

ARTICLE 9.**HOSTING****Section 1 Position Statement**1.1 Hosting Grid

	11-12	12-13	13-14	14-15	15-16
Soccer (M)	RSEQ	BCCAA	ACAA	OCAA	ACAC
Soccer (W)	RSEQ	ACAA	BCCAA	ACAC	OCAA
Volleyball (M)	BCCAA	OCAA	ACAC	ACAA	RSEQ
Volleyball (W)	BCCAA	ACAC	OCAA	RSEQ	ACAA
Basketball (M)	ACAA	RSEQ	BCCAA	OCAA	ACAC
Basketball (W)	ACAC	ACAA	RSEQ	BCCAA	OCAA
Badminton	BCCAA	OCAA	ACAC	ACAA	BCCAA
Golf	ACAA	OCAA	ACAC	RSEQ	BCCAA
Cross Country	BCCAA	RSEQ	OCAA	ACAC	ACAA

1.2 Hosting Grid Principles

- 1.2.1 The hosting grid will be reviewed annually and approved at the AGM particularly with semi-permanent site allocations or withdrawal of conferences to host.
- 1.2.2 Each sport shall attempt to alternate hosts East to West each year. .
- 1.2.3 Once a hosting assignment is completed on the grid: the MC will not receive the same sport hosting assignment for at least another two years.
- 1.2.4 No MC shall host more than 3 sports in any given year (i.e., Women's Basketball and Men's Basketball are considered 2 sports).
- 1.2.5 No MC shall sit out of the hosting grid for more than 1 consecutive year as assigned.
- 1.2.6 A semi-permanent site can be inserted into the hosting grid at anytime (upon approval at AGM).
- 1.2.7 A conference who "passes" on there turn to host a sport according to the CCAA hosting grid will forfeit their chance to have a wildcard in that sport for that Championship.
- 1.2.8 Host have the flexibility to choose either Saturday or Sunday as the Championship final day in Level 1 CCAA sports.

Section 2 Application to Host National Championship2.1 Application to Host a National Championship (Also see Application for Permanent Site Host)

- 2.1.1 In order to host a CCAA Championship in any sport, the host conference must have been a participant at the previous year's championship.

- 2.1.2 All member institutions are eligible to bid to host a National Championship. Bids must be signed by the Athletic Director of the institution and must be endorsed by the Member Conference, of which the institution is a member.
- 2.1.3 A Member Conference wishing to host a National Championship shall make application in writing to the Annual General Meeting **two (2) years** prior to the event. .
- 2.1.4 All bids shall adhere to the Hosting Bid Package and Criteria for Evaluation <http://www.ccaa.ca/document.htm#hosting> and must be forwarded electronically to the CCAA Office by May 1st of each year for fall sports, for final approval at the Annual General Meeting and by December 1st of each year for winter sports, for final approval at the Winter Board Meeting. Approval of a bid shall be by the voting membership, for a minimum of two (2) years hence.
- 2.1.4.1 Upon receipt bids will be circulated electronically to the Bid Selection Committee. The Bid Selection committee will include: VP Programs, National Convenor, VP Marketing and/or one Executive member.
- 2.1.4.2 The Bid Selection Committee will review the bid using the Criteria for Evaluation. Bid Selection Committee Conference calls will be set in December for winter Sports and May for fall sports. Bidding institutions representative(s) will be included on the call to answer selection committee questions and to highlight information.
- 2.1.4.3 The Bid Selection committee will then make a recommendation to the CCAA Board of Directors at the respective Winter Board Meeting (Winter Sports) or Annual General Meeting (fall sports) in regards to the approval of the bid.
- 2.1.5 The CCAA shall receive Semi-Permanent Site (2 year) bids two (2) years prior to hosting. Should no bids come forward or be awarded, hosting responsibility would revert to the hosting grid.

Section 3 Application for Permanent Site Host

3.1 Guiding Principles for Selection of Permanent Site

- 3.1.1 Maximum of 2 permanent sites/association
- 3.1.2 There shall be a balance of sites between east and west associations.
- 3.1.3 When competing bids meet the criteria, preference would be given to the association, which does not have a permanent site.
- 3.1.4 Conferences shall submit only one bid per association per sport.
- 3.1.5 A detailed Host Contract will be drawn up upon bid acceptance outlining Host expectations and responsibilities.

3.2 Timeline for Application Process for Bids

The CCAA shall receive Semi-Permanent Site (2 year) bids two (2) years prior to hosting. Should no bids come forward or be awarded, hosting responsibility would revert to the hosting grid.

- 3.2.1 Championship sports: men's soccer
women's soccer
women's basketball
men's basketball
women's volleyball
men's volleyball
badminton

3.2.2 Process

- Dec. • National office must receive an electronic copy of bid along with a \$50.00 non-refundable application fee for each sport applied for.
- Bids are circulated to Selection Committee, who undertake a thorough review of applications including if necessary inquiries and questions to applying institutions.
- January • Selection Committee- makes recommendations to the Board
- April • Board recommendations placed in Spring Workbook.
- June • CCAA Annual General Meeting - recommendations presented and plenary votes
- Note: Samples of previous bids may be provided on request and with permission of host.

Section 4 General Criteria for Hosting a National Championship

- 4.1 The following criteria are applicable to hosting any National Championship. This is a summary of the elements on which your bid will be evaluated. Please refer to the CCAA Operating Code for all CCAA policies.

4.1.1 Technical

- Facilities (competitive and training) and equipment as specified by the national sport governing body, must be exclusively available for practice and competition for the duration of the championship.
- Alternative plans in case of inclement weather must be in place for outdoor activities.
- Facility and access to facility must be suitable for televising.
- Information on hotels of comparable quality and proximity to the facility should be made available to participants. Recommend VIP's and media stay in separate hotel from teams. Host should also list restaurants and proximity to venues.
- Affordable transportation must be available (shuttle, rentals, etc.).
- Adequate facility to host National Awards Banquet as well as the ability to attract sponsorship for it.
- Adequate facility for the coaches meeting.
 - Adequate facilities for drug testing.
- Availability of sufficient staff/volunteers, in order to effectively manage all areas of the championships.
- Access to qualified officials as stipulated in CCAA regulations (includes minor officials).
- Team competitive history, conference competitive history in sport.
- Geographic location - fiscal considerations re: travel costs

4.1.2 Publicity and Public Relations:

- Host's strategies for promoting the championship.
- Ability to produce a quality poster and program.
- Adequate space for press conferences and availability of a media room.
- Proven media support, e.g., must prove national media coverage.
- Host must accept CCAA TV and Radio Package and meet all CCAA TV requirements.
- Potential spectator base (potential gate).
- Proven community and fan support.
- Attendance history and potential.
- Profile of institution's program in the community.
- Host must provide service in both official languages (French - English) in particular at the ceremonies and a bilingual team host. See Official Languages Policy and Minimum Host Requirements.

4.1.3 Medical

- Necessary medical personnel.
- Necessary medical facilities and equipment.

4.1.4 Financial (Financial Report attached to Bid Form)

- Provide budget (fund-raising, grants etc.).
- Ability to meet financial responsibility of hosting (guarantees to CCAA and Teams).
- Insurance coverage for the event.

4.1.5 Operational/Administration

- Organizing committee structure includes institution and community involvement.
- Proven organizational expertise (past events).
- Corporate involvement.
- Community buy in, municipal support.
- Conference and Provincial Sport Organization support.
- Official's Association support.

4.2 Marketing Expectations

4.2.1 The host must accept sponsorship policies and relevant CCAA licensing policies.

4.2.2 All Grid and Semi-Permanent Site hosts will be expected to pay the CCAA an upfront licensing fee. All gate and sponsorship revenue would remain with the host.

Licensing Fee Structure:

Men's basketball	\$7500	Women's basketball	\$7500
Men's volleyball	\$6000	Women's volleyball	\$6000
Soccer(M - W combined)	\$3000		

4.2.3 The host will obtain the best quality of television production to secure a finished video product of the Gold Medal Game.

4.2.4 The host will purchase from CCAA souvenir supplier when one is available.

- 4.2.5 The host will respect all National Sponsors –approval from Marketing Committee
- 4.2.6 The host will guarantee CCAA Advertisement space in Programs
- 4.2.7 The host will guarantee complimentary tickets for sponsors
- 4.2.8 The host will guarantee twelve (12) complimentary banquet tickets. CCAA will cover additional tickets, if requested.
- 4.2.9 The host will guarantee minimum seating for championship medal game and championship play as follows:
 - 4.2.9.1 Men's Basketball:
Minimum seating for championship medal games – 1000
Minimum seating for championship play – 1000
 - 4.2.9.2 Women's Basketball, Men's Volleyball and Women's Volleyball:
Minimum seating for championship medal games – 750
Minimum seating for championship play – 500
 - 4.2.9.3 Men's Soccer
Minimum seating for championship medal games - 250
Minimum seating for championship play - 250

4.3 Withdrawal of Hosting Privilege

The CCAA Board of Directors reserves the right to withdraw a hosting privilege if CCAA Host does not comply with Host Responsibilities.

4.4 Breach of Hosting Agreement

A fine may be assessed to any CCAA National Championship Host for any failure to adhere to the provisions of the CCAA Hosting Agreement. This may include but is not limited to: failure to service CCAA Sponsorship Agreements; violation of the Official Languages Policy; failure to conform to Hosting requirements regarding print and promotional materials etc. The fine shall be a minimum of **\$500/incident up to \$2000/incident**. Any host shall retain the opportunity to appeal the fine as per Article 7 Section 4 Item 4.16 Appeal of Fines.

Section 5 Responsibility of the CCAA in the Conduct of a National Championship

- 5.1 The CCAA shall support National Championships in the following way:
 1. Assistance with circulation of information regarding the event;
 2. Assistance with promotion and public relations;
 3. Assistance with National Media coverage;
 4. Assistance with securing National Corporate Sponsorship;
 5. Assistance with air travel arrangements;
 6. Assistance with the tournament's technical components;
 7. Assistance with distribution of results to media and CCAA member institutions.

Section 6 Responsibility of the MC in the Conduct of a National Championship

- 6.1 Provincial conferences shall provide a written or verbal (recorded in the minutes) commitment regarding participation at Basketball, Volleyball and Badminton National Championship Tournaments at the June Annual General Meeting preceding the National Championship events. Note: Soccer shall confirm participation at the upcoming National Championship at the December Semi-Annual Meeting.
- 6.2 In the event that a MC provides written commitment for hosting of a National Championship Tournament, accepted at the CCAA respective Winter Board Meeting or Annual General Meeting and subsequently withdraw that commitment, that MC shall be subject **to a fine of \$2500**. The CCAA Executive will determine the percentage of the \$2500 fine, if any, that would be split between the CCAA and the new host.
- 6.3 Conference Championship Dates
- 6.3.1 Level 1 Championships
MC's select dates for Member Conference Championships, which allow a minimum of **9 days** between Member Conference Championships and CCAA Level 1 National Championships. MC's who do not allow this minimum of **9 days** will be fined **\$500**. All Conference Representatives who shall be competing in the National Championships shall be declared by the Conference to the host and the CCAA Executive Director at least **9 days** prior to the first day of competition.
- 6.3.1.1 Exception Badminton - all conferences shall hold their conference championships on the same weekend, 9 days before the start of CCAA Badminton Nationals.
- 6.3.2 Open Championships
MC's must select dates for Member Conference Championships, which allow a minimum of 8 days between Member Conference Championships and CCAA Open National Championships. MC's who do not allow this minimum of 8 days will be fined \$500. The date that teams must send their registration to participate in an Open Championship is 8 days prior to the event.
- 6.3.2.1. The date that teams must send their registration to be considered for participate in the Championship is no later than 8 days prior to the event. Entries made after this deadline will not be considered. Changes to entries after this deadline will be penalized \$100 per change by the host.
- 6.3.2.1.1 Golf registration is based on a fill process see Article 13 Section 4, Item 4.6.
- 6.3.2.1.2 For Golf MC's must confirm by September 15th with the host if they intend to fill the 3 team spots in men's and women's golf allotted to them and if not how many spots they will be filling. MC's who do not provided this intent will be fined \$500 and team spots will be allotted to other conferences to fill.
- 6.4 Right of Refusal for Hosting a National Championship
- 6.4.1 If the conference is offering that sport within their conference and decline their hosting agreement responsibility not less than 2 years prior to the event, then the championship shall be open for bids at the following CCAA Semi-Annual meeting. A conference who "passes" on there turn to host a sport according to the CCAA hosting grid will forfeit their chance to have a wildcard in that sport for that Championship

Section 7 Responsibility of the Host Institution in the Conduct of a National Championship

7.1 Shall appoint an Organizing Committee of such numbers as it deems desirable and inform the Annual General Meeting prior to the championship of the persons so appointed. The Organizing Committee shall appoint a Host Chair (Host Convenor) and be entrusted to act as the executive officer of the tournament.

7.1.1 Host Attendance at National Championship

All Athletic Directors or a host committee member who are hosting a national championship in the coming year, must attend the previous year's national championship for the full duration of the event in the respective sport they are hosting. The costs for this person's attendance will be covered by a travel equalization payment by the CCAA.

7.1.1.1 Host Chair specific duties include:

7.1.1.1.1 To maintain control of championships on behalf of the Association;

7.1.1.1.2 To provide the CCAA Executive with interim written reports on the status of plans at the preceding Annual General Meeting, Board of Directors Meeting and Executive Meetings. A written report of the conduct of the Championships within one (1) month of the completion thereof, shall also be provided;

7.1.1.1.3 The Championship Organizing Committee shall be in contact with the Sport Convenor and the CCAA National Office a minimum of once per month as of the Annual General Meeting prior to the National Championships to make progress reports;

7.1.1.1.4 The Host Organizing Committee Chair may wish to appoint the following Directors and/or Sub Committees. Note: Having representatives from the hotel, car rental agency and souvenir clothing suppliers as chairs of sub-committees to the host committee, assists in streamlining activities and encourages greater ownership of the event.

7.2 Competition Director:

Shall be responsible for all game activities scheduled in the tournament. Supervise and coordinate all personnel involved in his/her departments:

- a) officials (major - minor)
- b) technical (material)/facilities
- c) competition

7.2.1 Officials

7.2.1.1 To make all arrangements regarding officials' functions;

7.2.1.2 The Host in conjunction with the National and Conference convenors and the respective Provincial and National Sport Organizations will arrange for qualified officials who must be members in good standing in the referees' association and must be certified through the testing procedure established by their respective National Sport Governing Body.

7.2.1.3 The assigning official or representative of the officials must attend the Coaches Meeting and ensure that all CCAA Sport Specific Rules are distributed to all participating officials.

- 7.2.1.4 Major officials shall also meet with minor officials prior to tournament play to review technical regulations. The requisite complement of minor officials must be available for all games. Note: all minor officials/lines persons must be dressed appropriately and possess regulation equipment (i.e., flags).
- 7.2.1.5 Convene a Tournament Rules Committee (Coaches Meeting) and ensure that a representative of the game officials and the National Convenor are invited to serve on this committee.

7.2.2 Technical/Facilities

- 7.2.2.1 All personnel working on the game surface shall be dressed in such a fashion as to be easily recognized. An operations meeting shall be planned each day prior to activities.
- 7.2.2.2 Shall establish a practice schedule for the competing teams before and, if necessary, during the tournament. A minimum of one practice session is to be on the site of the Championship facility and participating colleges shall be notified well in advance of the details. The practice schedules will be posted in prominent areas.
- 7.2.2.2.1 Standard Practice Time Policy for Basketball & Volleyball
- 7.2.2.2.1.1 Pre Tournament:
- Practice times shall be assigned by the host committee in consultation with the National sports Convenor based on arrival time, first game time and time zone differences with the host team taking the earliest available time.
- 7.2.2.2.1.2 In Tournament:
- OPTIONS:
- 1) Practice times shall be assigned according to game schedule with preference given to team who played the later time slot on the preceding day.
 - 2) Practice times shall be assigned according to game times of day one schedule with the higher ranked team having preference
- N.B. Teams may exchange practice times.
- 7.2.2.3 To make all arrangements regarding playing facilities including prohibiting aerosol Air Horns, Loud Speakers (megaphones) and laser pointers at any National Championship venue. It is the host's responsibility to display signage at the facility entrance with this information.
- 7.2.2.4 Shall select the warm-up music (family friendly) that will be used before every game in the Championship Tournament.
- 7.2.2.5 Shall ensure that the Announcer used at the Championship Tournament creates a fair and equal environment for both teams. Suggested announcements by ALL PA Announcers at All Games (minimum once per game) : (Sample) *" To Our Fans, The (host institution), (the host Conference) and the CCAA are very happy to have your support during our games. We hope that this game will provide you with and opportunity to encourage and support the home team our visiting team guests and the officials All of these individuals have put in great*

efforts to be able to participate – they deserve respect and to be treated with dignity. Good Sports make good sport! Thank You”

- 7.2.2.6 Shall provide event staff during event to ensure the safety of players, spectators and officials. Event staff shall be present at the door/gates to watch all spectators/participants entering the facility. Event staff will be situated in the stands/aisle way for crowd control.
- 7.2.2.7 Shall provide signage during event to ensure the safety of players, spectators and officials. Signage shall include rules of spectatorship. Rules to include: show appreciation for good plays made by either team; show respect for both teams and officials; violence or harassment in all forms will lead to ejection from the building; spectators may not go onto the game court/field or encroach on the sidelines; no air horns allowed.
- 7.2.2.8 Shall ensure as a minimum that the Bilingual National Anthem is sung or played at the opening of the event (at the start of the first game) and before each medal game. Recommended that it be played before each match/game. please refer to A7, S9 Official Languages Host Requirements

7.2.3 Results and Statistics

- 7.2.3.1 Results shall be available after each day of competition. Game statistic sheets shall be made available to competing teams, game officials and the media after each game.
- 7.2.3.2 Shall make available game statistic sheets to competing teams, game officials and the media after each game. Sport specific statistical forms shall be provided to the hosts by the CCAA for use at National Championships. It is suggested that host sites arrange to have statistics posted in the gymnasium after each game.
- 7.2.3.3 Shall be responsible for video taping all National Championship competition for CCAA use and as a service to participating teams. Soccer hosts shall only tape the medal games and Badminton Hosts shall only tape gold medal games. Videotapes can not be used to appeal officials' decisions, but may be used for disciplinary reasons. The taping process is as follows:
- 7.2.3.3.1 First two copies of the tapes will be made available to games two next opponents at the same time and within two hours of the conclusion of the game.
 - 7.2.3.3.2 Next two copies will be available to the participating teams within 2 hours of the conclusion of the game.
 - 7.2.3.3.3 Any costs incurred by host for this service will be charged back to the teams.

7.2.4 Medical/Paramedical/Physiotherapy Facilities

- 7.2.4.1 Paramedical or medical services shall be on site (including physiotherapist).
- 7.2.4.2 In the event of an injury, a report should be filled out and a copy sent to the National Office
- 7.2.4.3 Shall secure the services of medical personnel to be present during the playing of tournament games and a standby or on-call senior medical person (M.D.) at the designated hospital of the tournament site.

7.2.4.4 The Host Chair or technical delegate must contact the CCES Doping Control Officer *at least* one week prior to the event, so that the following information can be reviewed and/or confirmed:

- *qualified* volunteers required to effectively conduct doping control
- set-up of the Doping Control Station and its location vis a vis the field of play
- sealed beverages for the athletes
- exact location the event is being held and necessary directions
- time DCO should arrive on-site

7.2.4.4.1 Individuals recruited as volunteers (Chaperones) in doping control will be responsible for athlete notification, as directed by the Doping Control Officer, and could also be asked to witness the passing of athlete urine samples. Generally one Chaperone will be required for every athlete being tested. All individuals should meet the following criteria:

- a. Minimum age of 18 years
- b. Ability to communicate effectively (verbally and in writing) in English and/or French, as required to be able to carry out Chaperone duties at the specific doping control sessions
- c. Must not be involved in the administration of the sport for which testing is being conducted; must also not be involved with the personal affairs of or be related to an athlete that may be required to provide a sample at the session
- d. Must have the following characteristics:
 - Ability to follow directions or instructions
 - Ability to work in stressful situations
 - Ability to solve problems
 - Respectful and professional behaviour
 - Ability to maintain confidential information
- e. A Chaperone who will be witnessing an athlete providing a sample must be the same gender as the athlete.

7.2.4.4.2 The Doping Control Station should be in accordance with the criteria specified in Section 5 of the Canadian Doping Control Regulations however the Doping Control Station may permit modifications, as long as security and chain of custody requirements for the sample collection session can be maintained.

For announced testing, the Doping Control Station should be located in close proximity to the competition or training site. However, the Station should be located away from heavy traffic areas in order to increase security. The Doping Control Station shall be clearly marked with signs.

Wherever possible, the Doping Control Station shall be divided into three separate, but interconnected areas (preferably, but not necessarily, three rooms). These areas are:

a) Waiting Room/Area

This room or area should be large enough to accommodate Athletes, representatives accompanying Athletes, representatives of the CCES, doping control personnel, and security personnel. The room should have chairs or benches and tables and an adequate supply of sealed, non-alcoholic, non-caffeinated beverages. Security personnel should be located at the door to control access to the room.

b) Doping Control Processing Room/Area

Only doping control personnel, the Athlete being tested and the representative of the Athlete being tested and, if required, an interpreter shall be allowed access to this room or area. This room should contain a table, some chairs, a wash basin, collection vessels, pre-packaged kits, suitable material for sealing the containers, doping control documentation and writing supplies and materials, and a lockable cupboard, cooler, refrigerator, freezer or secure area for the storage of samples. This room/area is used for:

- i) Securely storing the doping control supplies and documentation;
- ii) Selection of collection vessels and pre-packaged kits by Athletes;
- iii) Processing and sealing of containers;
- iv) Packaging and storing of samples; and
- v) Completing and processing doping control documentation.

c) Lavatory

Wherever possible, this room or area shall contain a sink and toilet and shall be connected to the doping control processing room/area. It shall be large enough for the Athlete and Chaperone to move freely.

- 7.2.4.4.3 The organizing committee is responsible for providing suitable individually sealed beverages (non-alcoholic and non-caffeinated), as approved by the Doping Control Officer, for the athletes who are being tested (a minimum of three beverages per athlete being tested is required).

7.3 Service Director:

Shall be responsible for all logistical support to the tournament and its participants (athletes, Coaches, officials and VIPs) such as:

- transportation
- hotels/lodging
- host & hostesses

7.3.1 Transportation

- 7.3.1.1 When teams drive to non major centres hosts shall arrange and pay for the Charter busing service to and from the site.
- 7.3.1.2 Shall reserve a sufficient quantity of rental vehicles for all visiting teams and unnamed wild card teams. Once teams are determined, they will make land travel arrangements through the Host Organizing Committee/Chair.
- 7.3.1.3 Arrange transportation services for practice sessions and the games to and from the hotel/motel as well as to and from the airport.
- 7.3.1.4 Transportation Standards:
- Van arrangements (reasonable prices for area) to be made at airport and each team must be met at the airport
 - By their team host who will travel with the team or lead the team to the host hotel.

- Shuttle system may be put in place if feasible for teams from and to airport to hotel and host arranges rentals to be made available at hotel or close-by for pick-up and drop off.
- Host may opt to provide a shuttle service for all teams for the duration of the week.

7.3.2 Hotel/Lodging

- 7.3.2.1 Shall provide a designated hotel in close proximity to the tournament site and arrange for block reservations.
- 7.3.2.2 To ensure that visiting teams and officials are suitably accommodated;
- 7.3.2.3 Shall reserve a sufficient quantity of hotel rooms for all unnamed wild card teams. Once wild card team(s) is/are determined, they will make accommodation arrangements through the Host Organizing Committee/Chair.
- 7.3.2.4 Information desks shall be operated at the hotel and the host institution.
- 7.3.2.5 A team Check-In and Check-Out Policy is highly recommended. A host committee member and/or hotel staff person, along with the visiting team coach, should check each room at check-in and check-out times to note any damages. All damages and charges should be noted and sign off by the coach and the hotel.
- 7.3.2.6 The Coach must be placed on the same floor as his/her team.
- 7.3.2.7 Security must be provided/coordinated by the host at the hotel during the tournament closing night (11:00PM to 6:00AM).
- 7.3.2.8 Hotel Standards:
- Minimum 3 diamond (CAA ranking)
 - Close to amenities (restaurants, shopping, safe area, clean, reasonably priced for area)
 - Enough rooms to accommodate all teams and VIP's.
 - A hospitality room for coaches and VIPs at the end of each tournament day.
 - Parking in close proximity
 - Close proximity to playing site.

7.3.3 Host & Hostess

- 7.3.3.1 Arrange hosts and hostesses for each team. See Official Languages Hosting Requirements.
- 7.3.3.2 Ensure that each participating institution college is greeted on arrival at the airport or hotel (for bus arrivals) and is given a specific itinerary for the duration of their stay in the host community. This itinerary and information package should include (recommended restaurants, entertainment and sports events, taxi, doctor/dentist's telephone numbers, maps, details of tournament events such as the banquet, dance reception, assigned dressing room locations, details of opening and closing ceremonies, tours, coaches meeting, press conferences, shuttle bus arrangements, and departure details).

- 7.3.3.3 Ensure non-participating All Canadian athletes and Coach of the Year nominees who attend the National Championship are provided with host/hostess, local transportation to events and activities.
- 7.3.3.4 All-Canadians and Coach of the Year recipients and nominees should be included to participate on the all-star/ player of the game selection committee and/or carry-out other duties assigned by either the National Convenor or Host Committee.
- 7.3.3.5 Shall arrange for a hospitality room to accommodate tournament officials, the media, team personnel, volunteers, etc. throughout the tournament.
- 7.3.3.6 Shall arrange for a hospitality room to accommodate Association dignitaries, coaches, assigning official, media and other V.I.P.'s throughout the tournament. Tournament game officials may have access to a separate hospitality lounge; however, they shall not share hospitality arrangements with the above named V.I.P.'s. A separate room shall be provided for volunteers.

7.4 Finance & Budget Director

Shall be responsible for all finance and budgetary matters. This individual works closely with the Host Chair and often is the same person.

- 7.4.1 Submit requests for government contributions
 - community support
 - Student Association support
 - Board of Governors support
 - Conference support
 - Sponsorship
- 7.4.2 Shall develop and present a budget to the C.C.A.A. at the preceding Annual General Meeting.
- 7.4.3 Shall establish tournament admission prices and provide for printing of tickets and distribution.
- 7.4.4 Shall charge-back a maximum of \$50.00 participant to cover cost of banquet.
- 7.4.5 To ensure the Hosting college carries a minimum of \$5,000,000 in liability insurance covering participants and that the CCAA be named as "additional insured". Institutions are required to provide a certificate of insurance when submitting their bid application.
- 7.4.6 Shall submit to the Association within sixty (60) days of the conclusion of the championships, an Authorized Financial Statement (signed by the Chief Accounting Officer of the Host Institution) comprising a statement of Revenues and Expenses prescribed in the National Championship Financial Report.

7.5 Special Activities Director

Shall be responsible for all special functions, the All-Canadian banquet and Opening Ceremonies, closing ceremonies and the closing social.

- 7.5.1 Shall be responsible for planning and organizing an opening ceremony/All-Canadian Banquet and a closing ceremony to which all participants, team officials and tournament personnel shall be invited with the possible inclusion of civic and government dignitaries as well. The All-Canadian Banquet shall be an evening dinner format. There will be no smoking allowed at CCAA National Championship venues. NOTE: A closing social is optional. It is recommended that if a social takes place that extra security be considered, have a separate area where teams can socialize and dance after alcohol has stopped being served, or eliminate the availability of alcohol.
- 7.5.1.1 Banquet Standards:
- Room large enough to hold all teams for proper seating to include; VIP's, guests, media,
 - Coaching and all Canadian nominees (all on the same floor with proper viewing of the awards presentations etc)
 - Evening dinner format with variety of foods/desserts and good portions for the student athletes.
- 7.5.2 Shall secure provincial flags (for the opening ceremonies and banquet) and ensures that each competing team brings appropriate mementos from their institution or city to exchange with their opponents before each game.
- 7.5.3 Shall establish the tournament itinerary to include such details as starting times, half-time or between-period entertainment, sequence of awards, etc.
- 7.5.4 Shall establishment a Tournament Awards Committee to ensure that the approved Canadian Collegiate Athletic Association awards are presented and that all participants receive some official and public form of recognition. Participating coaches shall not be allowed to serve on the Awards Committee. See A11 Sections 1-8 for Award Information.
- 7.5.5 Shall obtain all approved Canadian Collegiate Athletic Association awards (banner, medallions, plaques, trophies) and appropriate team and individual awards from the National Office. Note: Hosts must return banners immediately following the tournament to the National Office. In case of loss or damage hosts will be billed (see appendix xvii).
- 7.5.6 May provide organized fellowship (dances, social hours) and cultural opportunities (tours, industry visits, student guides) for the participants.
- 7.5.7 May work in conjunction with CCAA, Coaching Development Conference Representative and Provincial Course Conductors to establish coaching development opportunities in conjunction with the National Championships (i.e., clinics, seminars, workshops, etc.).

7.6 Promotions & Media Director

Shall be responsible for all promotion, publicity and media surrounding the championship. See Official Languages Hosting Requirements A7 S9.

7.6.1 Promotion and Publicity

7.6.1.1 Shall distribute promotional material to CCAA members prior to the tournament(s).

7.6.1.2 Shall compile in English and French and distribute electronically (limited graphics) a

Tournament Package to respective CCAA member institutions a month prior to the championships, which includes some of the above-mentioned information. An English and French Coaches Information Package shall be distributed to respective Participating Coaches at Accreditation which shall include some of the tournament information package information and Sport and Host specific information for example: Coaches Meeting Agenda/ Host contacts/ Draw - Schedule of events/ Practice times/ Technical information/ Ceremony Protocol/Codes of Conducts/ and Tournament Evaluation Forms.

- 7.6.1.3 Shall communicate by two (2) weeks prior to the championships to the Conference Representatives and National Sport Convenor in order to obtain the following information:
- 7.6.1.3.1 A list of potential institutions "in the running" for the National Championship and general information required by the host (team photo, player statistics, college colours and nickname, etc.). Teams participating in championships that fail to submit the required information by the date requested by the host shall be liable for a maximum fine of \$100. The host shall advise the CCAA National Office of missing information.
 - 7.6.1.3.2 A confirmation of the "MC's Championship team" at least 9 days prior to the Nationals and more specific information regarding the team's overall record, the competing teams and game scores of the MC Championships.
- 7.6.1.4 Shall be responsible for compiling a Championship Tournament Program and banquet program (See A12, S1 Promotional Material Guidelines). The CCAA will provide National Sponsor ads for program.
- 7.6.1.5 Shall be responsible for producing a Championship Tournament Poster and adhering to the minimum standards. (See A12 Section 1 Promotional Material Guidelines). The CCAA will provide National Sponsor logos for poster.
- 7.6.1.6 CCAA National Championship hosts shall be required to populate and maintain the information of the respective championship website which features all relevant championship information (See A12 Section 1 Promotional Material Guidelines). During the Championship, official results shall be posted no later than 60 minutes following the completion of each competition/game.
- 7.6.1.6.1 At the conclusion of each game and before commencement of play the following day 1 to 4 images (game/competition photos) shall be posted on the championship website.
- 7.6.1.7 For CCAA Basketball and Volleyball National Championship hosts, a link on the website shall provide viewers with a live video webcast (or web TV production) of each game/match. As an optional feature, a complimentary live statistical webcast shall indicate score changes while the competition is in progress. The webcast (or web TV production) is also recommended for hosts of CCAA Championships of Soccer and Badminton. If television coverage of the championships is an option, then hosts are encouraged to pursue this as well.

7.6.1.7.1 Web TV Specifications

7.6.1.7.1.1 A test run, conducted by the host to the Promotions and Marketing Coordinator with the host, will be required 60 days in advance of the championship in order to ensure the quality of the webcast for the duration of the championship. Any required changes must be made within the following 30 days in order to be completely operational 30 days in advance of the championship. Below are the recommended minimum requirements.

7.6.1.7.1.2 Broadcast Quality

- Wired Internet Connection
- Broadcast Upload Speed - Minimum Bit Rate: 400 Kbps
- Internet Connection Speed – Minimum Bit Rate: 800 Kbps
 - Internet Speed Test (3 separate times to ensure consistency)
 - Test your internet speed at www.speedtest.net

7.6.1.7.1.3 Additional Requirements

- Games archived for 3 months
- Expect between 500 and 1000 gigs of data transfer for the 3 days of live coverage and the 3 months of archive views
- Audio Commentary
- Score Overlay
- Streaming Protocol (1000 concurrent viewer capacity)
- Method: Push Streaming (see info below)
- Type: Flash or Windows Media
- Ability to be embedded onto Championship website

7.6.1.7.1.4 Push Streaming Method:

Although "Pull" is the simplest option for streaming (where users on the local network or the internet can "Pull" the stream right from a server itself) it caters more to small audiences since your institutions server must support an individual stream to each viewer requesting it. Multiple streams will quickly overwhelm the capacity of the average broadband connection.

A "Push" system is the preferred option, requiring the services of a CDN (Content Delivery Network) Provider. CDNs have the infrastructure and bandwidth to redistribute your stream to a worldwide audience of unlimited numbers, live! So when you stream an event, it will go from your computer directly to a server outside your institutions internal network, where it will be relayed live to the internet for large audiences.

7.6.1.8 Host shall ensure that facilities are at their maximum spectator seating capacity with additional seating being brought in to facility this when necessary. It is recommended that men's basketball has a minimum of a 1000 seat capacity venue.

7.6.1.9 Shall ensure that local spectators have a high degree of awareness of the tournament through extensive:

- radio and television exposure;
- newspaper stories and ads;
- use of posters and billboards;

- involvement of local officials; minor sport groups and service clubs.

7.6.1.10 Shall be responsible for sale of tournament items (T-shirts, buttons, etc.).

7.6.1.11 Shall prepare and distribute a detailed and comprehensive Final Tournament Report for presentation at the Annual General Meeting, which includes such items as:

- games scores, player statistics, individual award winners, tournament data, etc.
- a financial report
- press clippings
- recommendations for improvement of future tournaments
- a record of any unusual incidents or occurrences, which might be cause for disciplinary action.

7.6.2 Media Services

7.6.2.1 Shall ensure that the championships receive maximum local, provincial and national media coverage before, during and after the event through:

- press releases;
- media invitations and accreditation;
- a well equipped and staffed press centre;
- involving the media in All-Star selection;
- providing a complete post game statistical package;
- providing a tournament photographer and dark room services.

7.6.2.2 Shall co-ordinate a press conference prior to competition and in conjunction with the event. All local media representatives, institution officials, coaches, team officials and the Sport Convenor shall be invited. All coaches are requested to be available to the media. It is recommended that each coach and All-Canadian be profiled. With the permission of the coach media could attend practices to talk with athletes

7.6.2.3 Shall ensure that the Marketing, Media and Promotion Policies are followed See Article 12.

7.6.2.4 Shall establish a Tournament Information Committee, which shall be responsible for issuing pre, during and post-tournament press releases, liaison with the local media and for ensuring that the tournament results are transmitted over the C.P. wire service and are forwarded to the media outlets in the cities of the competing teams.

7.6.2.5 Shall provide an area for the media, which would include telephone services, duplicating machine, typewriter, fax etc. in order that the media can more effectively issue tournament data. Game results for all sports should be compiled by a Media Committee member and circulated to all Championship sites on a regular (at least daily) basis throughout the Tournament. Recommend that a 24 hour phone in line (hot-line) and/or website with current results and upcoming information be implemented by the host.

Section 8 National Championship Coaches Committee / Meeting

8.1 Championship Coaches Meeting and Committees

For each CCAA National Championship sport, a separate meeting shall be held one day prior to the start of competition and at the conclusion of scheduled practice

times at a convenient location. Teams that are not represented by their coach or representative shall be assessed a \$50 fine payable to the CCAA.

8.1.1 Attendance

The following delegates shall be permitted to attend:

- 8.1.1.1 National Sport Convenor (Chair), (will prepare agenda);
- 8.1.1.2 Assigning Official;
- 8.1.1.3 Head Coach, Assistant Coaches, Athletic Directors of participating teams;
- 8.1.1.4 Host Convenor;
- 8.1.1.5 Protest or Grievance Committee Member(s);
- 8.1.1.6 One (1) team member of participating teams;
- 8.1.1.7 Conference representative where needed;
- 8.1.1.8 National Office Staff.

8.1.2 Speaking Privileges

The following delegates shall be permitted to address agenda items:

- 8.1.2.1 National Sport Convenor (Chair); and
- 8.1.2.2 Assigning Official; and
- 8.1.2.3 One (1) declared representative from each team; and
- 8.1.2.4 Host Convenor.

8.1.3 Voting Privileges

The following delegates shall be permitted to vote on all items:

- 8.1.3.1 One (1) declared representative from each participating team;
- 8.1.3.2 National Sport Convenor in case of a tie (Chair).

A simple majority shall decide all issues. Eligibility and game rules of the Association shall be in effect.

8.1.4 General Information

The following items shall be discussed at all meetings (other agenda items may be included at the discretion of the specific sport):

- 8.1.4.1 Team uniform colours;
- 8.1.4.2 Tournament format and draw (present, and next year);
- 8.1.4.3 Warm-up schedules, regulations;
- 8.1.4.4 Eligibility sheets - confirmation;
- 8.1.4.5 Grievance/Protest Committee function(s);
- 8.1.4.6 Level of Coaching Certification of Head Coaches;
- 8.1.4.7 Other (officials information, proposed rule changes for next year, tour of facilities).

Section 9 National Championship Grievance/Protest Committee

9.1 Shall comprise the following members:

- National Sport Convenor(s);
- Referee Supervisor;
- One (1) Executive Member and/or the National Office Staff.

9.1.1 No members of the Grievance Committee shall have a team involved in that Championship.

The Executive Representative or Convenor on site shall name a replacement for any such member.

9.1.2 A grievance or protest shall be lodged with the major official in charge of the game in which the controversy occurs, who shall note the protest on the game sheet. The game shall begin and/or continue until its conclusion.

9.1.2.1 Exception for Volleyball: If the protest is lodged in the middle of a game/match, the game/match shall be delayed until resolution of the protest. The protest shall be dealt with immediately. The Committee shall meet to consider the validity of the grievance or protest and to render its decision.

9.1.3 At the earliest possible time, and in any case less than one hour after the conclusion of the game/match to which the protest refers, the Committee shall meet to consider the validity of the grievance or protest and to render its decision.

9.1.4 Each team shall be requested to designate a representative to present to the committee their perspective of the dispute.

9.1.5 Decisions which may be rendered include:

1. The protest /grievance is not valid;
2. The protest/grievance is valid, and;
 - a. the game/match/competition shall be replayed, or
 - b. the game shall be forfeited, or
 - c. no contest (no points shall be awarded).

9.1.6 All decisions of the committee are final, and shall be communicated in context to the Heads of Delegation for all teams participating in the Championship event. A.G.M. decisions are not open to change or revision at Championships.

9.1.7 For probable breach of the CCAA Code of Ethics (see Article 7, Section 2) reported to the committee and/or observed by one or more of its members:

The committee will:

1. investigate the incident(s),
2. interview the parties and witnesses separately and request written statements,
3. deliberate privately once submissions are finished and take immediate action deemed to be necessary to ensure the orderly completion of the Championship competition, as per the following: by official verbal and written reprimand; by being placed on probationary status; by suspension from the championship,
4. inform head of delegation from participating teams about the sanctions without naming the offending team.

Interpretation:

It is understood that intervention may take place prior to convening of the committee, as follows:

(if an Executive Committee member is present, the role will fall to that person, if

not the convenor will be the designate)

- a) at any time during the competition with the designated institution representative, with the coach in the absence of the college representative.
- b) at the conclusion of a defined period of play during the competition.
- c) following the game with the institution representative and/or the coach to advise of the convening of the Grievance/Protest Committee to review a reported incident.

- 5. file a written report to the CCAA Executive Committee within 15 working days for further review and action.