the Host Committee and the WCRC Governing Authority must be cooperative, with all partners conveying accurate and complete information.
7. The event will provide, through local and western Canada exposure, significant marketing and promotional value to the sport in the local area and provincially/territorially. Thus, public attention will be drawn to the sport of ringette at all levels.

## **1.1 History of the Western Canadian Ringette Championships**

The inaugural WCRC event was held in 1997, involving 4 Tween AA teams (2 Alberta and 2 Saskatchewan). In 1998, participation grew to include Tween AA teams from all 4 western provinces plus a host.

Another notable step was taken in 2002 when WCRC was expanded to include Junior A play (3 provincial teams plus a host). The next year, Belle A was added to WCRC (2 provinces; 4 teams).

## **1.2 Overview of the Western Canadian Ringette Championships**

The Western Canadian Ringette Championships are to be held yearly no later than March 31 and preferably should not conflict with the Canadian Ringette Championships that are normally held during the first 10 days of April. Any exception to this requires the prior approval of the WCRC Governing Authority.

The official title of the competition is the **Western Canadian Ringette Championships**. The acronym for the Western Canadian Ringette Championships is **WCRC**.

It is necessary to plan for five (5) day event. An overview of the WCRC activities is as follows:

- |            |  |
|------------|--|
| Wednesday- | Arrival of teams and the officiating crew                        |
|            | - Team registration  |
|            | - Officials' orientation meeting                                 |
|            | - Team orientation meeting (mandatory for 1 team staff member)   |
| Thursday   | - Round robin games commence                                     |
|            | - Souvenir sales at arena(s)                                     |
|            | - Opening ceremonies   |
|            | - Hospitality reception presented by next year's Host (optional) |
| Friday     | - Round robin games finish                                       |
|            | - Mini-games (if necessary)                                      |
| Saturday   | - Semi-final games   |
|            | - Final games and medal presentations (gold, silver, bronze)     |
|            | - Closing Banquet  |
| Sunday     | - Departures   |

Actual scheduling of events will depend on various factors including: location, ice facilities, etc.

**HOSTING CONDITIONS**

The success of the WCRC is dependent on a cooperative, respectful, and mature relationship between: the Host Committee, the WCRC Governing Authority and the provincial/territorial ringette associations.

**2.1 Facility Requirements**

Hosting the Western Canadian Ringette Championships is a significant undertaking for the Host Committee. However, even the most dedicated volunteers could not host this event without proper facilities existing in their community.

With this in mind, the following represents the facility requirements to host the Western Canadian Ringette Championships.

**Main Venue:**

The main venue will be the 'hub' of game activity during the WCRC and will be used every day of the competition.

Initial bookings for the main venue are Thursday and Friday 7:00 a.m. to 11:00 p.m. and Saturday 7:00 a.m. to 6:00 p.m.

The main venue should, in most cases, accommodate the semi-final and final games. The statistics room, media room (optional), hospitality room (optional) and possibly the opening ceremonies must be located in the main venue. With this in mind, the main venue must have:

- a minimum ice surface of dimension 200 x 85 feet
- a minimum seating capacity of 500
- four large team dressing rooms
- a large officials' dressing room (showering facilities)
- a room to be used as the control centre
- a meeting room (Host Committee and protests/grievances)
- restaurant/canteen service
- first aid room
- 30-second shot clocks
- pro shop with skate sharpening service (stay away from machines as much as possible)

It is also strongly recommended that the facility has some form of secure equipment storage.

**Satellite Venues:**

With the current format of the WCRC (round robin play in 3 age divisions), a minimum of one satellite venue in addition to the main venue may be necessary.

Initial bookings for satellite venues may be: Thursday and Friday, 8:00 a.m. to 11:00 p.m., and Saturday 8:00 a.m. to noon.

Each satellite venue must have:

- a minimum ice surface of dimension 185 x 85 feet (recommended minimum is 200 x 85 feet)
- a minimum seating capacity of 500 (or approval from Ringette Canada)
- four medium-large team change rooms
- an officials' dressing room (with showers)

- a room to be used as the control centre
- a first aid room
- 30-second shot clocks

Each satellite venue may have:

- restaurant/canteen service
- pro shop with skate sharpening service

### Initial Ice Requirements

In most cases, all teams in each age division will participate in a full round robin tournament.

Following the round robin event, there are mini-games if necessary, a semi-final and a final game to determine bronze, silver, and gold medallists in all divisions.

Games are scheduled by the Host Province's Director of Competitions (or equivalent/designate) based on ice time available, after all entries are confirmed

Teams will play a maximum of 2 games per day, with games beginning no earlier than 8:00 a.m. and finishing with games starting no later than 9:00 p.m. Junior A and Belle A divisions).

**Games in Round Robin = (# teams (# teams - 1))/2 + medal round games\***

\* 2 medal round games per division

**Estimated maximum number of hours (1.5 hours/game- incl. warm-up, game, and flood)**

Tween AA (5 teams)	12 games x 1.5 hours =	18 hours
Junior A (5 teams)	12 games x 1.5 hours =	18 hours
Belle A (5 teams)	12 games x 1.5 hours =	18 hours
Mini-games		2 hours
<b>Total time required (approximate)</b>		<b>56 hours</b>

Please note that the above is the estimated maximum number of hours required. The maximum number of teams per division is 5. In recent events, the ice required has been less than the maximum. However, exact ice requirements are not known until the final schedule is prepared (usually mid February). With this in mind, the Host Committee must arrange with venue management that ice, which is not used, can be returned at no or little charge.

The Host Committee will know the number of teams that will be attending the WCRC after the Ringette Canada Semi-Annual General Meeting held in January prior to the event. Once teams are confirmed, the tournament schedule is drafted.

The provincial/territorial associations are required to pay the \$500 per team registration fee to the Host Committee by January 31 the year of the event. This payment is non-refundable once paid.

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### **Opening Ceremonies:**

A facility must be booked for the opening ceremonies. There must be seating for a minimum 500 people. The main venue or a large theatre may be used. Opening Ceremonies do not have to take place on ice. If the host committee chooses to have an on-ice ceremony this time must be added to the ice required for the games.

### **Accommodation:**

The Host Committee will arrange for a host hotel and will encourage/recommend teams to stay there as a means of supporting businesses that are supporting Ringette. The Host Committee is also responsible to arrange for hotel accommodations for the officials, the Host Province's Director of Officials and possibly supervisors. Some factors to consider when choosing a hotel:

- Price and size of rooms
- Number of rooms required- Standard # of rooms booked in advance for each province
- Equipment storage if there is no secure storage available at the arena. This storage facility should accommodate drying of equipment.
- Meal facilities in, or close to the hotel

### **Banquet Facility:**

A banquet hall for the Closing Banquet must be booked. The banquet hall must be able to accommodate 500-600 people for a sit-down dinner and a head table. If possible, it is recommended that the banquet be held at the host hotel.

## **2.2 Volunteer Requirements**

The success of the Western Canadian Ringette Championships depends greatly on the efforts of volunteers. The Host Committee and sub-committees will require 100+ volunteers to successfully stage the Western Canadian Ringette Championships. Volunteers will be required for scorekeeping, timekeeping, fundraising, and hostesses, to name a few.

## **2.3 Transportation Requirements**

The host community ideally should have reasonable access to a major airport in order to accommodate teams arriving by air. The host community must also be able to supply sufficient rental vehicles (three or four mini-vans per team, cargo vans, officials and event transportation).

## **2.4 Budget Requirements**

It is the responsibility of the Host Committee to generate revenue through grants, sponsorships, fundraising, etc. With this in mind, the Host Committee should have initial support from local government and businesses.

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## EXPENDITURES:

- a) rental of ice and facilities
- b) double occupancy accommodation for the required number of officials and supervisors, single occupancy accommodation for the Host Province's Director of Officials, and a per diem for meals as specified by the WCRC Governing Authority (currently \$33.00 per day)
- c) The costs of airline travel for officials, supervisors (optional) and the Host Province's Director of Officials.
- d) official logo stencil (center ice at main venue; optional)
- e) programs (minimum of 500 copies)
- f) posters
- g) Closing Banquet and other social events
- h) hospitality evening
- i) servicing of all sponsorships as promised in their contracts or agreements, i.e. banners, rink boards, ice logos, program advertisements, etc.
- j) transportation for officials, sponsors and invited guests as follows
  - airport to hotel on arrival
  - hotel/motel to rinks daily (when applicable)
  - hotel/motel to airport on departure
  - hotel/motel to special events, e.g. opening ceremonies, closing banquet)
- k) medical services (first aid)
- l) publicity, public relations, and promotion (local, national print media, radio and television)
- m) souvenirs for resale- licensed items and others
- n) event insurance
- o) administration (postage, phone, travel)
- p) production and design of event logo, including ice logo
- q) opening and closing ceremonies
- r) miscellaneous (e.g. equipment, hostesses, hospitality, game sheets)
- s) minor officials certification training and fees

## REVENUE:

- a) \$500 team registration fees (paid by the participating provinces directly to the host committee by January 31).
- b) souvenir sales
- c) admission revenue (games & Closing Banquet)
- d) program sales
- e) concession sales (if applicable)
- f) local sponsorship
- g) other western Canadian sponsorships
- h) advertising - local and otherwise
- i) donations (corporate) and grants (local, provincial/ territorial governments)
- j) miscellaneous

**NOTE:** The costs of medals, championship banners, provincial flags and WCRC logo flags are shared equally by the participating provincial ringette associations. The costs associated with the attendance of Provincial Ringette Association officials and/or staff are the responsibility of those provincial associations and not the Host Committee.

The budget is prepared by the Host Committee must be submitted to the Host Province's Executive Director for approval no later than 6 months in advance of the WCRC event.

All monies received for hosting the Western Canadian Ringette Championships must be deposited into a Western Canadian Ringette Championships account arranged for by the Host Committee.

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## 2.5 Bid Proposal

For the purposes of WCRC, the full members of Ringette Canada are the western provincial/territorial ringette associations. As a full member, any western province/territory can bid to host the Western Canadian Ringette Championships. A majority vote by the membership decides the issue. Past practice has been that the Host Province will normally be accepted on ongoing east-to-west rotation (Manitoba, Saskatchewan, Alberta and British Columbia). WCRCGA determines the rotation, and accounts for any variances with the normal rotation.

Planning for the championships requires considerable lead-time. Formal application to host the Western Canadian Ringette Championships must be submitted by the provincial or territorial association. The application must be presented during the Annual General meeting weekend of Ringette Canada in the third year prior to the Championships for which the application is being made (i.e. bids for the 2006 Western Canadian Ringette Championships shall be presented at the 2003 Annual General meeting).

Given the above, the WCRC host is to be known three (3) years in advance of the actual event date.

**HOST COMMITTEE****3.1 Definition**

The Host Committee is an Ad Hoc Committee of the WCRC Governing Authority. The Host Committee includes all Sub-Committees subsequently created and all persons who, through the Host Committee, assist with the organization and staging of the Western Canadian Ringette Championships. The Host Committee is accountable to the WCRC Governing Authority.

The Host Committee will call upon the expertise and influence of individuals selected on the basis of their ability to organize and manage. Since much of the success of the Western Canadian Ringette Championships is dependent upon the enthusiasm and tireless effort of volunteers, special emphasis must be laid upon the volunteer management skills of those placed in leadership positions.

It is the responsibility of the Host Committee to plan, provide and oversee all operations to ensure the Western Canadian Ringette Championships can be run efficiently.

The relationship between the municipal government and the Host Committee is critical. The Host Committee must be free to plan and budget in the best interest of the Western Canadian Ringette Championships and the athletes, but the municipality has a direct interest in many areas. Cooperation and consultation are key.

The Host Committee is responsible for the general day-to-day administration of the Western Canadian Ringette Championships. The Host Committee is responsible to achieve the objectives of the Western Canadian Ringette Championships within the scope and spirit set out by the WCRC Governing Authority.

**The Host Committee shall be comprised of, but not limited to, the following positions:**

- Chairperson
- Vice-President Technical
- Vice-President Funds Development
- Vice-President Special Projects
- Vice-President Media/Public Relations
- Vice-President Transportation
- Vice-President Housing
- Secretary
- Treasurer

**Other key non-committee positions are:**

- Host Province's Executive Director and/or Technical Director
- Host Province's Director of Officials
- Host Province's Director of Special Programs (or equivalent)
- Host Province's Director of Competitions (or equivalent)

**3.2 Chairperson**

The provincial/territorial or local ringette association, which is hosting the WCRC, shall appoint the Chairperson of the Host Committee.

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The Chairperson of the Host Committee shall:

1. Appoint/recruit a Host Committee.
2. Oversee the Host Committee in preparation for the Western Canadian Ringette Championships.
3. Be responsible for developing the event and acquiring information as necessary from the Host Province's Executive Director (or designate).
4. Be responsible for reporting, on a regular basis, to Host Province's Executive Director (or designate) with regards to the progress of the Western Canadian Ringette Championships.
5. Be responsible for reserving all facilities (tournament venues, hotels, banquet facilities, etc.). Facilities should be tentatively reserved when the Host Province/territory applies to host the event.
6. Conduct committee meetings at their discretion, and submit minutes of meetings to the Host Province's Executive Director (or designate) within 15 days following.
7. Prepare a time schedule that various committees and sub-committees must follow (copy to the Host Province's Executive Director or designate).
8. Conduct a review of the budget with the Host Committee before submitting it to the Host Province's Executive Director for approval.
9. Approach all possible people in the Host Province or territory and community for financial assistance, e.g. sponsors, provincial, territorial, and municipal governments, etc. (not federal government).
10. Invite provincial, territorial, and local dignitaries to the event.
11. In January, February, and March preceding the WCRC, provide the Host Province's Executive Director (or designate) with information keeping them posted on recent developments.
12. Be a member of the Protest, Grievance and Discipline Committee.
13. Ensure a draft of the main information kit is provided to the Host Province's Executive Director by October 1 of the year preceding the WCRC.
14. Ensure a wrap-up meeting is conducted within a month. Ensure a Final Report is submitted to the WCRC Governing Authority, including a financial statement, within 4 months of the completion of the championships. This final report should consist of reports from all sub-committees on their areas of responsibility, including recommendations for future WCRC Hosts.

### **3.3 Vice-President Technical**

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The Vice-President Technical shall:

1. Recruit sufficient volunteers for the Technical Arrangement Committee and sub-committees.
2. With the approval of the Host Committee, plan, provide, install and de-install all technical services and equipment, as outlined in Section 4, to ensure that the Western Canadian Ringette Championships can be run efficiently.
3. Attend Host and Technical Arrangement Committee meetings.
4. Attend Technical Arrangements Sub-committee meetings as required.

### **3.4 Vice-President Funds Development**

The Vice-President Funds Development shall:

1. Recruit sufficient volunteers for the Funds Development Committee and sub-committees.
2. With the approval of the Host Committee, plan and provide all funds development services as outlined in Section 5, to ensure that the Western Canadian Ringette Championships can be run effectively.
3. Attend Host and Funds Development Committee meetings.

### **3.5 Vice-President Special Projects**

The Vice-President Special Projects shall:

1. Recruit sufficient volunteers for the Special Projects Committee and sub-committees.
2. With the approval of the Host Committee, plan, provide, install and de-install all special projects services and equipment, as outlined in Section 7, to ensure that the Western Canadian Ringette Championships can be run effectively.
3. Liaise with the Vice-President Media/Public Relations to ensure that all required items are covered.
4. Attend Host and Special Projects Committee meetings.
5. Attend Special Projects Sub-committee meetings as required.

### **3.6 Vice-President Media/Public Relations**

The Vice-President Media/Public Relations shall:

1. Recruit sufficient volunteers for the Media and Public Relations Committees and sub-committees.
2. With the approval of the Host Committee, plan, provide, install and de-install all media and public relations services and equipment, as outlined in Section 6, to ensure that the Western Canadian Ringette Championships can be run effectively.
3. Attend Host and Media/Public Relations Committee meetings.

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4. Attend Media/Public Relations Sub-committee meetings as required.

### **3.7 Vice-President Transportation**

The Vice-President Transportation shall:

1. Recruit sufficient volunteers for the Transportation Committee.
2. With the approval of the Host Committee, plan, provide and reserve all transportation services and equipment, as outlined in Section 8, to ensure that the Western Canadian Ringette Championships can be run effectively.
3. Attend Host and Transportation Committee meetings.
4. Attend other committee and sub-committee meetings as required.

### **3.8 Vice-President Housing**

The Vice-President Housing shall:

1. Recruit sufficient volunteers for the Housing Committee.
2. Ensure all required housing accommodations (team, officials, VIPs, etc.) are provided for so that the Western Canadian Ringette Championships can be run effectively.
3. Attend Host and Housing Committee meetings.
4. Attend other committee and sub-committee meetings as required.

### **3.9 Secretary**

The Secretary shall:

1. Establish a mailing and a shipping address for the WCRC host committee.
2. Assist with the planning of meetings and distribution of the agenda.
3. Set up and maintain a filing system.
4. Prepare letters, reports, etc., as required.
5. Record, word process and distribute the minutes of Host Committee meetings (including a copy to the Host Province's Executive Director within 15 days following).
6. Assist in the general administration of the WCRC.
7. Attend Host Committee meetings.

### **3.10 Treasurer**

The Treasurer shall:

- 
1. Coordinate, with other Host Committee members, the preparation of an overall budget for submission to the Host Province's Executive Director.
  2. Obtain approval of the budget from the Host Province's Executive Director.
  3. Dispense and receive funds in keeping with the approved budget, and keep an accurate record of the same by:
    - setting up books of account and a financial statement format;
    - setting up bank accounts, arranging signing authorities, coordinating chequing and deposit routines;
    - Prepare expense forms and petty cash vouchers;
    - Establish procedures for invoicing, collection of accounts receivable, and accounts payable.
  4. Be responsible for receipt and payment of all committee funds, in conjunction with Vice-President Funds Development.
  5. Seek out applicable grants.
  6. Ensure that committees and sub-committees expend funds only as in the approved budget. The Host Committee Chairperson upon the recommendation of the Treasurer must approve any expenditure above and beyond budgeted amounts.
  7. Provide detailed financial reports on a regular basis to the Host Province's Executive Director (or designate).
  8. Submit a financial statement to the Host Province's Executive Director within 4 months of the completion of the WCRC.
  9. Work with the Vice-President of Funds Development.
  10. Attend Host Committee meetings.
  11. Attend other committee and sub-committee meetings as required to deal with budget related items.

### **3.11 Host Province's Director of Competitions (or equivalent)**

Host Province's Director of Competitions shall:

1. Review and approve the schedule for the WCRC.
2. Review pre-event checklists with Technical and Executive Directors.
3. Assist in presentation of information at orientation meeting.
4. Attend the WCRC and liaise with the Host Committee regarding the effective running of the event.
5. Troubleshoot problems which may arise during the WCRC.
6. In the event that mini games are necessary, together with the Host Province's Technical Director and/or Director of Officials, explain mini game procedure to teams involved.
7. Serve as the Chair of the Protest, Grievance and Discipline Committee.

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8. Appoint a member at large for the Protest, Grievance and Discipline Committee.

### **3.12 Host Province's Executive Director**

The Executive Director acts in an ongoing consultative role with the Host Committee, and liaises with the WCRC Governing Authority through the Executive Directors of the other western provinces. The Chairperson of the Host Committee shall report to the Host Province's Executive Director (or designate).

Host Province's Executive Director shall:

1. Together with the WCRC Governing Authority, be responsible for overseeing the Western Canadian Ringette Championships and liaise with the Host Committee.
2. Represent the WCRC Governing Authority and coordinate the WCRC Governing Authority activities.
3. Ensure that the Host Committee adheres to the policies established by WCRC Governing Authority.
4. Ensure that the Host Committee is properly prepared to host the WCRC, and that such preparations are in keeping with the objectives, goals, and philosophy of the WCRC Governing Authority.
5. Coordinate preparation of WCRC policies and ensure that they are forwarded to the Host Committee well in advance of the WCRC.
6. Secure regular written reports and/or minutes from the Host Committee and forward these to the Executive Committee and Technical Director.
7. Prepare a detailed report after the first site visit which identifies areas to be corrected. This should be done 8 months in advance of the WCRC.

### **3.13 Host Province's Technical Director**

Host Province's Technical Director shall:

1. Ensure that the technical requirements for the Western Canadian Ringette Championships, as outlined, are understood by the Host Committee and carried out during the event. The Host Province's Technical Director and the Host Committee's Vice-President Technical will work closely together to ensure that the WCRC are run efficiently.
2. Prepare the championships' schedule and deal with inquiries related to the schedule in conjunction with the Host Committee's Vice-President Competitions and the Host Province's Director of Officials.
3. Work with the Host Province's Executive Director prior to, during, and after the Western Canadian Ringette Championships to ensure that the event runs smoothly.
4. Provide, at the earliest possible time, the following information to the host committee:
  - team roster for all participating teams
  - game sheets
  - results sheets for display in arena

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5. Be an ex-officio member of the Protest, Grievance and Discipline Committee.
  6. Prepare and distribute information packages to head coaches and provincial/territorial associations prior to the WCRC. Extra packages to be available at registration.
  7. Review technical information at the Team Orientation Meeting.
  8. Upon request by the Director of Officials, attend the pre-event officials' orientation meeting.
  9. In the event that mini games are necessary, together with the Vice-President Competitions and/or the Director of Officials, explain mini game procedure to teams involved.
  10. Verify that team staff is properly certified as per Ringette Canada policy.
  11. Administer registration of team members and staff at official registration.

### **3.14 Host Province's Director of Officials**

The Host Province's Director of Officials shall:

1. Coordinate the selection of on-ice officials for the WCRC.
2. Coordinate the selection of qualified supervisors.
3. Oversee the preparation of the on-ice officials' information package.
4. Schedule on-ice officials and supervisors for all games at the WCRC.
5. Chair officials' orientation and nightly meetings.
6. Be prepared to be a member of the Protest, Grievance and Discipline Committee.
7. Attend technical check of facilities 1 - 2 days prior to event.
8. In the event that mini-games are necessary, be prepared to assist the Host Province's Technical Director and/or Host Committee's Vice-President Competitions in explaining mini-game procedure to the teams involved.

## **SECTION 4**

### **TECHNICAL ARRANGEMENTS**

#### **4.1 Definition**

It is the responsibility of the Technical Arrangements Committee, with the approval of the Host Province's Technical Director, to plan, provide, install and de-install all technical services and equipment to ensure that the Western Canadian Ringette Championships can be run efficiently.

The Technical Arrangements Committee is responsible for the following areas: a) facilities and equipment, b) venue management, c) communications, d) Statistics, and e) Minor Officials.

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It is recommended that the Technical Arrangements Committee be divided into five (5) Sub-committees, as stated above and outlined below. Each sub-committee should have a chairperson (e.g. Facilities and Equipment Chair), however, one person may assume the chair of more than one of the Technical Arrangements sub-committees.

#### **4.2 Volunteer Requirements**

The Technical Arrangements Committee will require the recruitment of approximately 100 or so volunteers, most of whom will be Minor Officials and penalty bench attendants. The Vice-President Technical may delegate the recruitment of volunteers to the respective Chairperson.

Facility and Equipment	Chair plus one
Venue Management	Chair + 25 - 50
Communications	Chair + 1
Statistics	Chair + 1
Minor Officials	Chair + 30 - 40
Penalty Bench Attendants (optional)	15 to 20
Shot clock operators	5-10

#### **4.3 Facilities and Equipment Sub-committee**

The Facilities and Equipment Sub-committee shall be responsible to plan, prepare, provide, install and de-install all services and equipment in all venues, where games will be played, to ensure that the Western Canadian Ringette Championships can be run efficiently.

The Chair of the Facilities and Equipment Sub-committee is responsible to:

1. Ensure, with the Host Committee Chairperson, the Host Province's Technical Director and the Host Province's Director of Competitions, that sufficient venues and ice time have been booked.
2. Ensure that all venues have proper ice and board markings as outlined in the Official Rules of Ringette Canada.
3. Assist the Host Province's Technical Director with the pre-event technical checks (at least 8 months and again 1 - 2 days prior to the WCRC). Ensure that all recommendations, as stated in the pre-event technical check, are fulfilled.
4. Ensure that each venue has the required equipment, and that the equipment is in good working condition, for the playing of all games. Required equipment is, but not limited to, the following:
  - extension cords
  - score clocks
  - PA systems
  - nets with fasteners
  - rings (extra rings) 2 per game
  - stop watches (one per ice surface)
  - stick gauges (one per ice surface)
  - rule books (one per ice surface)
  - tape measures (one per ice surface)
  - whistles
  - 30 second shot clocks
5. Ensure that there are adequate snack and restaurant facilities near each venue.

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6. Ensure that teams and on-ice officials have clean spacious change rooms, complete with washroom and shower facilities.
  7. Provide an area where statistics can be posted at each venue.
  8. With the approval of the Host Province's Executive Director and the Host Committee Chairperson, install banners, ice logos, etc., as supplied by Ringette Canada and the sponsors.
  9. Provide space, in a high traffic area, for souvenir sales.
  10. Ensure that a pro shop with skate sharpening services is available.
  11. Ensure that each venue has a sufficiently stocked first aid room.
  12. Ensure that each venue has a control centre for official game report administration, phone, etc.
  13. Ensure that sufficient security is in place for accreditation and admissions.
  14. Ensure that proper procedures are in place and outlined for medical emergencies (e.g. 911).
  15. Ensure that the main venue has a secure area for trophies and medals.
  16. Together with the Host Committee Chairperson and Vice-President Housing, ensure that a meeting room is reserved for the Team Orientation Meeting. This meeting will normally take place on Wednesday evening, but exact day and time must be confirmed with the Host Province's Technical Director.
  17. Arrange for practice ice to be available for participating teams to purchase.

#### **4.4 Venue Management Sub-committee**

The Venue Management Sub-committee shall provide sufficient volunteers who will coordinate activity at all venues, where games are being played, to ensure that the Western Canadian Ringette Championships can be run efficiently.

The Chair of the Venue Management Sub-committee is responsible to:

1. Recruit, train and schedule sufficient volunteers for venue coordinators, security, first aid, etc.
2. Ensure that Official Game Reports and Minor Officials' equipment (rings, stopwatches, stick gauges, whistles, measuring tapes, etc.) are available prior to the start of each game.
3. Together with the Host Province's Director of Officials or an Officiating Supervisor, ensure that, in the case of uniform sweater colour conflict and mandatory sweater change, the visiting or host team changes uniform sweaters prior to going on the ice.
4. Ensure proper administration of Official Game Reports (Official Game Reports must be available in each control center 30 minutes prior to each game). Official Game Report forms must be delivered or faxed to the Statistics Room immediately after each game. Original copies of all forms must be forwarded to the Statistics Room at the end of each day and preferably twice a day.

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5. Ensure proper security for teams and officials.
  6. Ensure that all exits are clear and accessible.
  7. Ensure that schedules are posted including assigned dressing rooms.
  8. Ensure that statistics are displayed on the statistics board in all venues within a reasonable period of time.
  9. Pre-assign dressing rooms to teams.
  10. Clearly mark benches as "Home" and "Visitor".
  11. Ensure that minor officials are in place prior to each game.
  12. Perform necessary troubleshooting.

#### **4.5 Communications Sub-committee**

The Communications Sub-committee shall plan, provide, install and de-install all communication services and equipment to ensure that the Western Canadian Ringette Championships can be run efficiently. A WCRC website should be utilized to post all pre tournament info.

#### **4.6 Minor Officials Sub-committee**

The Chair of the Minor Officials Sub-committee is responsible to:

1. Recruit sufficient volunteers to perform timekeeping, scorekeeping and shot clock operation duties during all WCRC games. If penalty bench attendants are being used, additional volunteers will be required. If hostesses are used, this can be one of their duties.
2. Train all timekeepers, scorekeepers and shot clock operators under Ringette Canada's Minor Officials Program.
3. Schedule one timekeeper and one scorekeeper, and one shot clock operator per game. The Shot Clock operator should only be operating the shot clock and nothing else during the game. Schedule two penalty bench attendants per game, if necessary.
4. Ensure, with the Chair of the Venue Management Sub-committee, that scorekeepers and timekeepers are aware of pre-game and post-game administration of the Official Game Report.

#### **4.7 Statistics Sub-committee**

The Chair of the Statistics Sub-committee is responsible to:

1. Recruit sufficient volunteers.
2. Ensure that one or more volunteers is/are responsible to:
  - assist with team registration, if required
  - distribute Official Game Reports to each venue prior to games
  - organize the collection of the Official Game Reports from each venue throughout the day and deliver them to the Statistics Room.

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3. Distribute game results, team standings, etc., to each venue. Confirm with each Venue Coordinator that statistics are posted on the statistics board. Ensure to post game results a minimum of once per day, and preferably twice.

#### 4.8 First Aid/Medical Requirements

An essential component of the Western Canadian Ringette Championships is proper first aid and medical care. Consideration must be given to securing the necessary equipment and supplies, acquiring completely trained medical and paramedical personnel, and devising and practicing an emergency plan. Please refer to Ringette Canada's First Aid Protocol guidelines found under Venue Coverage in the next section (B).

##### A. Medical Coverage Personnel

###### (i) Physiotherapist

The Canadian Physiotherapy Association through its Sport Physiotherapy Division is now identifying physiotherapists with an expertise in sports. If these individuals are not known within the community, the Sport Physiotherapy Program Coordinator, located in the Sport Medicine Council of Canada office, can identify a provincial/territorial event coverage person and local physiotherapists for coverage at the arena and/or at the hotel clinic (if applicable). Assistance with these arrangements can be made through the Host Province's Technical Director, as required.

###### (iii) St. John's Ambulance

Arrangements should be made by the Host Committee with St. John's units or similar agencies to provide emergency medical first aid at all games. They have the knowledge to recognize head and spinal trauma. This tends to be a very valuable service at major events, and is usually reliable.

##### B. Venue Coverage

At the WCRC the medical personnel on hand will wait until he/she is summoned by the referee in consultation with the team staff attending to an injured player. If they are summoned to attend to the injured player they will treat and further assess the injury as well as determine with other qualified medical personnel if a return to competition is appropriate and order treatment to prevent any injury from recurring. The St. John's Ambulance person has the training to assess an injury on the ice and is trained to stabilize an injured athlete for transportation. The physiotherapist can treat the injury on the ice as well as carry out the intervening treatment for the return to competition. Any prophylactic treatment can be done by the physiotherapist. It is the responsibility of the attending physician to determine if the athlete should be allowed to return to competition.

Since the physiotherapist is the most qualified paramedical person, he/she should be the CHARGE PERSON. Ideally the charge person should be a Level II Physiotherapist.

###### (i) Duties of Charge Person

- prepare and practice an Emergency Plan including the coordination of all members of the medical team
- ensure that appropriate supplies and equipment are available
- prepare a site coverage schedule (physiotherapist and St. John's)
- ensure that a physician call schedule has been submitted by the charge physician

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- ensure that all appropriate telephone numbers are by the telephone and easily seen

Attending physiotherapists should be scheduled whenever there is a game or practice. Ideally, two people (St. John's and physiotherapist) should be scheduled for each arena at the same time because it may be necessary to treat an injury in the first aid room while still being able to have the game covered. However, one person per rink is usually adequate. Because the physiotherapists are there to provide coverage for both teams, they should sit in the stands between the two players benches. They should have "medical" signs on the back of the chairs and be identified by a distinctive piece of clothing such as jackets, hats, or arm bands so that coaches, team managers, or referees will know where to look if they need attention.

Because of the cold, to avoid overtiredness, and so as not to overburden these volunteers, no person should be scheduled for venue coverage for longer than four (4) hours per day.

(ii) Emergency Plan

Never assume that severe injuries may never happen - they do! Prepare for them by making sure that you have the proper equipment available (refer to Suggested Supplies in the following section (C), Facilities).

The purpose of the emergency plan is to recruit people you know will be in attendance during the competitions (Host Committee members, team managers, assistant coaches, etc.) and delegate authority for specific functions. If it means that a special session must be held at a rink with all the managers present, then it should be done. This could be arranged prior to or following the team orientation meeting. All of the following must be performed in a "mock up".

The procedure is as follows:

- the charge person never leaves the severely injured athlete because this charge person is qualified in CPR and spinal injury care
- one person is sent to the telephone and is told to call 911 or the ambulance telephone number and request ambulance dispatch
- describe the location of the rink, the nature of the injury (i.e. suspected neck injury, fractured leg) and tell them where the person is (on the ice, first aid room). Also, know which door the ambulance should come to and be sure a stretcher on wheels will fit through. If necessary, stand outside and wait for the ambulance. Wave your hands to make sure they see you.
- telephone the physician on call to tell them that someone has been sent to emergency at the designated hospital
- another person may be sent to get special supplies or equipment. Medical people must be aware of where the stretcher is, where the air splints are, etc.
- if an ambulance is not necessary, people must know which other type of assistance is available.

Never take this part lightly! Physician(s) should be present for mock ups. A physician who is not there for a mock up may be disruptive to the plan if an emergency occurs.

(iii) Medical Information

Each team is responsible for preparing a suitable medical profile for their players. This information must be accessible in the event of an injury and kept with team records with the designated team staff.

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## C. Facilities

### (i) First Aid Room

Most arenas have a room that is designated as the first aid room. It may not be regularly used for this purpose, but it should be for this occasion. This room is to be used for assessing and treating injuries that occur at the rink.

The room should:

- be clearly marked on the door as the "First Aid Room"
- be away from the ice surface
- be warm
- contain a high bed (table) to examine injuries
- allow a stretcher to pass through the doors
- be attended between games to provide pre-competition care
- have coolers or a fridge to maintain a supply of clean ice

The Host Committee is only responsible for providing supplies required to treat injuries that are received during the Western Canadian Ringette Championships competition. Any individual who is being cared for prior to the event must bring their own supplies (tape, pads, etc).

A person should be assigned to ensure that kits remain fully stocked. Supplies may be available from a local supply house, provincial/territorial health department, St. John's Ambulance, Red Cross, fire department or ambulance department.

## D. Documentation

Keeping injury statistics is extremely important. All treatment statistics, physician's observations (colds, flu, etc.) should be kept at the arenas, as well as at the first aid room. These records should be kept by the Charge Person.

All injuries, regardless of their severity, should be documented and include the name of the individual, the part of the body injured, the assessment findings, the immediate treatment, and the suggested follow up treatment, if necessary. A summary of the medical records (doctors reports, injury treatment forms from the arena and the clinic) including the names of the athletes attended to, should be sent to the national office of Ringette Canada at the end of the WCRC. It is the responsibility of the charge medical person to see that such a summary is compiled and distributed. Ringette Canada will forward a copy to the Sport Medicine Council of Canada.

Statistics are valuable in identifying hazardous situations or mechanism of injuries that could be eliminated to make the game safer. Also, the statistics can be used to give the planners of future events an idea of the scope of medical care required during WCRC.

Any athlete who sustains an injury or has received physiotherapy treatment on an on-going basis during the competition and will require further treatment when the athlete returns home, should be given a copy of the treatment record for the return home. This record can be shown to the family physician or the physiotherapist who will be continuing treatment.

## **CONCLUSION**

All provincial/territorial associations should be advised to ensure that their team members are covered by their provincial/territorial insurance plans for all costs which may be incurred if an injury occurs (e.g. ambulance).

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When hosting the Western Canadian Ringette Championship, emergency care of athletes must be a priority concern. Hospitals, ambulance service, etc. should be advised well in advance of the dates of the event. With rising costs of insurance, it is vital that proper medical coverage be in place. All medical arrangements should be built into the technical arrangements program and verified with the Host Province's Technical Director.

## **SECTION 5**

### **FUNDS DEVELOPMENT**

#### **5.1 Definition**

It is the responsibility of the Funds Development Committee to generate operating funds as outlined in the event budget, to ensure the Western Canadian Ringette Championships can be run efficiently.

The Funds Development Committee can be divided into three sub-committees:

- Sponsorship
- Fundraising
- Souvenirs

#### **5.2 Sponsorship Sub-committee**

The Sponsorship Sub-committee shall:

1. Recruit sufficient volunteers.
2. Together with the Host Province's Executive Director, develop a professional sponsorship/advertising package for distribution to potential sponsors/advertisers outlining the benefits, options and costs of participation.
3. Together with the Host Committee Chairperson and the Host Province's Executive Director, coordinate the solicitation of advertisements and event sponsors.
4. Coordinate the sale and receipt of funds for event program advertisements.
5. Together with the Host Province's Executive Director, ensure that sponsors receive all benefits which are outlined in their contract or agreement.

#### **5.3 Fundraising Sub-committee**

The Fundraising Sub-committee shall:

1. Recruit sufficient volunteers.
2. Coordinate all fundraising events (e.g. bingos, casinos, etc.) and ensure adherence to all municipal/provincial rules and regulations.

#### **5.4 Souvenirs Sub-committee**

The Souvenirs Sub-committee shall:

1. Recruit, train and schedule sufficient volunteers.

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2. With approval of the Host Committee and the Host Province's Executive Director, order and coordinate the sale of souvenirs (licensed products). Licensed products will bear the official event logo, must be approved by the Host Province's Executive Director.
  3. Set up souvenir stands and/or tables in designated areas in conjunction with the Facilities and Equipment Sub-committee.

**MEDIA/PUBLIC RELATIONS COMMITTEE**

**6.1 Definition**

The Vice-President Media/Public Relations Committee shall:

1. Prepare a management plan for the areas of media, publicity and public relations.
2. Ensure that all required logos are visible on all printed and visual materials produced for the event.
3. Make arrangements for the awards and trophies and ensure that these meet all logo specifications.
4. Acquire local and provincial/territorial publicity and media coverage.
5. Confirm the design and printing of the promotional poster and/or brochure. Poster size is recommended to be 24" x 36" and quantity required is to be determined by the Host Committee.
6. Prepare the content and ensure printing of a high quality souvenir program. The program must contain:
  - letters from the Premier of the Host Province, President of the host provincial ringette association, Host Committee Chairperson and local figures
  - schedule and team lists
  - advertisements for sponsors and advertisements for co-sponsors, and all other sponsors or advertisers connected with the event
7. Ensure that invited local dignitaries and sponsors receive a program and complimentary tickets (mayor, alderman etc.).
8. Arrange a local media program which, will include:
  - setting up and organizing a media conference (usually 2 weeks prior)
  - coordinating production of banners and signs
  - sending out press releases on a regular basis
  - using local and provincial/territorial resources to promote the WCRC
  - contacting local schools and community groups to help publicize the event and encourage attendance
  - assisting in packaging the media kit
  - assigning volunteers for the media room
  - assisting during the week with media
  - arranging for a secure display area for awards

**6.2 Logo and/or Artwork**

If a major sponsor is secured, the WCRC Governing Authority shall provide the official logo for the event. In absence of such a sponsor, the Host Committee will be responsible for having one created.

The WCRC Governing Authority must approve any logo, artwork, computer program, or other package or item developed for the administration or promotion of the Western Canadian Ringette Championships by the Host Committee. Such logo, artwork, or other becomes the property of WCRC Governing Authority upon approval, and shall be used for the event for which it was developed and may be carried over for future WCRC events.

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All material produced for the Western Canadian Ringette Championships will bear the official logo and the WCRC logo.

SPECIAL PROJECTS

**7.1 Definition**

It is the responsibility of the Special Projects Committee to plan, provide, install and de-install services and equipment for all areas of hospitality, opening ceremonies and Closing Banquet to ensure that the Western Canadian Ringette Championships can be run efficiently.

**7.2 Volunteer Requirements**

The Special Projects Committee will require 15 to 25 volunteers. An additional 15 to 20 volunteers will be required in the event that the Host Committee chooses to use hostesses.

**7.3 Hospitality Sub-committee**

The Hospitality Sub-committee shall:

1. Provide a hospitality room(s) for volunteers, VIPs, officials, supervisors, etc. at the main venue (hospitality rooms at satellite venues are optional).
2. Assist the next year's Host Committee with their social evening, if necessary.
3. Arrange for welcoming/information booth at the airport and/or host hotel. Set up signs, posters and maps of the area at the airport, host hotel, and other points of arrival. Please note that Transport Canada or the appropriate airport authority must be contacted well in advance for permission to do so at the airport.
4. Arrange for player giveaway packages (goodie bags) to be prepared and ready for distribution at team registration. Approximately 20 packages per team should be prepared. Extras should be available.
5. Plan accreditation for all participants (teams, volunteers, media, VIPs, etc.).
6. Recruit, schedule and train hostesses, one per team (optional) (Appendix O).
7. Arrange distribution of refreshments to teams and officials after each game.
8. Organize and host all locally sponsored social events (e.g. players social, hospitality night, etc.).

**7.4 Opening Ceremonies Sub-committee**

The object of the Opening Ceremonies is to signify the beginning of the Western Canadian Ringette Championships by focusing on the key participants - the *athletes*. This occasion can be used by the Host Committee and host community to welcome the athletes in a way that reflects some of the uniqueness and pride of the province/territory or area. *These ceremonies should occur after the first day of play.* The ceremony need not take place in the arena.

The basic approach is to provide players and spectators with a rousing opening for the event. If an arena is used, it is preferred that players walk around the ice, then sit in the stands, rather than having to stand on the ice for an extended period of time. The Opening Ceremonies should be kept fairly short with a limited number of speeches, and include some quality entertainment for a brief time after the speeches are completed.

The Chair of the Opening Ceremonies Sub-committee shall:

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1. Recruit sufficient volunteers.
  2. Together with the Host Committee, ensure that proper facilities have been booked (Opening Ceremonies take place on Monday evening).
  3. Plan, administer, and coordinate the Opening Ceremonies.
  4. Together with the Host Committee, decide on the theme of the Opening Ceremonies.
  5. Arrange appropriate entertainment and speakers. Suggested speakers include major sponsors, Host Committee Chairperson, Host Province's Ringette Association President, and local/provincial dignitaries.

## **7.5 Closing Banquet Sub-committee**

The Closing Banquet normally includes the formal recognition of divisional champions, presentation of Special Awards, expression of appreciation to all who have been involved, and the transfer of the WCRC flag to the following year's Host Committee.

The Chair of the Closing Banquet Sub-committee shall:

1. Recruit sufficient volunteers.
2. Together with the Host Committee, ensure that proper facilities have been reserved. This facility will need to hold over 500 people, plus dignitaries at the head table, for a sit down meal.
3. Plan, administer, and coordinate the Closing Banquet. The format of the banquet is not fixed, but must allow all players to come together with an emphasis on social interaction.
4. Ensure that the following are supplied: PA system, stage, signs, invitations, etc.
5. Ensure that all banners and awards are prominently displayed.
6. Review the script of the Closing Banquet with the Vice-President Media/Public Relations and the Host Province's Executive Director.
7. Organize a seating plan for athletes, approximately 2 to 3 tables per team. Tables for parents and other spectators should be identified at the back of the banquet facility.

TRANSPORTATION COMMITTEE

**8.1 Definition**

It is the responsibility of the Transportation Committee to plan and provide transportation services and equipment to ensure the Western Canadian Ringette Championships can be run efficiently.

The Transportation Committee is responsible for the transportation of the following people to all required functions surrounding the Western Canadian Ringette Championships:

- VIPs
- On-ice Officials and Supervisors

**8.2 Volunteer Requirements**

The Transportation Committee will require 3-4 volunteers.

**8.3 Committee Responsibilities**

The Transportation Committee shall:

1. Recruit sufficient volunteers.
2. Determine budget requirements for shuttle and airport transportation.
3. Investigate various car rental companies and advise teams of the rental rates using the information kit.
4. Provide transportation for VIPs.
5. Provide a dedicated service (1 - 2 vans with drivers) for the officials and supervisors.
6. Liaise with the Host Committee as to transportation requirements of other committees and sub-committees.
7. Work with the Housing Committee to ensure designated loading zones for the duration of the WCRC and inquire about availability of parking for vans and WCRC official vehicles.

HOUSING COMMITTEE

**9.1 Definition**

Accommodations are required for the following groups/people:

- athletes
- team staff
- VIPs
- officials and supervisors
- provincial/territorial delegates (P/TSOs representatives, parents, etc.)

**9.2 Volunteer Requirements**

The Housing Committee will require 2 to 5 volunteers.

**9.3 Committee Responsibilities**

It is the responsibility of the Housing Committee to:

1. Arrange for a host hotel and make it known to the teams that they are encouraged/expected to stay there.
2. Preferably, officials and supervisors are to be housed at a hotel/motel not housing participating teams. The hotel/motel should have restaurant facilities or be within reasonable walking distance to restaurants. If a meeting room is not available, the Director of Officials requires a suite with a meeting area or sitting area for 8-10 persons. Initial reservation should be for 4 double occupancy rooms and one suite. The Host Province Director of Officials will confirm the total number of rooms required as soon as possible. Should it prove difficult to provide appropriate accommodation for the officials, except to have them at a hotel/motel that will house participating teams, please contact the Host Province's Technical Director.
3. Liaise with the Host Committee as to housing requirements of other committees and sub-committees.
4. Ensure designated loading zones for the duration of the event and inquire about availability of parking for vans and WCRC official vehicles.