

ONTARIO GRAPPLING ASSOCIATION CHAMPIONSHIPS

POLICIES AND PROCEDURES

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Event Organizing

Congratulations on securing the contract to host a Ontario Grappling Association (OGA) Championships. OGA wants to assist you in every way in hosting an event that both showcases our styles in the best light possible, but also does everything possible to promote our sport in your community, as well as providing the best service possible to Athletes, Coaches, Officials, and everyone involved in the sport.

This guide is provided/prepared by the Ontario Grappling Association, the Provincial Governing Body for Non-Olympic styles in the Ontario (Grappling, Pankration and Amateur MMA). It is provided to assist you in successfully planning, promoting and conducting a Provincial Event. It touches on most aspects of hosting a Provincial Championships event.

In addition to information for you as host of the Provincials, this manual is also a compilation of the Policies, Procedures and Rules surrounding the running of Provincial Championships. Some of the details may not apply to your event. Also, please refer to your event contract for specific tasks that may not be listed in this guide. Please note that this manual is a component of the Policy Manual of the Ontario Grappling Association. If there are any conflicts between this manual and other items in the Policy Manual, interpretation will be the responsibility of the Board of Directors of the Ontario Grappling Association Committee, or the OGA Board.

As Host for the event, you are a valued resource to the OGA, and we want to work together with you, your volunteers and other supporters, your province and other key groups, in making this event an unqualified success. We hope that running the Provincials will be an enjoyable experience for you and a pleasant memory that lasts well beyond the hard work you invest in the event. Thank you for efforts on behalf of the Ontario Grappling Association.

If at any time we can help you as you prepare for your event, please contact us:

Address

**8 Adamson St. South,
Norval, Ontario
L0P 1K0**

INTRODUCTION

GUIDELINES FOR PROVINCIAL EVENTS

The hosting of a Ontario Grappling/Pankration/Amateur MMA Championship is both a privilege and an opportunity. The Organizing Committee of this event has the important responsibility to coordinate, display and showcase to the public, the media and the membership of the Ontario Grappling Association a first-class event. The Organizing Committee is required to follow the OGA policies and procedures for Provincial championships as outlined in this document.

PURPOSE: The purpose of these guidelines is to standardize operations at all Ontario Grappling Association Championships with the goals of increasing participation, enhancing value, building event series continuity, and promoting our sport.

RULES: All competition will be governed by IMMAF rules, with CCA modifications where applicable. Additional modifications may only be made with the express consent by the CCA. All Provincial Championships will be run under the current version of the CCA Rules for Grappling/Pankration/AMMA. If there is any case where there is a disagreement between these guidelines and the most current rule book, the CCA/IMMAF rule book will take precedent.

PROMOTION: The correct official name of the event shall always be used. This event is sanctioned by OGA and is part of its Provincial I Event Series. The Ontario Grappling Association logo shall be prominently displayed and OGA is to receive appropriate recognition on all promotional materials.

SECTION I: GETTING THE PROVINCIALS:

APPLICATION PROCEDURE

- 2.1 The Executive Director will circulate a list of national events available for bidding three (3) months prior to the Annual General Meeting.
- 2.2 Provincial Championships are awarded on a rotation basis, three years in advance.
- 2.3 The rotation system will have three separate regions;
 - West
 - Central
 - East
- 2.4 If no bid is received from a region that is scheduled to be the host, then first option of bidding will go to the region that is not scheduled to host in that particular year.
- 2.5 Potential Organizing Committees must carefully review the chapter on Provincial Championship Policies & Procedures prior to completing the bid form.
- 2.6 Applications for the Provincial Championships may include a All Styles (grappling, pankration and amateur mixed martial arts – AMMA) in the tournament. A corresponding women's division is mandatory in all of the age categories.
- 2.7 All Organizing Committees for provincial events must include a member responsible for officials who will inform the OGOA well in advance of all details pertaining to each event (dates, scheduling, number of athletes and mats, style of combat, clinic times and location, accommodations, local contact, etc.).
- 2.8 The OGA Executive Director must review the bid prior to its submission to ensure that no detail has been overlooked.

- 2.9 Applications may be submitted to the OGA Executive Director at least thirty (30) days prior to the Annual Board of Directors’ Meeting for circulation prior to the meeting, or may be submitted at the Meeting. The applications must include a deposit on the sanction fee of \$100.00. The successful bid will have their deposit credited toward their sanction fee. In the event the selected site defaults on their obligations the deposit is non-refundable. Bids not accepted will have their deposit returned.
- 2.10 At the Board Meeting, a member of the Organizing Committee or the Club President will have up to fifteen (15) minutes to present a bid, including the question and answer period.

It is recommended that the presentation include short, concise hand-outs and/or a video highlighting:

- | | |
|--|---|
| <input type="checkbox"/> the venue & support facilities | <input type="checkbox"/> the city |
| <input type="checkbox"/> the hotel/residence with room rates | <input type="checkbox"/> size of room for registration/weigh-in |
| <input type="checkbox"/> distance from competition site to hotel | <input type="checkbox"/> distance from airport to hotel |
| <input type="checkbox"/> means of transportation | <input type="checkbox"/> banquet plans |
| <input type="checkbox"/> anticipated budget and projected profit | <input type="checkbox"/> national airline(s) that fly into the city |
| <input type="checkbox"/> a chart of the Organizing Committee | <input type="checkbox"/> proposed entry fee |

Note: While providing promotional material on the host city and venue are allowed and recommended, the provision of souvenirs, clothing and other such gifts by the bidding group is not allowed as it is considered unseemly.

- 2.11 Following the A.G.M., the national office will inform the championship organizers, in writing, that their bid has been accepted (or rejected).

ARTICLE 3: DATES OF PROVINCIAL CHAMPIONSHIPS

The dates of the provincial championships will correspond to the following time frame;

- 3.1 The Combined Provincial Championships must be held on the weekend of???
- 3.2 The event must avoid any holiday.
- 3.3 The actual competition schedule must take into consideration the various time zones;
- | <u>REGION HOSTING</u> | <u>START</u> | <u>STOP</u> |
|-----------------------|--------------|-------------|
| Any | 10 a.m. | 9 p.m. |
- 3.4 Start time can be tapered over the weekend of the competition. It may begin one hour earlier the second day of competition and two hours earlier on the third. The earliest start time will be 9:00 a.m.

3.5 The Grappling will run on one day along and the second day must be a combined Pankration event and AMMA event. Individual events will be supported on bid process.

ARTICLE 4: PROVINCIAL CHAMPIONSHIP BID FORM

4.1 BID SUBMITTED BY:

- A) CLUB CHAIRMAN: _____
- B) ORGANIZING COMMITTEE: _____
- C) TOURNAMENT CONVENER: _____
CONTACT PERSON NAME: _____
ADDRESS: _____
PHONE NO: _____
EMAIL: _____

4.2 COMPETITION: (please check)

Senior Provincial Championships – GRAPPLING, PANKRATION
AMATEUR MIXED MARTIAL ARTS (AMMA)

4.3 HOST CITY OF CHAMPIONSHIP: _____

4.4 DATES FOR THE COMPETITION: _____
(refer to Article 3 regarding date restrictions)

4.5 VENUE DETAILS

NAME/LOCATION OF VENUE: _____

DIMENSIONS OF THE FLOOR: _____

TYPE OF FLOOR: _____

NUMBER OF MATS : _____ SIZE OF MATS: _____

CONFIRM: NUMBER OF ELECTRONIC SCORE CLOCKS : _____

NUMBER OF ELECTRONIC SCALES : _____

VENUE SEATING CAPACITY: _____

SEATING FORMAT (STADIUM, ONE-SIDE ONLY) _____

THERE WILL BE A CONCESSION AREA : _____ (yes/no)

NUMBER OF AVAILABLE WASHROOMS: M: ___ F: ___

NUMBER OF AVAILABLE CHANGEROOMS: M: ___ F: ___

(change rooms must have working showers)

PRE-COMPETITION TRAINING VENUE & NUMBER OF SURFACES:

IS THERE A SAUNA: _____ (yes/no) *(can not be used for Cadet/Juvenile)*

CONCESSION SEATING CAPACITY: _____

TYPE OF CONCESSION –FASTFOOD, CAFETERIA _____

PLEASE PROVIDE A SAMPLE VENUE LAYOUT.

4.6 ACCOMMODATIONS:

HOST HOTEL NAME _____

ADDRESS: _____

PHONE NO: _____

HOTEL WEBSITE: _____

4.7 TRANSPORTATION

DISTANCE FROM HOTEL TO COMPETITION SITE: _____

DISTANCE FROM HOTEL TO AIRPORT: _____

MEANS OF TRANSPORTATION: _____

DURATION OF TRAVEL - SITE TO HOTEL: _____

- HOTEL TO AIRPORT: _____

- VENUE PARKING _____

4.8 FINANCIAL

The entry fees are set as per OGA Policy. Exceptions to the listed entry fees must be approved by the OGA Technical and Executive Committees.

Please provide a copy of the projected operating budget for the championships, including anticipated cost for transportation, facility rental, banquet costs etc. Also include the anticipated revenue, profit and/or loss.

The signators to this bid acknowledge that the posting of a performance bond for the hosting of the event will be required of the Hosting Committee and that failure to comply with hosting guidelines may result in forfeiture of some or all of said bond

4.9 FINANCIAL AND CONTRACTUAL OBLIGATIONS

By virtue of this agreement, we will comply with the financial, technical and operating regulations outlined in the OGA Policy Manual, including Section 8.3 Bilingual Guidelines for National Championships. In the event of a disagreement the OGA decision will be final.

Once accepted, the Hosting Committee and Club agree to Host the event as presented. Changes to Venue, location, or other details can only be made with the approval of the OGA Executive Committee a minimum of six (3) months prior to the event.

TOURNAMENT CONVENOR: _____ DATE: _____

4.10 CLUB PRESIDENT

(Club President's signature represents provincial/territorial sanction as well as shared responsibility for compliance with all requirements as noted):

_____ DATE: _____

CHECK (✓) TO CONFIRM THAT DEPOSIT ATTACHED: _____. (\$100.00)

SAMPLE BUDGET FOR APPLICATION & ADVANCED PLANNING

20xx Ontario SENIOR Championships Proposed budget

ITEM	AMOUNT
<u>Revenue</u>	
Participant's fees:	
XXX Grappling x \$XX, including CCA Surcharge	
XX Pank/AMMA x \$XX, including CCA surcharge	
Provincial Hosting Grant	
Hosting support from Province	
Hosting support from Municipality/other	
Sponsorship & Advertising	
Donors	
Concession proceeds (clothing, food if applicable, etc.)	
Ticket Sales	
Other Revenue	
Total Revenue	
<u>Expenses</u>	
OGA. Sanction Fee	
OGA. per athlete surcharge	
OGA. Awards	xx sets x \$xx/set + shipping + taxes
Use of OGA. Draw program + misc.	
Transportation for Head Official & Pairingmaster	
Per Diem for Head Official and Head Pairingmaster - X persons x X days x XX/day	
Accommodations for Local Officials, Pairingmasters - varies, check with your Province	
-est. XX rooms x X nights x \$XXnight	
Organizing Committee Expenses:	
- Meetings - travel, food, meeting room rentals, etc.	
- Hotel Accommodations for Committee members	
- Uniforms	
Banquet (if one is to be held)	
Facility Rental - X days x \$XXXXX/day	
Transportation - bus charters + van rentals + gas	
Mat & Equipment Rental, disposable equipment costs (mat tape, etc.)	
Mat & Equipment Transportation (Truck Rental, etc.)	
Administration:	
- staff costs (if applicable)	
- phone & FAX expenses	
- mail & stationary	
- other	
Liability and other Insurance - through OGA, through Province, or obtained independently	
Facility Set up & Breakdown Crew (labour/transport) costs	
Hospitality: Socials, Food for Volunteers at event, Coaches & Officials lunches, etc.	
Other Awards: Team Awards, etc.	
Cost of Concessions - purchase items for re-sale, staff, etc.	
Miscellaneous Expenses	
Total Expenses	
Net Revenue (loss)	

SECTION TWO: GETTING ORGANIZED

Article 1 Organizing Committee

Organizing Committee Structure

Presented below is a suggested Organizing Committee Structure. The list includes a very brief description of each position's responsibilities. It is suggested that each Chair develop their own detailed job description, as this lends to the sub-committees and their chairmen taking ownership of the task at hand.

NOTE: One special area of responsibility for Provincial Championships that the Ontario Grappling Association would like to emphasize is the need for delivery of services in both of Canada's official languages. Since OGA is a recipient of Provincial funding, OGA and by extension Provincial Hosting Committees, have a responsibility to provide service in French and English. Please refer to Section 8.3 of the OGA Policy Manual: Bilingual Guidelines for Provincial Championships for detailed requirements. Provincial Championship Organizing Committees must include and have available the services of at least one bilingual translator. The responsibilities of this individual will include, but not be limited to, providing translation services to francophone athletes and support staff.

Each of the committee members, with the exception of the chairperson, would head and be responsible for one of these sections. The chairperson of the committee would have the crucial role of overseeing and coordinating the entire operation.

Within each of the section areas there are identified areas of responsibility. The committee member in charge of each area is responsible for recruiting volunteers to perform the various tasks. It is suggested that in each of the sections, a sub-committee be identified. The subcommittee would have individuals overseeing a specific area (I.e., the technical committee would further break down into 'medical', 'officials' and 'venue')

An effective volunteer committee structure is essential when operating a national championship. The Organizing Committee and volunteers need to be meticulously identified and work together to achieve an efficient and successful tournament.

- The Organizing Committee and volunteers need to be clearly identified and work together to achieve an efficient and successful tournament. The Committee should be well known both internally, and also well identified to the Coaches, Officials, and others involved in the event. Suggestions:
- Provide all members of the Hosting Committee with a Committee manual outline who is doing what.
- Provide all members with a cellular phone list (possibly on the back of accreditation tags for quick reference).
- Dress Committee members in a standard uniform during the event (colour coded golf shirts for example) for easy identification by participants.

SUGGESTED ORGANIZING COMMITTEE STRUCTURE

Chairman* (Tournament Convener)

Head Departments

- **Secretary** – take and distribute meeting minutes, circulate key correspondence, maintain address/phone/cell phone lists, etc.
- **Medical & Doping Control**
- **Venue & Practice Venue** (Main venue set-up, teardown, mats, Weigh-in site, etc.)
- **Officials** – use of a nearby ranking official to act as intermediary between Hosting Committee and Provincial/National Officials groups is highly recommend.
- **Volunteers** (recruitment, scheduling, training, uniforms if applicable)
- **Support Services** (Accommodations, Meetings, Food Service – volunteers, Coaches, officials, others, Bilingual Services – see note)
- **Transportation** (Airport, venue, officials)
- **Registration** (pre-registration, at event registration set up and staff, provide accounting to Treasurer)
- **Financial** – develop budget, obtain budgets from other sub-committee chairs, and monitor finances & cash-flow, banking, financial reports.
- **Ceremonies** (Opening, Medal, Banquet)
- **Promotion & Marketing** (pre-event advertising, ticket sales, soliciting advertising, produce poster/program, television coverage, sponsorship, vendor relations, and so on.
- **Hospitality** (Coaches & other socials, etc.).

** Use of the male pronoun is in the generic legal sense for discussion only. Obviously anywhere the position is held by a woman the female pronoun will apply instead.*

ARTICLE 2: VENUE and ACCOMMODATION

The two most critical items to resolve as soon as possible after securing the bid to host the Nationals are nailing down the Venue and the Accommodations.

2.0 FACILITY

For Venue arrangements, please refer to the pre-event checklists in the Appendices for steps to take. This is listed as a task for six+ months, but the reality is that at least an initial contract should be entered into with your venue as soon as possible. Make the Venue Management aware that you are bidding to host a Provincial Championships, and bring them on board immediately following your receipt of the bid.

Provincial Championships require large facilities (arenas, multi-sport gymnasium complexes, etc.) as host sites and these venues book out often **two to three years in advance**. Do not leave this task too late. Sign a contract as soon as the facility can and once signed, check back with the Facility Manager on a regular basis to be sure everything is in order.

DON'T THINK IT CAN'T HAPPEN – stay in touch with your Facility personnel to make sure plans do/did not change

2.1 ACCOMMODATION

The host hotel must have support rooms of required size to properly conduct the registration, medical and weigh-ins (both male and female). If the registration, medical and weigh-in are scheduled for the venue or another location, then that location must meet adequate requirements. Transportation must also be provided to that location from the host hotel.

Sufficient rooms must be blocked off at the host hotel to ensure accommodations for all competitors, coaches, officials, dignitaries and OGA representatives.

2.2 MEETING ROOMS

- Meeting rooms must be booked for the medical and weigh-ins, coaches meeting, officials meeting and pairing master clinic.
- A hospitality room should be available at the host hotel.
- A protest room large enough to accommodate 3-5 people should be available at the competition site.
- If requested by the OGA, the Organizing Committee should book rooms for OGA designated meetings (i.e. Technical Committee, High Performance Coaches Meeting, etc.) The cost, if any, will be covered by the OGA.

2.3 TRANSPORTATION

- The Organizing Committee shall provide transportation to and from the airport, and between the host hotel and venue, for all officials, dignitaries and OGA staff for the *Ontario Championships*.

NOTE: In order to reduce costs, the organizers should do their best to locate a host hotel within walking distance of the venue.

SECTION V: FINANCIAL RESPONSIBILITIES

ARTICLE 1: INCORPORATION

It is recommended that each Organizing Committee, upon execution of an agreement with OGA, formally establish itself as a legal entity for the competition. There are two major advantages to incorporation. The first advantage is funding. Most foundations and government sources of funding require that an organization be incorporated in order to qualify (i.e. hosting grants). Secondly, liability for debts incurred by the corporation, or actions undertaken in the name of the corporation, rest with the corporation and not with any individuals. This protects the members of the committee.

ARTICLE 2: PRELIMINARY BUDGET

The Organizing Committee will be required to provide a budget update for the fall Technical Committee meeting the year prior to the event. This budget should detail the anticipated expenses and proposed entry fee.

ARTICLE 3: SANCTION FEES

A sanction fee will be levied to the Organizing Committee as follows;

- 1) **Senior Provincial (100 X \$5) \$ 500**

This fee is to be paid thirty (30) days prior to the start of the competition.

ARTICLE 4: ENTRY FEE

4.1 The entry fee for Provincial Championships is to be set at the following:

Competition	\$30.00 + \$15.00 OGA Surcharge = \$45.00
Late Entry Fee:	\$25.00 in addition to the above.

4.2 The entry fee is designed to help defray the cost of the competition, transportation and the banquet. A banquet is optional. The entry fee is not to be used to cover the cost of souvenir T-shirts.

4.3 The entry fee must be included in the Provincial championship bid proposal financial budget. Any changes to the approved OGA fees must be approved by the High Performance and Executive Committee. Acceptance of the bid does not indicate acceptance of the proposed entry fee.

4.4 The entry fee must be paid at the time of on site registration. All championships entry fees are made payable to the Organizing Committee.

4.5 The Senior event has additional expenses for the Hall of Fame Banquet and the Host Committee will pay to transport and house the OGA President for the event..

ARTICLE 5: MEDALS

The Organizing Committee will purchase the national championship medals from the Ontario Grappling Association (OGA)

ARTICLE 6: INSURANCE

The Organizing Committee must provide OGA with a certificate of insurance including the OGA as an additional party on their liability insurance policy. If the Organizing Committee is unable to fulfil this requirement, the OGA will obtain liability coverage for the event at the following rates;

Senior Championships (150x \$10) \$ 1500.00

ARTICLE 7 HEAD CLINICIAN/HEAD OFFICIAL/PAIRING MASTER

The Organizing Committee must supply a room and a \$35.00/day per diem for the Head Clinicians, the Head Officials, the Head Pairing Masters and the PM Clinicians (or additional as outlined below) for the duration of the competition. This applies to all championship events.

The OGA pays the transportation costs for the one head referee.

ARTICLE 8: FINAL REPORT

The championship organizers will submit a final report to OGA within sixty (60) days of the event. The report should include:

- 8.1 financial statement, **following the same format at the initial budget.**
- 8.2 highlights of the tournament and press clippings
- 8.3 recommendations for future tournaments
- 8.4 committee chairperson reports

At the completion of the championship the Organizing Committee must supply OGA with a copy of the registration forms and the final results. The final results should consist of: top six (6) placers, club standings, provincial/territorial standings and the start list for the finals. The pairing sheets must also be included with this information.

ARTICLE 9: SUMMARY OF EXPENSES

- 9.1 sanction fee
- 9.2 President's transportation, meals and accommodations (Senior Championships only)
- 9.3 meals and accommodations for head officials and pairing masters (meals for officials if

- there is no break in the sessions)
- 9.4 pairing sheets and wall charts
 - 9.5 OGA insurance fee
 - 9.6 medals at \$10.00 a piece
 - 9.7 transportation costs, airport-hotel, hotel-competition site
 - 9.8 production cost of brochures, posters, programs etc.
 - 9.9 facility rental fee
 - 9.10 hotel fees
 - 9.11 hospitality expenses
 - 9.12 Communication costs (phone, fax, postage)
 - 9.13 transportation of equipment
 - 9.14 any other travel, meals and accommodation expenses

SECTION VI: PROTOCOL RESPONSIBILITIES

ARTICLE 1: CEREMONIES

1.1 CHAMPIONSHIP CEREMONIES

- Canadian and provincial/territorial flags must be displayed
- A championship ceremony, revolving around the finals, should be conducted using the following format:
 - i. March out of the finalist and officials (must be arranged prior to start of ceremonies)
 - ii. National Anthem must be played
 - iii. Short speeches from local politicians and OGA President or designate
 - iv. Introduction of all finalists in singlet colours (walk across mat and shake hands)
 - v. Competition of X number of weights
 - vi. Awards presentation should be worked into the finals (i.e. three finals, present two, two finals, present two, etc...).
 - vii. Outstanding/MVP awards given out
 - viii. Club Standings announced
 - ix. Ceremonies closed.
- Team and outstanding fighter awards will be made at the banquet where available or after completion of the competition and final medal presentation. The OGA covers the cost of the outstanding/MVP awards at all national championships and the club and provincial titles at the Senior Nationals only.
- The Organizing Committee will provide VIP service to specified members of the OGA/CCA Executive (e.g. transportation to and from the airport, venue seating, reception invitations etc.)
- A VIP head table must be set up for the OGA/CCA Executive, local politicians and special guests. The head table should be elevated so the VIPs have an unobstructed view of the mat surface.

All efforts to put on a show must be used. The OGA and its partners and sponsors must present the sport in the best possible light to everyone concerned. The concept of just running a tournament must be eliminated. The Provincial championships are an EVENT that must be treated as such.

ARTICLE 2: BANQUET

2.1 BANQUET – is optional from the host to take place after the competition.

- Provisions for a head table must be made for visiting dignitaries, the Ministry/SC representatives, politicians and OGA representatives. The table should be in an appropriate position to allow for maximum visibility.
- The Outstanding/MVP Award, the Canadian Fighter of the Year Award, and the Club and Provincial/Territorial Championship Awards will be presented at the Senior Provincial Championships or end of event. The Hall of Fame inductions occur during the finals ceremony at the Senior Provincial Championships.
- Speeches will be made as deemed necessary by the Organizing Committee.
- Banquet tickets will be supplied by the Organizing Committee for each official attending as part of his/her provincial/territorial athlete-official ratio.

2.2 HOSPITALITY ROOM

A coaches', officials' and dignitaries' lounge should be set up at the competition site. Soft drinks, juices and sandwiches should be supplied.

2.3 CONCESSION

A concession must be available at the competition site. Nutritious foods such as fruit juices, fruit and sandwiches should be supplied. Check with your venue provider – you may or may not be allowed to run a concession as part of your facility rental contract.

SECTION VII: PROMOTION/COMMUNICATION RESPONSIBILITIES

ARTICLE 1: COMMUNICATION

1.1 INFORMATION PAMPHLET

A technical information pamphlet will be developed by the OGA in conjunction with each Organizing Committee a minimum of three (3) months prior to the competition. The OGA will print and distribute the pamphlet on behalf of the Organizing Committee. The pamphlet should contain the following information and be in both of Canada's official languages:

- **the event**
- **the city**
- **the venue**
- **the date**
- **the tournament convener**
- **the competitive schedule - i.e. registration, weigh-ins, preliminaries and finals**
- **sponsors**
- **host hotel - address, phone number, room costs**
- **entry fee**
- **medical**
- **transportation request deadline**
- **weight classes**
- **eligibility**
- **contact name and number for further information**
- **the OGA logo**

1.2 EVENT PROGRAM

An appropriate event program will be produced (this can be utilized as an excellent marketing item). The brochure should contain the following information in both of Canada's official languages:

- **presidents', politicians' and conveners' messages**
- **an explanation of the rules**
- **the schedule of events**
- **if possible, biographies of returning champions**
- **advertisements for sponsors (including the OGA, CCA, Sport Canada, OGA/CCA equipment sponsor and any other sponsor deemed necessary by the OGA/CCA Executive)**
- **thank-you to sponsors**
- **short explanation of sport (i.e. history, weight classes, age groups, international standing, number of nations competing, etc.)**

1.3 PHOTOGRAPHS

Digital photographs should be taken throughout the tournament. The national office should be supplied with action photos of the event. Photographs of the three medallists on the podium should also be supplied (these pictures will be used in the OGA news letter or e-press).

ARTICLE 2: MARKETING & SALES

In order to ensure that these competitions compliment the OGA overall marketing program, the Organizing Committee must provide the following:

- 2.1 Each sanctioned event is obligated to provide program advertising and banner/signage exposure for all OGA/CCA sponsor partners. Exclusivity in the sponsor category will apply where and when contractually obligated (see 1.19).
- 2.2 An area at the competition site should be set aside for a merchandise sales booth for OGA/CCA products.
- 2.3 The cost of printing the pamphlet and program should be recuperated through the sale of advertisements in the program.
- 2.4 All apparel sales at Provincial championships and events will be controlled by the OGA. Appropriate share agreements with local organizing committees can be made at the discretion of OGA.

ARTICLE 3: MEDIA

There must be a media relations person in place. This individual's sole responsibility will be servicing the press. Media contacts must be established prior to the event.

- 3.1 Posters, press releases, press conferences, ads, and newspaper articles must be organized.
- 3.2 Returning champions' biographies and local favourite's biographies should be prepared for the media.
- 3.3 The organizers must do their best to ensure maximum television, radio and newspaper coverage.
- 3.4 If requested, interview arrangements should be made with high profile athletes and coaches.
- 3.5 Immediately following the event, the results must be fed to the wire services, news agencies and all of the local media.

ARTICLE 4: INTERNET

- 4.1 Each Organizing Committee is responsible for providing information to be included on the OGA homepage (<http://www.grapplingontario.com>) each provincial championship event will have its own individual homepage of information.
- 4.2 Daily session results and press releases must be included on the provincial championship homepage.

SECTION VIII: EVALUATION

ARTICLE 1: PROVINCIAL CHAMPIONSHIPS EVALUATION

- 1.1 The championship will be evaluated by the following persons:
***Where specified
- Executive Director
 - The Head Official
 - A coaching representative
 - PSO/TSO Delegate
- 1.2 The Executive Director will ensure that the evaluation forms are distributed to the individuals listed above.
- 1.3 The evaluation must be completed within thirty (30) days of the event.
- 1.4 The evaluations will be gathered by the Executive Director and compiled into one evaluation. The final evaluation should be sent to the tournament organizers within sixty (60) days of the completion of the event pending Executive Committee approval.
- 1.5 Every member of the Organizing Committee is encouraged to do an evaluation of his/her area of responsibility.

These evaluations can be used by the tournament convener to assist him/her in the completion of his/her evaluation.

A copy of the Evaluation form is available in the Appendices of this manual.

SECTION III: OGA SUPPORT

ARTICLE 1: ROLES AND RESPONSIBILITIES

The OGA commits itself to provide administrative, human resource, program, and financial support to all sanctioned events as per the Terms and Conditions document provided by OGA. The OGA is responsible for providing:

- 1.1 A formal application form to be used when applying to OGA for official approval and sanctioning.
- 1.2 The technical liaison between the host and OGA (the CCA Executive Director). This OGA Staff member provides both guidance to the Hosting Committee, and is also responsible for ensuring that GOA Hosting Guidelines are adhered to.
- 1.3 Guidelines and tips for hosting successful provincial Championships. This includes providing checklists to help with the organization of the tournament (see checklist section of the appendices of this document).
- 1.4 Liability insurance requirements for a nominal fee (if needed) by the Organizing Committee.). Must be OBTAINED - CERTIFICATE OF INSURANCE FOR VENUE AND EVENT
- 1.5 Production of the tournament information pamphlet prior to its publication, in both official languages.
- 1.6 A OGA representative to conduct an "on-site" inspection no less than two months prior to the event. At least two committee conference calls between OGA and the host committee to take place prior to the event.
- 1.7 Guidance on the provincial Championships Registration process, including Athlete registration forms if applicable.
- 1.8 Athlete biographies and photographs as required (Provincial Team athletes only) for souvenir programs and other use in promoting the event in advance.
- 1.9 Ballots for the selection of the outstanding fighter.
- 1.10 Wall charts required for the pairing. The Organizing Committee will purchase these materials from the OGA.
- 1.11 Provincial Championship medals will be purchased by the Organizing Committee from the OGA (no other medals will be allowed).
- 1.12 Trophies and plaques for the OGA recognized awards.

- 1.13 Sponsorship signage.
- 1.14 The Head Official as selected by the OGAOA (costs for travel, room and board will vary depending on the level of the event. See Article 2).
- 1.15 Travel itineraries of the OGA staff, the OGA Executive Committee members and OGA funded officials according to the conditions under Article 2.
- 1.16 Seeding Provincial Championships as per the current OGA policy (done by the Executive Director).
- 1.17 Verification of the required number of on-mat officials from each province/territory (based on the registered provincial/territorial athlete to official ratio).
- 1.18 Submitting a complete evaluation within sixty (60) days.
- 1.19 No changes can be made to the planned number of mats or venue and session structure of any Provincial Championship without the approval of the OGA Executive Director. Should this occur during the course of a Championship, this procedure still must be followed by the host organizer and pairing master involved.**

ARTICLE 2: OGA RESOURCE MATERIAL

- 2.1 Previous year's Championship Technical Information Pamphlet and championship evaluation.
- 2.2 The championship will be evaluated by the following persons:
Where specified
 - Executive Director
 - The Head Official
 - A coaching representative
 - PSO/TSO Delegate
- 2.3 A detailed checklist for hosting a championship.

ARTICLE 3: AWARDS AT THE PROVINCIAL CHAMPIONSHIPS

The OGA will present the following awards each year.

3.3 OUTSTANDING Grappler, Pankration fighter and AMMA fighter (all age groups)

- Each province/territory represented at the competition will receive one vote. There will be space on the ballot to make three selections. The fighter who receives first choice is awarded ten (10) points, the second choice seven (7) points, the third five (5) points. The Head Official and any coach of a foreign team will also receive a ballot.
- The ballots will be distributed to the coaches and Head Official prior to the finals. The ballots will be collected and counted following the finals.
- The outstanding fighter for male and female will be announced at the banquet following the competition (if a banquet is held).
- The outstanding fighter for Pankration/AMMA will be announced following the competition and medal presentations.

3.4 CLUB AWARDS – provincial only

SECTION IV: TECHNICAL HOSTING GUIDELINES

The Hosting Committee is responsible for ensuring that the following event related standards for the Hosting of a Provincial Championship are met.

ARTICLE 1: FINAL REGISTRATIONS

Registrations at the Provincial Championships will be held the day preceding the event. There may be a secondary Registrations required for Pankration and AMMA Competition – check with the OGA Staff on this.

Registration is a critical phase of the Provincials – other than pre-registrations and your transportation committee, Registrations will be the first time your Committee interacts with the Coaches, athletes, and others involved in the event. Registrations are the first impression people will get of your event, and you never get a second chance to make a first impression.

Tips for a smooth Registration

1. Have a large room with tables and chairs.
2. Have drinks and food on hand for your volunteers.
3. Have adequate staff on hand, and break registrations up according to Provinces
4. Mark Registration Tables for each Province or group of Provinces with appropriate signage.
5. If possible, communicate in advance with whoever will be handling the final registrations for each province to try to know in advance when they will arrive – makes scheduling your registration staff easier. Based on this, you will also have a better idea which provinces to register separately, and which you can combine together for registrations.
6. Have 2 – 3 people at each registration table, in particular for the bigger events.
7. Have a Registration Manager available to work between tables, handling questions, dealing with issues, etc.
8. Prepare receipts in advance – suggest pre-formatted receipts with blanks to be filled in (number of registrations, at which age group x entry fee, late fees, OGA fees, etc.)
9. Run through the Registration process with OGA Staff and your Registration Staff in advance – make sure everyone is on the same page.
10. Verify with OGA staff their requirements for Registrations – which forms will be used, what will be required to show proof of payment, what will athletes need to weigh-in, what is required for proof of age verification, and so on.
11. Have access to computers/printers, photocopiers, calculators, stamps for forms, and so on

ARTICLE 2: WEIGH-IN

- 2.1 The weigh-in shall be the day before the competition starting between 4:00-8:00 p.m. The duration of the weigh-in is one hour and shall be integrated with the medical control (i.e. a fighter has one hour in total to have their medical completed and weigh-in for the tournament).
- 2.2 The number of scales required for the weigh-in at the national championships is as

follows (numbers based upon pre-registration):

<u>Number</u>	<u>Scales Required</u>
0-50	1 Scale
50-75	2 Scales
75-100	3 Scales
100-150	4 Scales
150-200	6 Scales
200 +	8 Scales

All scales must be calibrated for the official weigh-in. Electronic Scales which are self-calibrating are acceptable, but should still be checked to ensure they are all consistent. They must weigh-in in kilograms. Electronic scales should be used.

- 2.3 The weigh-in room must be large enough to accommodate the total number of fighters, coaches, referee etc. **THIS IS THE FIRST IMAGE MOST PEOPLE WILL HAVE OF YOUR EVENT, MAKE SURE THE ROOM IS LARGE AND TRAFFIC FLOWS ADEQUATELY.**
- 2.4 The weigh-in room must be arranged in an orderly fashion to allow: i) the medical staff/doctor to view all wrestlers prior to their stepping on the scales, ii) the officials to control the number of fighters in the official weigh-in area at one time.
- 2.5 A calibrated scale (one for the males and one for the females) is to be accessible to the fighters 24 hours prior to weigh in and throughout the tournament.
- 2.6 Weigh-in sheets by weight class must be provided to the Head Official prior to the weigh-in. Signs must be posted above each scale indicating which weight classes are assigned to that scale.
- 2.7 The Organizing Committee must supply numbers for the random draw for each weight class for each division (1-50) unless the computer draw program is being used to operate the event. **Verify this in advance with OGA staff.**
- 2.8 The fighters if unsuccessful at making weight on the designated weight class scale, have the right to weigh-in, at the first reasonable opportunity, on any of the other scales where it does not interfere with the weight classes assigned to that scale at the discretion of the Head Official in charge of the weigh-in.

ARTICLE 3: PAIRING SHEETS, SCORE SHEETS, AND MEDALS

- 3.1 The Organizing Committee must purchase these items from the provincial office.
- 3.2 Pairing wall charts should be displayed in an accessible area.

ARTICLE 4: PAIRING

- 4.1 The pairing room should be close enough to the competition area to allow the pairing

masters to view the competition, but should be inaccessible to the coaches and athletes.

- 4.2 A photocopier and a computer, with attached printer, must be available for the pairing masters. The minimum specs as outlined by the senior pairing master will be used.
- 4.3 A full results package must be given to each provincial/territorial team leader prior to their departure.
- 4.4 All seeding will be determined by the Technical Director or Executive Director.
- 4.5 The official OGA double elimination bracket draw shall be used at all the Provincial Championships.
- 4.6 The combined Provincial Championships will be spread over 2 days:
 - Day 1 Grappling – no gi and gi
 - Day 2 Pankration and Amateur MMA

ARTICLE 5: VENUE

The Head-Official and the Executive Director are responsible for a safe competitive area. If this is not the case, the competition will be halted at their discretion until the problem is rectified.

5.i Minimum Venue Requirements

Combined Championships:

Large room (Gymnasium/Field house) the floor should not be Concrete. The venue must seat 1000 spectators. The venue must also have support rooms for warm up (full sized mat), corral area, doping control room, officials and coaches room, protest room, locker rooms for athletes, check scale available in room accessible for men and women 24hrs in advance, concession, medical and pairing master room/area.

Venues must include adequate washrooms for spectators and participants, as well as adequate change rooms and shower facilities for athletes.

5.ii MATS

- Proper OGA/CCA approved mats/cage must be used in conjunction with any CCA/IMMAF/FILA rules Combative style.
- For health purposes, the Organizing Committee is responsible for washing the mats with a 10% bleach solution between rounds. Volunteers should be recruited to perform this task (if volunteers are cleaning blood off of the mats, rubber gloves are required).
- There must be a protection area of at least two (2) metres in all directions.
- A warm-up area must be provided. It should be in the gym or as close to the gym as possible.
- Only official wrestling or Jujitsu mats are to be used or sanctioned cage. Folding mats, mats known as 'add a mats' and similar are not to be used. If there is any question as to the mats to be used, the Hosting Committee should verify this with OGA Staff, providing manufacturer and style of mat details for approval six months or more in advance. The mats must be well taped and in good condition.
- The gym must be laid out in such a way as to allow for good visibility for the spectators and to allow for adequate crowd control.

5.iii SECURITY

- Provisions must be made for security personnel and security barriers to ensure that all spectators or non-competing athletes and coaches are kept a minimum of two (2) metres from all mat surfaces.
- Provisions are to be made to ensure that no one except competing athletes, coaches and technical personnel be allowed in the competitive area. The competitive area includes the mat surfaces, the officials' tables, the VIP's tables and pairing master's table.

5.iv PRACTICE FACILITIES

- The Organizing Committee must provide a work-out facility on the day prior to the competition. Should a provincial body request practice time, the Organizing Committee must arrange transportation to and from the training facility, except in the case of the Senior Provincial Championships during which teams are responsible for their own transportation. Provinces/Territories must notify the Organizing Committee of practice requirements two weeks in advance of the tournament.
- A sauna should be accessible to the fighters competing in the senior age groups.

5.v OTHER FACILITY RELATED ISSUES:

The following must be available:

- A **lockable changing room** for the appropriate number of officials.
- Adequate locker room and toilet facilities for the competitors.
- Meeting rooms for an official's clinic at the venue. A recorder and chalk board should be available. Contact the head clinician for confirmation regarding equipment needs.
- Head-table for dignitaries and OGA Executive. The table should be elevated and in an appropriate position to allow for maximum visibility.
- Announcer's table and PA system (the PA system must be tested to ensure announcements can be heard from all areas of all gyms and warm-up area).
- A lounge/.quiet area away from the competition floor should be available for officials and coaches (coffee, beverages and nutritional food should be provided).
- A designated area for the pairing masters with the appropriate number of tables and chairs and office equipment. This area is ideally located on the competition floor, or as close to the competition floor as can be provided to allow the pairing masters full view of the mat surfaces.
- One to two electronic score clocks per mat. Ensure that spectators and others on either side of the mat can see the score.
- A three level podium is required for awards ceremonies.
- Support Personnel: a minimum of one (1) timer and one (1) scorer per mat, plus an appropriate number of runners must be supplied. When scheduling for mat volunteers, remember:
 - ❖ More is better.
 - ❖ Provide your volunteers with a uniform (eg. a t-shirt) for visibility.
 - ❖ Plan for shifts to allow your volunteers adequate breaks.
 - ❖ In some areas, schools require students to serve community service hours, this may help in recruiting.

At the Senior Provincial Championships, the Organizing Committee is responsible for arranging the video-taping of all matches.

Volunteers should be trained on operating the cameras, how to properly tape a match and to ensure that the video is adequate for protest/review use. Take time in advance to ensure that cameras work well, can be used together (check this in advance, don't just assume they will work together!). Make sure that all cameras have a spare tape on hand in case the tape malfunctions or runs out.

These cameras should be manned at all times during the competition. Before the commencement of each match the scoreboard should be shown indicating the match number. During appropriate times in the match the taping should include the scoreboard showing the score and time remaining. The final score should be indicated on the tape. A copy of the final and bronze medal matches must be sent to the Provincial Office. **The footage is the property of OGA and shall be the responsibility of the OGA staff member in attendance at the event.**

The Senior Provincial Championships must set-up the video equipment in a format that allows instant replay for usage by the officiating team during the match. Digital video equipment up to date with the time

SAMPLE VENUE LAYOUT

Here is what your venue may look like



Cage or mats as approved by the CCA

SECTION VI: SUPPORT SERVICES RESPONSIBILITIES

ARTICLE 1: MEDICAL

1.1 MEDICAL SUPPORT

- a) A doctor must be available at the weigh-in to check for contagious skin disorders. For tournaments of more than 180 competitors, there should be two doctors on hand to conduct the medicals. The doctors must research and be able to identify the fungus ringworm. If a dermatologist is available for the skin check, then one should be in attendance. (Note: Additional athletic therapists are to be used to conduct the medical component and any close cases are to be referred to the doctor for final review)

The tournament doctor has final say regarding the elimination of an athlete who has been identified as having a contagious skin disorder. All athletes must pass the skin check in order to compete in the tournament. Medicals will not be accepted from doctors other than the tournament doctor. Note as per the AMMA guidelines around safety – please see policy regarding medical provisions for AMMA

- b) An athletic training room of adequate size must be available for the medical/paramedical staff.
- c) A minimum of two (2) medical staff must be available on site throughout the tournament.
- d) One of the medical support staff must be a doctor and the other must be a certified member of the C.A.T.A. or C.P.A./S.P.D.
- e) Experience in covering wrestling events is beneficial, but not a prerequisite.
- f) In the case of an injury, the medical doctor has the final say as to whether or not the wrestler can continue to compete.
- g) The use of plastic bags, saunas or any form of artificial weight loss is strictly prohibited at the youth under 17 events. The penalty for non-compliance for athletes is immediate elimination from the tournament without placement. Coaches, who assist or promote this type of weight loss, will be barred from the competition site for the remainder of the championships with a CCA/OGA discipline hearing to be scheduled at a later date, if deemed necessary.

1.2 DOPING CONTROL

At Senior and Junior Provincial Championships the Organizing Committee is responsible for providing the following personnel, facilities, and supplies in order to ensure properly conducted doping control; **All Athletes must sign a Doping Control agreement prior or at the Registration of the Junior/Senior Nationals.**

a) Personnel

- i) Station Assistant(s), one male and one female depending on the sex of the athletes being tested. These people should be mature, responsible individuals. They will be responsible for observing the passing of samples and assisting with the sealing/handling of the samples.
- ii) Marshal(s), should be of the same sex as the athlete they are marshalling. The number of marshal's will vary depending on the number of tests and the schedule of events. These people should be mature, responsible individuals and will be responsible for informing the athlete that he/she has been selected to undergo doping control, presenting the athlete with the "Green Card" and accompanying the athlete until he/she is ready to report to the Doping Control Station.
- iii) One Security Person who will be responsible for monitoring the flow of people in and out of the Doping Control Station.

b) Facility

- i) A large room to be used as a waiting room, large enough to accommodate 15-20 persons at one time.
- ii) A room with a toilet (preferably two toilets) large enough for two persons at once.
- iii) A documentation/working room large enough for 4-5 persons at one time with a table and chairs. It should be separate from the waiting area.

c) Equipment/Supplies

- i) Waiting Room: refreshments for the athletes such as non-caffeinated sealed individual beverages, sealed individual juices, sealed individual mineral water, refrigerator or cooler for drinks, chairs, benches, tables, magazines, radio, etc.
- ii) Documentation Room: pens, stapler, paper, garbage bags, paper towels, disinfectant, lockable fridge or freezer to store urine samples (separate from the refreshments) table, chairs.
- iii) Marshals: clipboard, pens.

ARTICLE 2: OFFICIALS

Assignment of Officials for the Provincial Championships is up to the Ontario Grappling Association and partner Ontario Grappling Officials Association. Other than noted below, the Hosting Committee is not responsible for expenses relating to Individual or Provincial Officials. Hosting Committee are advised to check with their Clubs on handling of local officials, as each province may have its own requirements of the Committee.

The Hosting Committee is expected to:

- Provide hotel-venue transportation for all on-mat and pairing officials working the event, either separately, or as part of transportation provided for other event participants. If Officials are to use group transportation provided for Coaches, Athletes and other participants, the Hosting Committee should ensure that transportation scheduling allows adequate time for officials to attend required clinics, sessions, and so on.
- Provide all on-mat and pairing officials working the event with an invitation to any socials that are held (eg. Coaches' Social – should be large enough to accommodate officials as well).
- Provide a ticket to any event banquet hosted for all on-mat and pairing officials working the event.
- Review all Guidelines below for any specific requirements of them to ensure adherence to same
- Meals are usually provided for officials working the nationals while they are at the venue (lunch), unless there is a break between sessions adequate enough to allow transportation back to the Host Hotel – transportation must be available in this case. If there is no break between sessions, then a meal (e.g. a sandwich, fruit and drink) will be provided to the officials for lunch and dinner. If a session exceeds five (5) hours in length, then a sandwich and drink must be provided.

Guidelines for Officials

2.1 Head Officials and Pairing Masters

- a) The Ontario Grappling Official's Association (OGO) will select the pairing masters for all Provincial Championships.
- b) The OGA will pay the return transportation for the Head Official and the Pairing Master (PM) at the Provincial Championship (if needed by the Executive of the OGA).
- c) The Organizing committee to pay the return transportation for the Official Clinician.

2.2 ON-MAT OFFICIALS

- a) The selection of provincial officials is left to the discretion of the provincial body. The officials must meet the criteria required for that provincial championship.
- b) The OGOA (with support by the OGA) will select the Head Officials and Clinicians for all provincial championships. OGOA is to make every effort to assign these key officials from as nearby as possible to minimize costs to the Hosting Committee.
- c) At the Provincial Championships, the OGA will provide return transportation for Canada's World Championship eligible Officials.
- d) IF the Championships are combined, the OGA will pay the return transportation for the Head Officials. The Organizing Committee will pay the return transportation for the Head Clinicians.
 - **The Host Organizing Committee at the Senior Provincial Championships will provide transportation prior to and following the event for the officials if they are there for OGA related commitments. (for example, Special Trials, Committee meetings)**
- e) At the Cadet/Juvenile Provincial Championships the Organizing Committee is responsible for the return transportation for the Head Official and Head Clinician. These officials may be from the host province, and must be in addition to the quota of officials based on the number of provincial athletes.

- g) The Officials rating required for the various provincial championships must reflect the current policy (see below).
- h) Officials contract for provincial championships.
 - i) For the Cadet, Juvenile and Junior Championships, every club must send (on mat) officials, as per the athlete official ratio.
 - ii) Should the club be unable to supply the correct number of officials, the club must be responsible for the cost of supplying the correct number of officials. The substitute official should be brought in from a neighbouring club. The cost for these officials should include air travel (economy) and room and board.
 - iii) Should a club not comply with the above requirements, they will be fined \$500.00 per missing official.
 - iv) Any money collected from the above fine, will be shared between the participating club and the OGA, based on the number of officials that take part. OGA staff will report on this as part of the Evaluation.
 - v) If a club breaches the policy and does not comply with the aforementioned steps, they will be sanctioned out of the following championships, unless the fine is paid prior to the start of competition.
 - vi) The Head Official at the Provincial Championships will determine each clubs required official ratio and make a report to the OGA Executive Director.
 - vii) In the event that a province/territory does not have officials of the appropriate rating to meet the requirements of the athlete-official ratio, then they shall send their most qualified officials, without penalty.
 - viii) The official must attend the clinic, the weigh-in and the entire tournament to count as part of the athlete-official quota (as defined by the weigh-in ratio in the table), subject to acts of god and inclement weather (determined by a committee of a OGA staff member in attendance, organizing committee chairperson and the head official)

2.3 ATHLETE-OFFICIAL RATIOS

- a) Each club must respect the current policy regarding the athlete-official ratio as outlined below. The Organizing Committee should verify with the OGA Executive Director that an adequate number of qualified officials will be attending the championship **to cover the number of competition surfaces planned**. Clubs should confirm with the Organizing Committee which officials will be attending the provincial championships two weeks prior to the tournament.
- b) For the Senior Provincial Championships it is recommended that the club send their highest qualified official as per the minimum criteria required.

SECTION V PROVINCIAL CHAMPIONSHIPS REGULATIONS

ARTICLE 1: RULES

The rules and protest procedures used to govern the Provincial Championships are those outlined in the current OGACCA rule book. In case of disagreement between these guidelines and the OGA/CCA Rulebook, the rule book will be taken to be correct and will apply.

ARTICLE 2: REGISTRATION & ELIGIBILITY

2.1 PRE-REGISTRATION & ON-SITE REGISTRATION

All Fighters and coaches must be pre-registered using the official OGA PasSport Registration site two weeks prior to the tournament. The athletes' name, club, weight class and birth date must be indicated on the form. The coaches' name, club and NCCP certification number must be indicated on the form. Substitutions may occur in the case of an athlete who is injured or becomes ill during this period (substitutions can be petitioned in through the Executive Director).

All team members must have provincial sanction to be eligible to attend a Championship (i.e. athletes, coaches, officials, managers and trainers). The clubs are responsible for ensuring that all competitors and coaches from their province are registered by the pre-registration date.

The club President must sign the official OGA - PasSport Registration Form (online) with all the athletes and coaches that are representing their club, and the club with which they shall compete or coach, by the pre-registration deadline. Any registration received after the pre-registration deadline will be subject to a \$25.00 late fee in addition to the regular entry fee.

The OGA will give the organizing committee a form that will be signed by the athlete at the weigh-ins stating that he/she **has not** used any banned substances as per the current CCA/OGA rule book (IOC list of banned substances can be found at www.cces.ca)

- This will be kept by the officials at the weigh-ins and will be picked up by the Executive Director at the completion of the Junior/Senior Championship Weigh-ins.

All age class competitors must provide proof of age at registration (i.e. birth certificate or passport) or in advance to the OGA office through their club.

For athletes requiring medical certificates, the doctor's note must be written on the doctor's letterhead.

The Registration Committee at a provincial championship must be familiar with the provincial Championship Eligibility Policy as detailed below.

A weigh-in sheet must be provided to the medical and weigh-in. This sheet shall be developed by the registration section.

2.2 ATHLETE'S ELIGIBILITY

- All Provincial Championships are closed to all competitors who are not Canadian citizens or landed immigrants of Canada. Clubs must ensure that all of their competitors are Canadian citizens or landed immigrants of Canada. If a competitor is registered and competes and does not meet these criteria, his/her results will be void and the results package will be amended.
- All Canadian competitors must have the sanction of their Club and be members in good standing with the OGA/CCA
- Any athlete fighting up an age category (where permitted) must present a parental note stating it is acceptable at time of registration (To Executive Director.) The note must be clear, with date, printed and signed by parent/guardian.
- Any wrestler over forty (40) years of age must submit a medical certificate at registration. The note must be on the doctor's letterhead.

ARTICLE 3: CODE OF CONDUCT AT PROVINCIAL CHAMPIONSHIPS

3.1 RESPONSIBILITY

- a) All team members (including athletes, coaches, managers, team leaders, officials and medical staff) must have the sanction of their club to attend a provincial championship. The club President must provide a signed pre-registration form noting each athlete's club affiliation by the pre-registration date given in the event information. Failure to provide this information by the pre-registration date means that those athletes affected must wrestle independent.
- b) The conduct of athletes and coaches sanctioned to represent their club is the responsibility of the club they represent when attending and participating in a Provincial Championship.
- c) Each team member is accountable for his own personal behaviour.
- d) The personal coaches are responsible for the conduct and actions of athletes under their guidance at the championship.
- e) The club must designate a team leader to ensure all of the Provincial Team members are responsible as per the Code of Conduct.
- f) All senior athletes receiving awards should be present at the banquet to receive them and each province should have a team leader present

1.2 GENERAL CODE OF CONDUCT

The behaviour of officials, coaches and athletes should reflect positively on the sport of wrestling. Their conduct should be appropriate for individuals competing at a Provincial Championship.

1.3 SPECIFIC CODE OF CONDUCT

Social Conduct

Individuals participating in Provincial Championships should exercise good judgement and discretion in all matters of dress, language, courtesy, and alcohol consumption, and shall respect the property of others the time during and surrounding the actual competition.

Laws of the Land

Individuals participating in Provincial Championships shall respect all national and provincial laws.

Respect for the Rules, the Officials, and each other.

Individuals participating in championship events shall respect the official rules of the sport and the regulations of the Organizing Committee. These individuals shall maintain an orderly code of conduct by:

- i) acknowledging the authority of officials and by relating to them in a positive and respectful manner.
- ii) exercising control of their conduct so as to avoid inciting other athletes, officials, coaches, and spectators.
- iii) conducting themselves at all times in a manner which is appropriate to the responsibilities of their respective positions.

1.4 PREVENTION

The OGA will distribute this code of conduct including penalties and sanctions to all Clubs and their Presidents prior to provincial championship events for distribution to their membership. The Clubs are responsible to enforce the OGA Code of Conduct and to establish procedures to prevent violations of this code.

OGA

1.5 MONITORING PROCEDURES

- a) Each club will provide the organizers with the name and room number of the Club Team Leader. A list of group leaders and the athletes to whom they are responsible will be submitted at registration. On-mat officials cannot be recommended as supervisors.

- b) The organizer will assign a person responsible for accommodation. Check-out supervision is to be coordinated by the group leader and the accommodation personnel.
- c) Where possible, rooms are to be blocked by club (coaches and athletes). Decentralization of teams is up to the club.
- d) A damage deposit of \$25.00 per person is to be held by the Accommodation Director and returned after the security check in check-out.
- e) General damages are to be shared equally by all club delegates registered in the hotel.
- f) Post tournament activity deposit (damage) is to be included in the registration package.
- g) If any incidents arise which involve team members who violate the Code of Conduct, the OGA Executive Director will be notified.
- h) The Executive Director will report any violations of the code of conduct to the club Manager and Tournament Chairperson.

1.6 **OGA SANCTIONS**

- a) The OGA can impose sanctions on provincial team members, including the right to ban individuals from attending, OGA/CCA sanctioned events, provincial and national championships and international trips.
- b) The OGA/CCA imposed sanction will depend on the severity of the incident.
- c) If a team member contravenes the Code of Conduct, the Club shall be held financially accountable for a first offence and financially accountable plus a year suspension for second and subsequent offences.
- d) Damage expenses or monetary sanctions will be invoiced to the club after the violation and will be paid within thirty (30) days of the invoice date.
- e) Appeals must be submitted in writing to the OGA Executive Director within two (2) weeks of receiving notification of the violation.

1.7 **PROVINCIAL SANCTIONS**

- a) It is the prerogative of a Club President to sanction or remove sanction for each athlete, coach, official and member belonging to his respective association. All communications regarding sanction or removal of sanction must be forwarded to OGA in writing from the respective President.
- b) If a Club should suspend a member, the OGA will respect the suspension. The OGA is to be advised in writing of the suspension by the Club President

ARTICLE 4: AWARDS CEREMONIES

There will be an award ceremony for each weight class (there should be a three level podium in place). The organizers must be careful not to prolong the presentation. Medals should be presented after every third final. The organizers will select medal presenters and provide the announcer with a list of their accomplishments.

The top 3 athletes must be present during the medal presentations in order to receive a medal. If the medal presentations are done during the finals at the competition venue, the top 3 athletes must follow instructions on protocol from the Organizing Committee and must appear in a competition singlet on the podium. For medal presentations completed at a banquet, the top 3 athletes must follow instructions on protocol from the Organizing Committee and must be dressed in semi-formal attire that is appropriate for a provincial championship banquet.

See the Awards Section for specific information on other specific awards to be presented.

ARTICLE 5 CLUB AFFILIATION CRITERIA

To be eligible to score points for a club at a Provincial Championship, the fighter must meet all of the following criteria;

- Be a resident of the city or live within commuting distance of the club for a minimum of four (4) consecutive months prior to the Provincial in question.
- Be registered with the Provincial Association as a member of that club.
- Have trained with the club for a minimum of four (4) consecutive months prior to the Provincials in question.
- Have spent at least 50% of his/her on mat training time with that club in the year prior to the championship.
- If the fighter does not meet this criteria they must fight unattached.

Under special circumstances such as an injury, the fighter can appeal to the Executive Director one (1) month prior to the championship. The Vice-President Technical and Executive Director will decide..

PROCEDURE

- Provincial Associations are responsible for circulating the club criteria to their membership prior to the nationals.
- All provincial team members must have the sanction of their Provincial Association. The provincial team leader must present a provincial team list and club affiliation when registering.
- The application of the club affiliation criteria must be the responsibility of the club coach.
- A fighter training at two centres must sign a declaration at weigh in and submit it to allow his placement points at provincial championships to be split equally between two clubs. Both club coaches must also sign it.
- Club affiliation criteria disputes will be handled through a protest procedure. A written protest accompanied by \$200.00 must be submitted to OGA within seven (7) days of the provincial championship. The Executive director and the Vice-President Technical will sit on the Protest Committee.
If the protest is upheld the \$200.00 will be returned. If rejected, the \$200.00 will be retained by OGA. If the club coach has knowingly attempted to stack his/her team, he/she will be subject to disciplinary action.

ARTICLE 7: PROTEST PROCEDURE – The current OGA/CCA Rule Book will be the final authority on this procedure. See rule book - CCA

ARTICLE 7: DOUBLE ELIMINATION BRACKET DRAW FORMAT (PasSport)

In the double elimination bracket draw format a win advances the wrestler to the next round and closer to the final. A first loss relegates the athlete to the consolation rounds (for third place), and a second loss eliminates the athlete from the competition. The size of the bracket is a multiple of 2, ... 2, 4, 8, 16, 32, 64 and so on. (See Appendix A for placement of losers)

7.1 SEEDING

Whenever there are two seeds in any class, they should be placed in opposite halves of the drawing bracket. If there are three seeded athletes, the second and third seeds should be seeded in different quarter brackets of the half-bracket opposite from the number one seed. A seeded contestant should have the same opportunity to draw for the byes as other contestants in his bracket. When there are four seeds, the number first and fourth seeds should be placed in one half-bracket and the second and third seeds should be placed in the other half-bracket. (See Appendix B for placement of seeds)

7.2 BYES

When the number of competitors is not a power of 2 (that is, 4, 8, 16, 32 and 64) there should be byes in the first round. The number of byes should be equal to the difference between the number of competitors and the next higher power of 2. The number of pairs that meet in the first round should be equal to the difference between the number of competitors and the next lower power of 2. There should be no byes after the first round, and no further drawing is necessary for the first

place or consolation rounds. The byes, if even in number, should be divided equally between top and bottom. If the number of byes is uneven, there should be one more bye at the bottom than at the top.

When using a 32-person bracket, if byes are drawn, they will take their places as follows; first bye - line 32; second bye - line 2; others, in order - lines 18, 16, 28, 6, 22, 12, 30, 4, 24, 10, 26, 8, 20.

When using a 16-person bracket, if byes are drawn, they will take their places as follows; first bye - line 16; second bye line 2; others in order - lines 12, 6, 10, 4, 8.

In making pairings for the 16-person brackets or smaller, drawings should be made for the No. 1 seed to draw any place in the bracket. This is followed by drawing for the second seed to any place in the half-bracket opposite the No. 1 seed. The third seed then draws to the quarter-bracket opposite the second seed and the fourth seed to the quarter bracket opposite the first seed.

7.3 CONTESTANTS ELIGIBLE FOR CONSOLATION MATCHES

At the completion of the first round in each weight class, consolation rounds may start among all contestants. In the event two wrestlers who previously competed against each other in the tournament are paired again in the consolation bracket, the matches should be wrestled and scored as if they had not previously met. If both wrestlers are disqualified for flagrant passivity, neither wrestler may continue in the tournament or score team points.

The third and fifth place matches should be conducted before the first place championship match. The loser of the consolation final places fourth. The loser of the consolation semi-finals (P and O) compete for fifth place and the loser of this bout places sixth. Semi-Finals for the A side and Quarter Finals for the B side will be scheduled for the first session on the Saturday morning of the event. The finals shall be scheduled for late afternoon or early evening.

ARTICLE 8:

SEEDING CRITERIA

8.1 Junior Provincial

There will be a maximum of four seeds. The seeding will be done by the OGA Executive Director. The Junior seeding will be based on the performance from the previous year's Junior championships. The rankings will be based on the following criteria;

- i) Returning weight class champion.
- ii) Returning champion who has moved up or down a weight class. If there are two (2) such champions, the highest seed shall be the winner of any bouts between the two individuals during the final year, if they have not met, the highest seed will go to the individual who wins the toss of a coin. The ED will toss the coin.
- iii) Returning 2nd place finishes of the particular weight class.
- iv) Returning 2nd place finishers from other weight classes of previous years (ties to be broken as per criteria in "ii").
- v) Returning 3rd place finisher of the particular weight class.
- vi) Returning 3rd place finishers from other weight classes of previous years (ties to be broken as in "ii").
- vii) Returning 4th place finisher of the particular weight class.
- viii) Returning 4th place finishes from other weight classes (ties to be broken as in "ii").
- ix) Any other seed will be awarded to first year Junior who placed in the top four (4) in the Juvenile Championships from the previous year.
- x) No other seeds will be awarded.

8.2 Drawing of Lots (Lots may not be drawn when the OGA Computer Draw Program is running the event) - **PasSport**

- i) The athletes will draw numbers at the weigh-in. These numbers will not necessarily indicate the athletes' placement in the weight class. The draw order can be affected by one of two situations; Seeds will create changes in the draw order club members will be randomly divided into two pools and separated (This will hopefully prevent team mates from meeting on the first round). This draw consideration will be used in all provincial championships.

8.3 Senior National Championships

The seeding at the Senior Provincial Championships will be performed by the OGA Executive Director. The ED will present the seeding nominations to the coaches on a weight class by weight class basis according to the seeding criteria outlined below. The coaches will be given the opportunity to nominate additional athletes providing the nominations are seconded. A vote will be held to determine seeds 1 through 4 on a position by position basis.

- a maximum of four seeds per weight class.
- coaches cannot withdraw their athlete from seeding
- criteria in order (specific to the weight class):

When the Olympic or World Team trials precede the National Championships by less than three months, the winner of the trials will be seeded number 1

- returning Olympic Team member or World Team member (from previous year) when the athlete won his position in a fair trials not affected by injury
- returning national champion
- Provincial Champion
- previous year's world medallist at a different weight class
- head-to-head competition limited to the four carding tournaments and Canada Cup
- placement from previous National Championships.
- Carding points

8.4 Procedure

- i) The ED and Technical Director will present to the coaches seeding meeting recommendations for each weight class.
- ii) The seeds will be presented weight class by weight class. If there are objections to the seeding as presented, the following procedure will be followed:
 - nomination for first seed, discussion, vote.
 - nomination for second seed, discussion, vote.
 - nomination for third seed, discussion, vote.
- iii) This procedure as outlined in i) and ii) will be followed in each weight class.
- iv) A unanimous vote by the coaches will take precedence over the criteria.

8.5 Placement of Seeds - as per OGA draw rules

APPENDICES

1. OGA Evaluation Form – This form should be re-done to reflect the changes made in this manual:

separate Hosting Committee responsibilities from things they are not responsible for (eg. Officials)

re-order sections of the Evaluation to reflect the order of material in this manual.

2. OGA Protest Form
3. Pre-Event Check Lists
4. Final Pre-event Check List
5. Sample: Final Registration form

Appendix 1: Evaluation Form.

OGA PROVINCIAL CHAMPIONSHIP EVALUATION FORM

TOURNAMENT:

LOCATION:

DATE:

PARTICIPANTS:

GRADING OUTLINE/OVERALL GRADE:

E: <input type="checkbox"/>	Excellent Rating	All aspects of this specific area were done beyond the specifications of the guidelines.
G: <input type="checkbox"/>	Good Rating	The majority of the aspects of this specific area were done beyond the specifications of the guidelines.
A: <input type="checkbox"/>	Adequate Rating	The specific area was done to the required specifications of the guidelines.
I: <input type="checkbox"/>	Inadequate Rating	The specific area had some small problems in the majority of the guidelines. Improvement is needed.
P: <input type="checkbox"/>	Poor Rating	The specific area had a number of major problems in the majority of the guidelines. Improvement is required.
N/A: <input type="checkbox"/>	Not Applicable	Not Applicable to this specific area.

1.0 PRE-EVENT ORGANIZATION E: G: A: I: P: N/A:

NOTE: evaluated by ED

- bookings made well in advance for hotel, venue and other pre-tournament material
- accuracy of pre-tournament information
- timely pre-tournament information
- Organizing Committee established and operating
- incorporation of event

Comments:

2.0 TECHNICAL E: G: A: I: P: N/A:

2.1 MEDICAL E: G: A: I: P: N/A:

2.1.1 PERSONNEL E: G: A: I: P: N/A:

- doctors contacted to do medicals
- doctors were adequately informed regarding contagious skin disorders
- male/female doctors as required
- adequate experience with the amateur combat sports
- trainers were qualified and experienced with the combat sports
- adequate numbers of trainers were available

2.1.2 VENUE E: G: A: I: P: N/A:

- appropriate room for medicals (male & female)
- adequate security, crowd control & flow of athletes
- appropriate area for trainers' room
- medical material available at trainers' room
- emergency numbers posted and available

Comments:

2.2 DOPING CONTROL (Junior and Seniors only)

NOTE: evaluated by Head of Doping Control

E: G: A: I: P: N/A:

2.2.1 PERSONNEL

E: G: A: I: P: N/A:

- Station Assistants
- Marshals - one per test
- Security person

2.2.2 VENUE

E: G: A: I: P: N/A:

- waiting room adequate
- washroom facilities private and controlled
- separate documentation room for paper work

2.2.3 EQUIPMENT/SUPPLIES

E: G: A: I: P: N/A:

- refreshments for athletes (2 per minimum)
- tables and chairs of adequate numbers
- refrigerator and cooler for tests
- pens, paper, stapler and clipboards
- garbage bags, paper towels, disinfectant

Comments:

2.3 OFFICIALS E: G: A: I: P: N/A:

NOTE - This section is evaluated by OFFICIAL/PM's

2.3.1 QUALITY - ON MAT OFFICIATING (evaluated by head official)

E: G: A: I: P: N/A:

- appropriate level of officials for the event
- consistency of officials
- number appropriate for tournament

2.3.2 QUALITY - PAIRING MASTERS (evaluated by head pairing master)

E: G: A: I: P: N/A:

- adequate number of volunteer assistants
- adequate qualified provincial pairing masters(passport)
- tournament functioned smoothly
- bout information posted appropriately
- result package prepared and distributed

2.3.3 EQUIPMENT/SUPPLIES E: G: A: I: P: N/A:

- pens/pencils/markers
- bout sheets, wall charts, tape
- stand alone photocopier and computer(s) with printer(s) available
- blank result package forms
- separate dressing room for officials

Comments:

2.4 WEIGH-IN E: G: A: I: P: N/A:

NOTE: evaluated by Coach, Official & ED

2.4.1 VENUE E: G: A: I: P: N/A:

- appropriate sized room for male and female weigh-ins
- tables/security secured and in place
- weigh-in sheets
- signs posted as to site for weigh-in
- numbers made up for the random draw (1-50) if computer draw system was not used.
- layout for room & procedure for weigh-ins planned with head official
- timing appropriate

2.4.2 SCALES E: G: A: I: P: N/A:

- correct number of scales secured
- all scales calibrated
- one or more scales accessible to all athletes 24 hours prior to weigh in and during the tournament (signage indicating location for both male and female)

2.4.3 GRECO WEIGH-IN

E: G: A: I: P: N/A:

- scale transportation from hotel to site
- appropriate location and material

Comments:

2.5 COMPETITION VENUE E: G: A: I: P: N/A:

NOTE: evaluated by Head Official, ED and Coach.

2.5.1 MATS E: G: A: I: P: N/A:

- all mats/cage of adequate size and usage
- all safety mats adequate
- mats washed and cleaned on a regular basis
- 10% bleach solution to clean up blood/rubber gloves for protection
- volunteers recruited to act as mat rats

2.5.2 PRACTICE FACILITIES E: G: A: I: P: N/A:

- adequate work-out facilities were secured and available the day prior to the competition.
- sauna facility secured and adequate
- weight cutting equipment (ie bikes) available

2.5.3 STAGING E: G: A: I: P: N/A:

- venue layout composed and adequate
- locker room secured for competitors
- hospitality room adequate
- protest room & digital equipment adequate
- P.A. system adequate
- corral system clearly defined and agreed upon by the pairing master
- warm-up area adequate
- VIP head table and podium adequate
- medal podium adequate
- VCR cameras for seniors

2.5.4 SECURITY E: G: A: I: P: N/A:

- barriers (security ropes) adequate
- crowd control and floor access was adequate
- accreditation control was adequate

2.5.5 PERSONNEL E: G: A: I: P: N/A:

- volunteer numbers were adequate
- scorers, runners, timers, security were prepared and adequate
- competition site set-up crew was adequate

2.5.6 TABLE MATERIAL E: G: A: I: P: N/A:

- spitting receptacles
- nail clippers
- score clocks (for every mat if available)
- flip score pads for backup (2 per mat)
- stop watches for time and injury time (2 per mat)
- pencils for officials
- rolled towel to indicate to the official the end of the match

2.5.7 VENUE - GENERAL E: G: A: I: P: N/A:

- meeting with custodial staff to indicate requirements
- chairs, tables, garbage containers secured
- on site contact person available for entire event

Comments:

2.6 SIGNAGE E: G: A: I: P: N/A:

NOTE: evaluated by ED, Coaches and Officials

- weigh-in location and time
- coaches, media and officials lounges
- athletes change room
- sauna location for senior, Junior and Juvenile's
- concession location
- registration and transportation schedules and locations

Comments:

3.0 SUPPORT SERVICES E: G: A: I: P: N/A:

NOTE: evaluated by ED, Head of Registration, Head PM/Official, CCA President and PSO/TSO Rep.

3.1 REGISTRATION E: G: A: I: P: N/A:

- pre-registration was completed and recorded (online – PasSport)
- room for registration was adequate
- control/security of registration was appropriate
- volunteers adequate and briefed on eligibility
 - provincial sanction
 - medicals for underage athletes - on doctors letterhead
 - proof of age
- registration forms from OGA properly checked for information
- schedules/information packages available for participants
- weigh-in sheets prepared for officials per weight class

Comments:

3.2 ACCOMMODATIONS E: G: A: I: P: N/A:

- hotel was adequate for the tournament
- sufficient number of rooms were block booked at the host hotel
- reservations were confirmed for the head official, head clinician, head pairing master and OGA representative
- behaviour of athletes at hotel was adequate
- meeting rooms were booked and adequate (i.e. coaches, officials, draw etc...)

Comments:

3.3 TRANSPORTATION E: G: A: I: P: N/A:

- adequate transportation to and from airport to host hotel where applicable
- adequate transportation to and from competition site to host hotel where applicable
- adequate volunteers for transportation requirements
- transportation arranged for VIPs of the tournament

Comments:

4.0 PROTOCOL E: G: A: I: P: N/A:

NOTE: evaluated by ED and Host Committee Rep

4.1 CEREMONIES E: G: A: I: P: N/A:

- VIP's in attendance
- national anthem played
- medal presenters were appropriate for the event
- Provincial/Territorial and Canadian flags in evidence
- announcer was adequate and prepared (bilingual)
- local culture content was adequate

Comments:

4.2 BANQUET/CONCESSION E: G: A: I: P: N/A:

If Applicable

- Master of Ceremonies was adequate (Bilingual)
- banquet plan in advance
- hospitality lounge at competition site and host hotel were adequate
- concession at competition site was adequate

Comments:

4.3 AWARDS E: G: A: I: P: N/A:

- layout, podium and presentation of awards was adequate
- medal presenters were briefed and profiles were prepared for announcer
- medal presentation was organized and rehearsed
- march out music was adequate

Comments:

5.0 PROMOTION/COMMUNICATION E: G: A: I: P: N/A:

NOTE: evaluated by ED and PSO/TSO Rep.

5.1 INFORMATION PAMPHLET E: G: A: I: P: N/A:

- the event, city, venue, date, hotel
- tournament convener and contact information
- competitive schedules - registration, weigh-ins, preliminaries and finals
- sponsors (OGA logo)
- competition headquarters - hotel, address, phone number, room costs
- pre-registration deadline, entry fee
- medical, weight classes, eligibility, doping control
- transportation request deadline

Comments:

5.2 PROGRAM BROCHURE E: G: A: I: P: N/A:

- Presidents' Messages
- Explanation of the rules
- Politician's Messages
- Recognized Sponsors (OGA logo)
- Schedule of events
- Returning Champions
- Past results
- Organizing Committee

Comments:

5.3 MARKETING

E: G: A: I: P: N/A:

- program advertising provided for all OGA sponsor partners
- merchandise and banner/signage exposure

Comments:

5.4 MEDIA

E: G: A: I: P: N/A:

- media relations person was adequate
- media in evidence at event
- poster was adequate
- athletes biographies were in evidence
- television coverage for event
- official photographer for the event

Comments:

5.5 OTHER

Comments:

Summary:

Appendix 2: Protest Form

Ontario Grappling Association Championships

OFFICIAL PROTEST SHEET

Club: _____ Coach/Team Leader's Name: _____

Mat #: _____ Bout#: _____ Weight Class: _____

Competitors: _____ vs _____

Mat Chairman (if known): _____

Rule Book Protest Reference:

We protest this match on the grounds that the following technical call(s) was/were incorrect:

Team Leader/Coach Signature: _____

Time of day: ____: ____ \$200.00 cash protest fee attached: _____

Time of Day Submitted: _____

OGA use only: Protest form accepted by: _____

Appendix 3: pre-event Check lists/planning documents

6 + MONTHS PRIOR TO EVENT

The following are items to work on in an approximate time-frame. Earlier is better!

Secure signed lease, contract, or commitment letter from Venue and Accommodations sites.

- Venue should be appropriate for the event being hosted. Get the most attractive facility available that allows you to place the required number of mats and seat the anticipated number of spectators. Some venues will grant a discount rate to non-profit organizations. Other venues can be secured at discounted rates if you can secure the cooperation of a group who frequently makes use of the venue, or is affiliated with the venue. Do not be afraid to ask. Venues vary as far as rental rates, what is included in the rental rate, handling of food service – can you run a concession or is this a venue-only responsibility. When booking your venue, allow adequate set-up and clean-up time, and agree on pre/post event equipment storage, etc.
- Negotiate with Host Hotels. Check with the OGA ED to find out what is appropriate for your event, how much hotel space will be required, what sort of other support facilities (meeting rooms, rooms for socials, use of rooms for support functions such as weigh-ins, draw, and so on). When considering costs, keep in mind the time and expenses involved with shuttle transportation – to/from airport, to/from hotel, etc.. If the Host Hotel is not large enough to accommodate all participants, it may be necessary to have more than one Host Hotel, which will add to transportation costs as all hotels must be serviced. In the final analysis, convenience may be more critical than cost. **TIP:** When negotiating hotel/motel room rates you should be able to obtain a minimum one complimentary room for every 20-30 rooms booked. Hotels will vary in how this is handled, some will reimburse you as advertising, some provide the equivalent of room/nights for your committee's use for volunteers, etc.
- Discuss requirements from the Venue and Accommodations sites for insurance well in advance – do they need to be named to the insurance covering your event?

Name the Event Director, also known as the Convener (These two terms are used interchangeably through this manual). This is usually the Chair of the Hosting/Organizing Committee. This should be a person with strong organizational and leadership skills. Furthermore, he/she should be able to recruit motivated committee members to raise and manage money and to maintain enthusiasm. Advise OGA of the name, address, and phone numbers of this person. This position selection will usually be done prior to sixth months before the event, but no later than this time frame.

The Event Director should carefully read this Guide and make frequent references to it. He/she is welcome to customize it to fit one's own needs, ensuring that major responsibilities are captured and not overlooked. The Director should make copies of applicable portions for Hosting Committee members to make them more familiar with their responsibilities.

The Event Director should begin and maintain regular contact with the OGA Executive Director, Provincial Association staff and/or volunteers, local elected representatives, if applicable.

A tentative working budget should be developed. This is typically more detailed than the one provided to OGA as part of the Bid Package, but it is helpful if it follows the same format for consistency.

With the assistance from the OGA ED, a tentative schedule should be developed. The ED will typically review the schedule with key persons (Head Official, Head Pairing master, etc.).

The Event Director should start building a base of support in the host community. Emphasize the positive effect the event will have on the local youth and the economic impact it will have on the community (the average participant spends approximately \$60 per day when he/she stays overnight for an event). An attempt should be made to secure the early support of such community leaders as the Mayor's office, college and school administrators, local coaches, state and regional leaders, fraternal groups, and others. When possible, follow up conversations with a short letter or note to confirm support.

Recruit key Organizing Committee members based on their past achievements, contacts, and motivation. The following coordinating instructions will help you match job descriptions with individuals. Call an initial organizational meeting. This can be done in the form of a BBQ or luncheon to aid attendance.

The Event Director should develop customized coordinating instructions for each Organizing Committee member. All personnel should receive detailed written and verbal instructions prior to the event. Basic personnel job descriptions are as follows – job titles will vary, but the tasks are similar:

A key member of the Organizing Committee will be the Assistant Event Director. This person may carry a different job title, but is key. Remember, the Event Director/Convenor can often get drawn into multiple issues at once, so the appointment of a solid Assistant is critical to keep the event rolling in case the Director is unavailable, away from the venue, or otherwise unable to deal with an issue when it comes up.

3-6 MONTHS PRIOR TO EVENT

Assign responsibilities to LOC members. Put these in writing. Give them customized versions of applicable portions of this Guide. A monthly meeting or conference call is beneficial.

Confirm details regarding the venue, housing, or meals.

Research all available transportation within the community and secure copies of rates, maps, schedules, etc. Check in to city, campus, and private bus lines, airport or hotel shuttles, limousine services, rental car agencies, railroads, courtesy cars, etc. Make tentative plans to accommodate the event's needs.

Secure from OGA the names, addresses, and phone numbers of all assigned staff. This list may include head mat and pairing officials, clinicians, the President of OGA, and OGA staff liaisons, as well as others. If you desire to have local talent perform any of these duties, please be certain to contact OGA at your earliest opportunity.

- The Ontario Grappling Officials Association (OGOA) oversees the assignments for mat officials, pairing officials. These assignments are typically made well in advance of the event.
There may be an opportunity to have nearby officials handle some of these tasks. For this reason, it can be extremely valuable to have a ranking official on your Organizing Committee. This can save you considerable money as well as create greater community involvement.
- Work through the OGOA and Provincial organization to secure the commitment of an adequate number of mat and pairing officials. These volunteers are an essential part of a successful event. Local personnel, particularly Pairing masters, can be a tremendous help in running a well-run event. Don't go with the minimum staff to get by – have adequate support staff in this area.

Finalize the schedule, complete with as many details as possible, and then design promotional literature such as posters, flyers, brochures, trading pins, handbills, banners, and other items.

Seek additional sponsors to assist with specific costs. Some of the items listed in the sample budget can be reserved for this group. Some items can be granted to more than one sponsor.

Develop a strategy for ticket sales.

- Pre-event sales generate enthusiasm of the event among the local community. Pre-event marketing efforts are best directed at group sales. Mass media efforts are helpful, but the most effective way to sell tickets is through phone contact with group leaders. This does not necessarily have to be done by a LOC volunteer. It may be well worth your time to employ a telemarketing firm to do this for you, or partner with an agency in your community. Regardless, pre-event marketing programs should offer some form of discount, or other inducement such as one or more of the following: group discounts with XX number of tickets purchased prior to a given date, a free clinic or merchandise give away when XX number of tickets are purchased by a given date, etc. Contests can also be employed with the winning group(s) receiving a free clinic, free autographed posters, special T-shirts, interview session with a star, etc.
- Work with other local groups: Community Centres, Cultural Centres, Schools, Boys and Girls Clubs, Big Brothers/Sisters, and so on. **If you give away one ticket to an elementary student, someone has to come with them, bringing an accompanying ticket sale.**

A promotional campaign should be developed. An example is as follows:

SAMPLE PROMOTIONAL CAMPAIGN

- ✓ Assign Media Coordinator at least 6 months prior to the event. See coordinating instructions for the Media Coordinators duties.
- ✓ Hold a press conference several months in advance of the event, to announce the event. This type of press conference is the most effective if held at a public gathering where most of the press is already in attendance.
- ✓ Negotiate television coverage.
- ✓ Secure proclamations from the ranking Political dignitaries: Prime Minister/other Ministers, Provincial Premier/Sport Minister, Mayor, University President, etc.
- ✓ Get a Welcome from your local Provincial Association President and CCA President(f there)
- ✓ Get involved in local activities such as a float in a parade, a booth in a local festival; assign part of profits to charity, etc. **Be creative – sell your event to your community!**
- ✓ Arrange pre-event interviews either in-person or over the telephone. Use noted celebrities such as top coaches, local heroes, key players, etc. Rely on committee and volunteers: who do you know who can help raise the profile of the event?
- ✓ Arrange autograph session in malls, ticket outlets, other sporting events, etc.
- ✓ Distribute complimentary tickets to those who purchase advertising in the souvenir program.
- ✓ Order Public Service Announcements or request assistance in
- ✓ Order billboard, television, radio, and newspaper advertisements. Order printed tickets (including complimentary tickets).
- ✓ Organize radio call-in trivia contest with wrestling apparel and complimentary tickets as prizes.
- ✓ Hold one-minute celebrity matches, or kids banner painting contests, etc.
- ✓ Sell souvenir programs and round-by-round updates.
- ✓ Secure athlete profiles from prior year medallists, local participants, etc..
- ✓ Prepare background information for announcers and media prior to key matches and the finals. Also listed as one of responsibilities of the Media Coordinator.
- ✓ Discuss staging of finals with the Event Coordinator, Event Director, and announcers.

If appropriate materials are not already available, design and have printed special event letterhead, mailing envelopes, business cards, and press release masters. These items help establish legitimacy for your event in the eyes of the community. Furthermore, if you can include a sponsor's name or logo it demonstrates that someone is already insuring your financial success

Note: OGA owns trademark rights on its name, symbols, logos and marks. Advertising and promotional material making use of protected names, symbols, logos, or marks must be reviewed by OGA prior to distribution. OGA may provide approved typefaces and artwork for your use, upon your request.

****With the assistance of OGA, select and order all necessary awards and gifts. Some events require the use of specific awards. For other events you may want to design something special or unique.*

****Order required Tournament supplies from OGA (wall charts, and the like) PasSport*

****Negotiate TV coverage, if applicable to your AGREEMENT. This **must** be done in coordination with OGA's Executive Director.*

***Preliminary arrangements should be made for pancake breakfasts, pizza parties, socials, banquets, music, opening and closing ceremonies, etc. It is also a good idea to contact restaurants in the area to give them advance notice that a major event is taking place so they have staff and supplied – this is a good time to request sponsorship!

Go over event use of various facilities well in advance to make sure your venue and supporting areas are adequate – *for example, don't find out the afternoon of weigh-ins that the room you have chosen has no electrical outlets and you have scales that run only off house-current!*

Any equipment suppliers should be notified with event details (expected number of contestants and spectators as well as a finalized schedule).

Other items to be aware of well in advance:

- A room or secluded area should be reserved for medical care and training supplies (try to contract your training equipment supplier as a sponsor).
- The floor plan showing all mats, tables, seating, concessions, scoreboards, press row, hospitality rooms, wall charts, entrances/exits, etc. should be made.
- A sufficient number of mats should be reserved. Mats are generally available from schools, clubs, and mat refinishing companies. It is further recommended that tournament finals and dual meets be conducted on a mat set on a raised platform. Most venues have the equipment and materials readily available to make this a reasonable task.
- A sufficient supply of tables is needed for medical, announcers, pairing officials, scoring, officials, press row, TV, registration, information, merchandise sales, concessions, program sales, ticket sales, etc. The pairing officials and announcers should be set on an elevated platform.
- Arrangements should be made to secure an adequate number of electronic scoring devices. These are generally available within the venue, from local schools, and from manufacturers and distributors.
- Arrangements should be made for back-up scoring and timing devices. This would include flip boards and hand-held chronometers. These are readily available from local schools and clubs, and should be on-hand just in case an electronic scoreboard malfunctions.
- A warm-up area and mat must be designated for the competitors.
- A room and/or area must be reserved for the media. Press row should provide for a clear view of the competition and scoreboards. A specific area should be established for conducting interviews. The media area should include a FAX machine, telephones, typewriters, photocopy machine, internet access, tables, chairs, and possible secretarial help.
- Scales will be needed for the weigh-in room and for checking purposes (digital scales are preferred).
- Make arrangements for locked storage rooms, weigh-in room, hospitality room, location of socials, etc.
- Acquire headset or walkie-talkie devices for event director, OGA staff liaison, announcer, weigh master, facility manager, security workers and other key personnel. ***Check to make sure they will work in your venue***

2-3 MONTHS PRIOR TO EVENT

- Stay in periodic contact with OGA, assigned staff.
- Make a final effort to sign up sponsors. This can be done in conjunction with souvenir program ad sales and discount coupons.
- Review and finalize budget.
- Contact venue manager and discuss event details. Take a walk through the venue to make sure no surprises have popped up!
- Reserve hotel rooms for assigned staff, and others – this may be better done even sooner.
- Finalize meal arrangements – Lunches for Volunteers and others during the event, Hospitality, and so on.
- Finalize transportation arrangements.
- Execute promotional campaign.
- Begin pre-event ticket sales effort.
- Begin work on credential/pass list and order any necessary supplies for credentialing (i.e. wrist bands, identification passes, etc.).
- Arrange for music at venue as required for ceremonies, awards presentation-who, when, where, how.
- Determine and contact all groups who will provide personnel to operate the event. These might include local coaches, community service groups (Optimists, Legions, etc.) school teams, etc.
- Secure a quality PA system and a back-up system. Make sure you have the ability to make announcements in all competition areas if there is more than one in use (for example, if a dual pad arena is being used).
- Check in with all individuals, groups, organizations from which you are borrowing equipment.
- Adjust all plans and arrangements as needed. Identify potential problems early.

1-2 MONTHS PRIOR TO EVENT

- Communicate periodically with OGA, assigned staff.
- Double-check budget.
- Ensure that entry blanks have been distributed to all potential entrants
- Continue pre-event ticket sales.
- Continue promotional campaign.
- Make arrangements to fulfill sponsorship requirements. Communicate with sponsors to keep their commitment secure.
- Order sufficient quantities of mat tape.
- Arrange for a sufficient supply of tables and chairs.
- Re-check all arrangements that have been made to insure that everything is in order.

3-4 WEEKS PRIOR TO EVENT

- Print souvenir programs.
- For each mat, purchase a set the following: wastebasket, box of tissues, and roll of paper towels, spray bottle with 10% bleach solution, match terminator towels, and pencils.
- Ensure that all other necessary equipment has been ordered.
- Continue promotional campaign.
- Contact all assigned staff and key Organizing Committee members to make final arrangements.
- Contact concessions manager and coordinate operation of concession stands.

2-3 WEEKS PRIOR TO EVENT

- Contact all personnel/groups helping with tournament and give specific duties and assignments.
- Contact all persons lending equipment and coordinate pick-up and return. Insure that all ordered equipment has arrived or been shipped.
- Contact ticket office and coordinate sale of tickets, distribution of complimentary tickets and will-call lists, and issuance of floor passes.
- Contact Building and Equipment Coordinator and review all plans in detail. Walk through facility if possible to lay down a solid floor plan.
- Make appropriate signs.
- Acquire all materials for information booth, including a general information sheet to be distributed at registration to all athletes, coaches, and tournament management staff. This type of information can be found at your local Convention and Visitors Bureau.
- Re-check all responsibilities up to this time and be sure they are being carried out.
- When awards, gifts, and tournament paper supplies arrive, verify that appropriate quantities have been received.
- Finalize credential/pass list and make sure all necessary supplies are available.

1-2 WEEKS PRIOR TO EVENT

- Send notice of final meeting to all tournament operations staff.
- Visit the venue manager and walk through the venue to finalize any last minute arrangements. Ensure there will be no surprises.
- Finalize arrangements for socials if applicable.
- Contact any personnel with whom you have not spoken to recently to remind them you are counting on them. Have your Committee Chairs do likewise with their key personnel.

WEEK OF EVENT

- Contact or have final meeting with key Organizing Committee personnel. Make sure they are ready to go.
- Re-check with security.
- Obtain awards stand.
- Hang OGA and other banners.
- Post all signs and decorate venue.
- Meet with OGA staff liaison on site.
- Pick-up mats, tape, equipment, and supplies.
- Set-up registration, weigh-ins, venue, clinic rooms, meeting rooms, etc.

DAY OF EVENT

- Ensure that building and all equipment is operational (scoring devices and PA system should be checked the night before the event begins).
- Ensure that all posts are manned at least twenty minutes prior to scheduled start.
- Stay in constant communication with the OGA staff liaison, announcer, head pairing official, head mat official and weigh-in master.
- Do not lose control! Stay calm and look for logical solutions to any problems. Rely on the good people you have on your Committee to work it out. For major issues, consult the OGA Staff and other representatives to work it out.
- **RESIST THE TEMPTATION TO MICRO-MANAGE!**

AFTER THE EVENT

- Send results to all media.
- Return all borrowed equipment promptly.
- Return all equipment, results, and paperwork to OGA
- Prepare final accounting and send post-event budget to OGA Manager of Provincial Events (ED/CEO)
- Pay all bills.
- Send thank you letters to all assigned staff, OGA VP members, sponsors, and others of merit.

**PROVINCIAL CHAMPIONSHIPS
Organization Check List**

This document will serve as a final walk-through check prior to the Provincial Championships. The event convenor, Head Official, and designated OGA Staff member or representative to complete the check list and check when areas are ready to satisfaction.

TECHNICAL

MEDICAL

A. MEDICAL

Ready

Contact doctor to do medicals. Inform him that he is looking for contagious skin disorders.

Medical support staff booked.

Trainers' room prepared.

Person assigned to supply ice, bags, and cooler.

Person Responsible: _____

Date: _____ Completed: _____

B. DOPING CONTROL (Juniors and Seniors only)

Rooms booked for:

- waiting room

- room with toilets

- documentation/working room

Volunteers recruited

- Station assistant(s)

- Marshall(s)

- Security person

Equipment and Supplies

- refreshments (bottled water)

- tables and chairs

- refrigerator and cooler

- pens, stapler, paper, clipboards

- garbage bags, paper towels, disinfectant

Person Responsible: _____

Date: _____ Completed: _____

OFFICIALS

A. PAIRING AND OFFICIALS

Pairing master assistants recruited – trained and sufficient

Equipment and Supplies (PasSport)

- coloured pens, markers and pencils for the pairing masters
- wall charts and tape supplied
- Efficient, good quality stand alone photocopier - Mandatory
- The required number of good quality computers with printers secured (see Article 6 for specifications)
- Extra supplies of blank copier and printer paper

Head Clinician identified and confirmed

Room booked for protests

Videotape equipment secured for protests

Separate dressing room and showers for officials

Room booked and signs posted for location of officials meeting

Confirmed in conjunction with the OGA that the right number of on-mat officials will be in attendance from each club

Person Responsible: _____

Date: _____ Completed: _____

B. WEIGH-IN

Large room booked

Correct number of scales secured

Tables secured

All scales calibrated

One scale accessible to all athletes 24 hours prior to weigh in and during the Championship (signage indicating where the scale is)

Second day weigh-in organized

- scale transportation from hotel to competition site

Signs posted as to site of weigh-in

Birth certificates (passports acceptable) – at weigh-in

Person Responsible: _____

Date: _____ Completed: _____

C. VENUE

MATS/CAGE

- Sufficient number and quality of mats ready
- all mats appropriately taped and secured
- mat layout is safe and all safety mats secured
- mat washing and cleaning material available
10% bleach solution to clean up blood
- volunteers have been recruited to wash mats

PRACTICE FACILITIES

- A work-out facility is secured the day before the competition
- A sauna facility is secured (Junior and Senior only)

STAGING

- venue layout composed
- locker room secured for competitors
- hospitality room and protest room secured
- Score clocks
- Flip-score cards
- P.A. system checked
- Corral system clearly defined
- Warm-up area prepared
- Scorers, runners, timers, security personnel have all been recruited.
- Competition site set-up crew all recruited.
- Barriers (security ropes) secured
- V.I.P. head table and podium secured
- Medal podium secured
- Tape for wall charts
- VCR & camera for protest room (Junior & Senior only)
- Camera & TV for each mat for instant replay (Junior & Senior only)
- Hospital, emergency, ambulance phone numbers posted & visible
- Spitting receptacles.
- Nail clippers.
- Rolled towels (to indicate to the officials the end of the match)
- Mat & bout number indicators
- Paper towels & waste basket at each mat

Person assigned to prepare signs in **both official languages** for:

- weigh-in - time and location
- day 2 weigh-in location
- coaches, media, and officials' lounges
- athletes' change room
- for Senior and Junior - sauna locations
- concession sign
- weight class signs for weigh-in (each scale)

Meeting with custodial staff

- chairs, tables, garbage containers secured

Person Responsible: _____

Date: _____ Completed: _____

1.1 SUPPORT SERVICES

A. PRE & ON-SITE REGISTRATION

- clubs contacted to encourage pre-registration (this should be in the brochure)
- room for registration booked.
- weigh-in sheets prepared for medical and weigh-in
- Volunteers briefed on eligibility:
- provincial/territorial sanction
- medicals - where necessary, on doctor's letterhead
- birth certificates or ID to verify birth date

Person Responsible: _____

Date: _____ Completed: _____

B. ACCOMMODATIONS

- Sufficient numbers of rooms are block booked to accommodate athletes, coaches, trainers, officials and dignitaries attending the championship
- Reservations confirmed for all of the officials

MEETINGS

Meeting rooms at host hotel booked for:

- ❖ pairing masters
- ❖ officials
- ❖ coaches
- ❖ hospitality room

Meeting chairperson contacted to see if there are audio visual, flip charts, felt markers, etc. required.

Signage in both official languages prepared indicating location and time of various meetings.

Meeting with hotel manager.

Person Responsible: _____

Date: _____ Completed: _____

C. TRANSPORTATION

- All buses, vans and cars booked
- All drivers booked.
- Provincial/Territorial offices contacted for times of arrival and departure and numbers in group.

Person Responsible: _____

Date: _____ Completed: _____

1.2 FINANCIAL

- Organizing Committee incorporated
- Changes to entry fee schedule presented to the OGA Technical and Executive Committee for fall meeting
- Financial statement (preliminary budget), to justify the entry fee, submitted to High Performance. Comm. and Executive Comm. prior to their fall meetings
- Sanction fee paid
- Medals purchased
- Insurance obtained
- Room/per diem supplied for Head Clinician, Head Official, Head Pairing Master and Head PM Clinician
- System in place to record the payment of entry fee prior to stepping on the scales
- Financial statement sent to OGA(ED/CEO) after completion of the competition

Person Responsible: _____

Date: _____ Completed: _____

1.3 PROTOCOL

A. CEREMONIES

- medals purchased
- letters of invitation sent out to VIPS
- national anthem or school band booked
- medal presenters given their responsibilities prior to the event
- coaches and officials lounge set up
- Provincial/Territorial and Canadian flag secured
- Championship ceremonies finalized
- Hall of Fame Induction ceremony finalized (Senior only)
- Bilingual announcer with strong voice booked
- Provide direction and expectations to athletes, officials, dignitaries and others taking part in ceremonies

Person Responsible: _____

Date: _____ Completed: _____

B. BANQUET (if applicable)

Banquet planned:

- all details prepared
- banquet schedule in place
- Bilingual master of ceremonies identified

No banquet:

- is this indicated on the event pamphlet?

Hospitality room booked at host hotel

- food
- beverages
- adequate seating

Hospitality lounge booked at competition site

- food
- beverages
- adequate seating

Concession confirmed at competition site

Nutritious food, i.e. fruit drinks not pop, fruit, low fat sandwiches, yogurt, fruit cups

C. AWARDS

Award presentation finalized

- presenters identified
- awards purchased
- podium secured
- protocol developed for presentation

1.4 PROMOTION/COMMUNICATION

A. COMMUNICATION

INFORMATION PAMPHLET (English and French)

- the event, city, venue, date
- the tournament convener
- the competitive schedule - registration, weigh-ins, preliminaries and finals
- sponsors
- competition headquarters - hotel, address, phone number, room costs
- pre-registration deadline, entry fee
- medical, weight classes, eligibility
- transportation request deadline
- contact name and number for further information

Person Responsible: _____

Date: _____ Completed: _____

PROGRAM BROCHURE (English and French)

- Presidents' Messages
- Explanation of the Rules
- Politician's Message
- Recognized Sponsors
- Schedule of Events
- Returning Champions

Person Responsible: _____

Date: _____ Completed: _____

B. MARKETING

- Program advertising provided for all OGA sponsor partners
- Merchandise and banner/signage exposure provided

C. MEDIA

- Media relations person selected
- Media contact list compiled (phone numbers, email and fax numbers)
- Each contact's deadline registered
- Poster designed

First draft: _____

Completion date: _____

- Exact date and location of the tournament, as well as the name of your media relations person out to the media.
- Athletes' biographies from the national office.
- Television station contacted prior to the event:
9 months__ 6 months__ 3 months
Contact name at television station.
- Photographer found for the competition.
- Send out finalized schedule of the event to your media contacts as a follow-up.
- Internet material to OGA office

Person Responsible: _____

Date: _____ Completed: _____

2XXX Ontario Combat Championships

Receipt

Received From:

Club Name: _____

Province Name: _____

Entry Fees, 2XXX Ontario _____ COMBAT Championships

_____ Entry Fees @ \$XX.00 \$ _____

Includes OGA per-athlete surcharge

_____ Multiple Entry Fees @ \$XX.00 \$ _____

_____ Late Fees @ XX.00 \$ _____

Other Fees:

_____ Trials Fees @ \$XX.00 \$ _____

Other: _____ \$ _____

Total Received	\$ _____
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Signature, Registration Staff

Date