

SECTION 6 – NATIONAL CHAMPIONSHIP HOSTING POLICY

“The objective of hosting a National Championship should be to provide a first-class Championship for the athletes. It should not be construed as an avenue for making money. Costs should always be minimized for the athletes and delegates.”

- 6.1 Any Association in GOOD STANDING may apply to HOST a National Broomball Championship. A reputable bid from a city or town, endorsed by an Association, may also be accepted.
- 6.2 The Championships must be organized in accordance with the most current version of the *Policies and Procedures Manual, Section 6 – National Championship Hosting Policy* in effect at the time of the Championship. The CBF Board must approve any requests from Hosts to deviate from this policy.
- 6.3 The National Championships shall be awarded by a majority vote at the Annual Meeting, no more than three (3) years prior to the event. Potential hosts will be given the opportunity to make a presentation to the Membership at the Annual Meeting and will do so at their own expense.

NOTE: If the National event is more than one year away, no host bids will be accepted from the floor.

- 6.4 Potential Hosts:
 - a. Must submit a “Letter of Intent to Bid” to the CBF Office by March 1st, a maximum of three (3) years prior to the requested event; and
 - b. Must be supported by their respective ASSOCIATION and must present a letter of support to the CBF; and
- 6.5 Hosts with successful bids must:
 - a. Sign a binding contract with the CBF agreeing to abide (verbatim) with the current Hosting Policy. Breach of this contract will be subject to loss of Hosting Bond and forfeiture of the Hosting bid;
 - b. Pay a \$1000.00 non-refundable Hosting Fee (Senior National Championship event) or refundable Hosting Bond (Juvenile Nationals) payable to the CBF upon notification of successful bid. Senior National hosts are also required to post a refundable bond (due upon final site inspection by the CBF). This bond shall be held in trust and returned upon completion of the event (providing all commitments noted in the Hosting Policy have been met).
 - c. Submit a letter providing details of the Host site to the CBF by March 1st, two (2) years prior to the championships;
 - d. Arrange for the representative(s) of the CBF to visit the Host site up to one (1) year in advance of the event. During the site inspection, the Host will be responsible to provide final details regarding the venues, administration of the event (including Host Committee names) and contact information;

- e. Provide the Annual Meeting with general details of the events one (1) year prior to the event. Information shall include hotel accommodations;
- f. Provide all ASSOCIATIONS with final details of the event no later than **six (6)** months prior to the event;

6.6 The Senior and Juvenile National Championships must be scheduled during the last two weeks of March or in the month of April but ideally not during the Easter weekend. The Juvenile's times are not to conflict with the Senior National Championships. **Ideally, Juvenile Nationals would take place after Senior Nationals.**

Canadian Broomball Federation Responsibilities:

- 6.7 The CBF Board is responsible to:
- a. Inform ASSOCIATIONS of "Requests to Bid" for all Championships;
 - b. Inspect awarded sites for compliance and ensure signing of Hosting Contract;
 - c. **To prepare and maintain a *Hosting Checklist*, to assist the Host in preparing for the event. The *Hosting Checklist* is a guideline for the Hosting Policy;**
 - d. Monitor HOST activities prior to and during events to ensure compliance with the *National Championships Hosting Policy*;
 - e. In the event the Host encounters difficulties (including withdrawal or breach of contract) the CBF Board will act within the best interest of the CBF and ensure a championship occurs;
 - f. Oversee all National Championships and ensure CBF Board members are present at each event;
 - g. Verify registration for the championships. The CBF shall have the power to accept registrations after March 1st of the championship year;
 - h. Monitor ASSOCIATIONS participation at events and enforce and collect sanctions resulting from non-compliance to CBF policies;
 - i. Coordinate and supervise the officials for the championships through the CBF Referee-in-Chief.
 - i. One official per participating Association will be invited to attend the event at the ASSOCIATION's expense.
 - ii. The Host's Association will provide a maximum of six officials. All travel expenses for these officials shall be covered by the Host Association.
 - iii. The CBF Referee-in-Chief may:
 - (1) Request additional officials.
 - (2) Prepare and maintain a seniority or participation list of officials. Sanction fees may be used to offset costs associated with bringing additional officials to the event.
 - j. Honorariums – paid to each Official:

- i. To pay a flat rate of **\$600.00 per Official (includes travel days)**. *Officials may be required to attend an Officials Clinic the day before the event begins, and will be required to attend a Virtual Meeting in the weeks prior to the event.*

The Officials will be paid in cash at the Officials Meeting held prior to the start of the event.

NOTE: Officials leaving the event for any reason prior to the last game will be required to return the money paid for the period they were not available. Money not returned will be collected from their respective Association. This official will have their absence reviewed by the Board and may receive further sanctions.

- k. Prepare the event schedule in accordance with Annex B to *Policies and Procedures Manual, Section 6 – National Championships Hosting Policy*;
- l. Supply an Official CBF Flag for use by the Host during the championship (flag to be returned at the end of the event);
- m. Maintain a permanent record of Championship results taken from the Host statistics report.

NOTE - The history of a player involved in a disciplinary action at the National Championship will have this record documented for future reference in the event of repeat offences at National events.

- n. Trophies and Awards – confirm with the Host that the Trophies and Awards identified in Annex A; *Policies and Procedures Manual, Section 6 – National Championships Hosting Policy* are available at the Championship.

6.8 The CBF is required to provide trophies and awards as follows:

a. **Team Championship Trophies and Plaques;**

- i. **Senior Men’s National Champion (Trophy),**
- ii. **Senior Men’s B Division Champion (Trophy);**
- iii. **Senior Women’s National Champion (Trophy)**
- iv. **Senior Women’s B Division Champion (Trophy)**
- v. **Senior Mixed National Champion (Trophy)**
- vi. **Senior Mixed B Division Champion (Trophy)**
- vii. **Master Men’s National Champion (Plaque)**
- viii. **Juvenile Boy’s National Champion (Trophy)**
- ix. **Juvenile Boy’s B Division Champion (Trophy)**
- x. **Juvenile Girl’s National Champion (Trophy)**
- xi. **Juvenile Girl’s B Division Champion (Trophy)**

b. **Individual Championship Trophies and Plaques;**

- i. **Senior Men’s Championship Game MVP (Robert Wood Memorial),**

- ii. Senior Men's Championship MVP (Keeper Award);
- iii. Senior Men's 1st All-Star Coach (Plaque);
- iv. Senior Women's Championship Game MVP (Keith Aiken Memorial);
- v. Senior Women's Championship MVP (Keeper Award);
- vi. Senior Women's 1st All-Star Coach (Plaque)
- vii. Senior Mixed Championship Game MVP (CBF Board of Directors Trophy)
- viii. Senior Mixed Championship MVP – one male and one female (Keeper Award);
- ix. Senior Mixed 1st All-Star Coach (Plaque);
- x. Master's Men's Championship Game MVP (Plaque);
- xi. Master's Men's Championship MVP (Keeper Award);
- xii. Master's Men's 1st All-Star Coach (Keeper Award);

- xiii. Juvenile Boys Championship Game MVP (Brian Gouthreau Trophy);
- xiv. Juvenile Boy's Championship MVP (Keeper Award);
- xv. Juvenile Boy's 1st All-Star Coach (Plaque);
- xvi. Juvenile Girls Championship Game MVP (Greg Mastervick Trophy);
- xvii. Juvenile Girl's Championship MVP (Keeper Award);
- xviii. Juvenile Girl's 1st All-Star Coach (Plaque)

Membership Association Responsibilities

6.9 Associations are responsible to:

- a. Provide a letter of support for requests to Host Championships that originate in their Province/Territory;
- b. Provide representative teams to all National Championships, **if possible**;
- c. Coordinate distribution of information between the CBF, Host and representative teams;

NOTE: Teams participating at a National Championship who require accommodation must **have all participants stay overnight in rooms at a host hotel** for the duration of the event (based on availability). Failure to comply will result in a fine to the team in the amount of \$500.00 payable to the host committee prior to the commencement of the event.

- d. Provide one Official for each National Championship their teams will be participating in (Host ASSOCIATION - max 6 Officials).

NOTE: Arrangements may be made with the VP Technical to “trade” requirements and send officials to closer championships.

- e. Provide names of the Officials attending the Championship to the CBF Office by February 1st each year.
- f. Ensure administrative deadlines are respected;
- g. Ensure the confirmation of teams participating at **Senior** Nationals and the *Registration Fee* (certified cheque or money order) for each participating team is sent to the CBF Office by **December 1st**. Ensure the confirmation of teams participating at **Juvenile** Nationals and the *Registration Fee* (certified cheque or money order) for each participating team is sent to the CBF Office by **December 31st**.
- h. Ensure team registration forms for participating teams are sent to the CBF Office by March 1st. **A maximum of 20 players and up to 4 coaching staff can be registered on the National roster forms. All teams must have at least one (1) team official certified in First Aid present on the bench for the entirety of every game.** Complete and submit these forms to the CBF office ensuring the following guidelines have been met:
 - i. Participating players must be permanent residents of a Province or Territory and have registered with their respective ASSOCIATION.

NOTE: Special consideration should be given by both bordering regions upon receiving a request from players living close to the borders. All other considerations will be reviewed and ruled upon by the CBF Board.
 - ii. All players at the senior level must be registered and play in only one Provincial / Territorial Championship. These players then can only play for that ASSOCIATION at the National Championships of that year. All other considerations will be reviewed and ruled upon by the CBF Board.
 - iii. Ensure the maximum number of players on the team selected to represent their ASSOCIATION at the Championships were members of the winning team from their ASSOCIATION’s respective playoffs (minimum 51% of roster).
 - iv. On a year-to-year basis, each ASSOCIATION has the right to make written application to the CBF Executive for leniency to waive the 51% rule should extenuating circumstances occur.
 - v. Changes to the Registration Form – including completion of all registration and training requirements - can occur up until the **11:59 pm on the Friday before** the Coaches Meeting (Monday or Tuesday night prior to the start of the Championship).
 - (1) Failure to finalize the Registration Form **prior to the Friday** before the start of the Championship could result in the team being disqualified from the championship. Games involving that disqualified team will be awarded as a forfeit as per the CBF Rule Book.
 - (2) Changes to the Registration Form must be accompanied by a letter from the respective ASSOCIATION certifying the eligibility of any players added.

- vi. Juvenile National Championship player registration forms shall be verified at the National Championship by matching the roster against player ID cards. The form cannot be changed after the Coaches Meeting (Tuesday) prior to the start of the Championship. Players without picture ID must have two pieces of ID, one with a signature. The CBF Board member in charge or their designate must review their information.
- vii. The CBF reserves the right to verify all player eligibility.
- i. Coordinate return of Championship Trophies **and Plaques** awarded to teams under their jurisdiction **to the next National event and ensure the winning participant's information is engraved on the trophy or plaque in the same fashion as the previous winners. For trophies and plaques, the following sanctions are in place to the respective province and/or territory:**
 - a. **If any award is not returned, a minimum of a \$500 fine (up to the maximum of all costs associated with replacing the award) for a replacement award will be imposed to cover the expenses the CBF will incur to purchase a replacement award.**
 - b. **If any award is returned to the championship without being engraved, a minimum of a \$50 fine will be imposed to cover the expenses the CBF will incur for the engraving.**
- j. Ensure that all expenses accrued by their coaches, players or delegates have been paid upon completion of the Championships;
- k. Attempt to provide a delegate or chef-de-mission for each National Championship to act as a liaison between the ASSOCIATION, their teams, the CBF, and the Host and to ensure that all members of their delegation (including officials) conduct themselves in a proper manner for the duration of the Championships; and
- l. Provide appropriate supervision of Juvenile teams sent to Championships (suggested ratio of 1 adult chaperon per 8 athletes).

Host Responsibilities

6.10 Identified in *Policies and Procedures Manual, Section 6 – National Championships Hosting Policy, Annex A.*

Sanctions Relating to National Championships

6.11 Specific sanctions include:

- a. REGISTRATION:
 - xii. Failure to submit the *Registration Fee* (certified cheque or money order) to the CBF Office by **December 1st** (Senior Teams) or **December 31st** (Juvenile Teams) SANCTION: \$100 FINE.
 - xiii. Failure to submit the *Player Registration Form* (signatures not required) to the CBF Office by March 1st of the championship year - SANCTION: \$100 FINE.
- b. WITHDRAWAL - Teams withdrawing from National Championships after

December 1st (Senior) or December 31st (Juvenile) will be subject to a fine. The fine will become the property of the CBF and may be used to reimburse the Host for the loss of revenue or expenses incurred as a result of the withdrawal - SANCTION – \$500.00 FINE (This fine would be in addition to the \$750.00 Participation Fee already received).

- c. OFFICIALS – Associations are required to send an official to each Championship they participate in. SANCTION: failure to provide an official - \$500.00 FINE.
- d. COACHING - Teams competing at National Championships must have a CBF Certified Coach on the bench for the entire duration of their games **and may not coach more than one team in the same division.** SANCTION – \$100.00 fine/game (maximum \$500.00) The coach must not be a player/coach. Effective 2018, all Juvenile, Senior and Mixed Coaches will need to be BTC Certified.

NOTE: All coaching staff of players under 18 years of age must have a Vulnerable Sector Check done prior to National Championships and must present the certificate at Registration. For the next 2 years, either a signed declaration complete with Provincial/Territorial authorization or a new Vulnerable Sector Check must be presented. SANCTION: Coaching staff will not be eligible to stand on the bench if certificate or signed and authorized declaration isn't presented and a \$500 fine will be levied against the offending Province/Territory.

Annexes to Section 6 – National Championships Hosting Policy

Annex A - Host Responsibilities

Appendix 1 – Hosting Checklist

Appendix 2 – Broomball Ice Markings

Annex B – Championship Schedule

Appendix 1 - National Championships Pool Placements

Appendix 2 – Mixed Championships Draw

Appendix 3 – Senior and Juvenile Championship Draws

Annex C – Game Statistics

Annex D – Game Officials

Annex E - Awards Selection

Appendix 1 – All Star Selection Forms

Annex F - Ceremonies