

FEDERATION OF BROOMBALL ASSOCIATIONS OF ONTARIO



• APPENDIX C •

SENIOR PROVINCIAL CHAMPIONSHIPS HOSTING CRITERIA

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Appendix C – Senior Provincial Championships Hosting Criteria

As of October 2019

*The Hosting Committee is hereafter known as “host”

AC1.0 ARENAS

AC1.1 The host must provide a double pad arena with regulation size ice surface, complete with regulation nets properly attached to the ice surface, and broomball ice markings. (UPDATED – April 2019)

AC1.1.1 In order to assist on-ice Major Officials with determining if a goal was scored or not, the F.B.A.O. will **utilize inner drapes in all nets. (UPDATE - April 2019)**

AC2.0 AWARDS

AC2.1 It is the responsibility for the host to provide gold, silver, and bronze medals for each category (Elite Men, Elite Ladies, Intermediate Men, Intermediate Ladies, Young Masters Men, Young Masters Ladies, Masters Men, Masters Ladies, and Co-Ed). There must be twenty-four medals per team available based on twenty players and four team officials. The artwork design and the material type of the medals are to be approved by the F.B.A.O. Executive at least three (3) months prior to the event; and the medals must include the F.B.A.O.’s name and/or logo. (April 2015)

AC2.2 (not applicable)

AC2.3 The selection of the game Most Valuable Players (MVPs) is left to the discretion of the host committee. One MVP award will be given to one player on each team at the end of every game. (UPDATED – April 2019)

AC2.4 Team M.V.P.s are picked by their own teams.

AC2.5 Awards must be provided for Provincial Championship Major Officials (generally 16). (April 2015)

AC2.6 A list of all award recipients must be submitted to the F.B.A.O. office, following the championships.

AC2.7 All of the game M.V.P. awards, team M.V.P. awards, and major official awards shall be approved by the F.B.A.O. (October 2001)

AC3.0 ACCOMMODATIONS

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AC3.1 The host is responsible for arranging and paying for the accommodation for the F.B.A.O. Executive Committee, Chairpeople (maximum 6 rooms – double occupancy), and the Major Officials (maximum 9 double rooms). (October 2001) The F.B.A.O. office will provide specific arrangements as to accommodation requirements.

The accommodations for the F.B.A.O. Executive will be at the same hotel/motel. The accommodations for the Major Officials will be at the same hotel/motel. (April 2015)

AC3.2 The host shall make available six (6) hotel rooms (quad occupancy) for each team or equivalent for the duration of the Championships in appropriate area. Also a list of hotel/motel, plus phone & fax numbers to be given out.

AC4.0 CONTRACT VERIFICATION

AC4.1 Prior to the Provincial Championships all players and team officials must have their contracts verified. The F.B.A.O. provides the personnel to perform contract verification, however, requires an appropriate area and necessary tables, chairs, etc. to perform this function.

AC5.0 ENTRY FEES

AC5.1 Each team participating in the Provincial Championships is required to pay an entry fee by December 15th of the playing season. The entry fee is currently \$500.00 per team (\$285.00 of which goes to the host, \$25.00 to the referee's fund, and the F.B.A.O. will use \$190.00 to pay the referees **and 50% of the insurance for the event as per AC18.0**). **(UPDATED – April 2019)** Fees will be reviewed annually and are subject to change. (October 2001)

AC5.2 The Entry Fee is paid to the F.B.A.O.; and the F.B.A.O. will make payment of the Host portion of the Entry Fee to the Host by January 20th. (April 2017)

AC5.3 Participating players and team officials may be charged an admission fee for their first game until their admission pass is received at registration. This admission fee must be approved by the F.B.A.O. (October 2001)

AC6.0 FINANCES

AC6.1 All costs incurred for the Provincial Championships are the responsibility of the host. Any profit/loss derived from the Championships will belong to the host.

AC6.2 The host shall submit a financial report to the F.B.A.O. Board of Directors at their Annual General Meeting held in April or May following the event. (April 2016)

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AC6.3 Admission fees to the championship are to be approved by the F.B.A.O. (October 2001)

AC7.0 MEDICAL

AC7.1 The host should have first aid attendants on hand at all venues for the duration of the championships.

AC7.2 The host shall prepare a contact list with phone numbers and addresses for emergency services (i.e. Police, Ambulance, Hospitals, etc.) A map indicating the locations of these services should also be prepared. Copies are to be posted at the arenas, and provided to the F.B.A.O. Executive and for all team contacts. (October 2001)

AC7.3 The F.B.A.O. will have two appropriately stocked first aid kits available at the arenas (Minimum of 1 per arena). (October 2001)

AC7.4 A proper back board must be available at the arenas for medical personnel. (October 2001)

AC7.5 A phone must be readily available at the arenas in order to contact emergency services. (October 2001)

AC8.0 OFFICIALS

AC8.1 Major Officials: Major Officials are provided by the F.B.A.O. and are selected by each region as per Appendix - B (Major & Minor Officials Policies & Procedures)

AC8.2 The expenses for the major officials attending the Championships are divided accordingly:

- i. The meal expenses for the major officials are paid by the F.B.A.O, in accordance with AB5.4 of Appendix B. (October 2001)
- ii. Transportation expenses for the major officials are paid by the province.
- iii. The accommodation expenses for the major officials are paid by the host.

AC8.3 Minor Officials: Minor officials (timekeepers, etc.) must be provided by the host. These individuals must be registered as minor officials with the F.B.A.O.

AC9.0 DELEGATES

AC9.1 The F.B.A.O. will be notified by each region of their two designated official delegates. The F.B.A.O. will in turn notify the host of these individuals. These individuals and the

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F.B.A.O. Executive and Chairpeople should be provided admission passes to the Championships and to V.I.P. suites, if applicable. Admission passes must also be provided for all Major and Minor officials, participating players and team officials. (October 2001)

AC10.0 REPORT TO THE F.B.A.O. BOARD OF DIRECTORS

The host must submit written reports for each F.B.A.O. Board of Directors meeting from the time the bid is secured and a final report following the completion of the Championship. The host will be notified by the F.B.A.O. office of the dates of these meetings.

AC10.1 The reports should contain all new information on the Championships and should provide a complete picture as to the organizational preparedness, financial stability and volunteer work force. The reports should provide specific information as to the following:

- Arenas
 - names
 - locations
 - damage policy of the host
- Accommodation
 - names
 - locations
 - costs
 - damage policy of the host
- Organizing Committee
 - names
 - contact telephone/fax numbers
 - areas of responsibility
- Opening/Closing Ceremonies
 - date, time and location
 - role of teams and officials
 - role, if any, of F.B.A.O. Executive Committee members and chairpeople
- Social Events
 - time, date, location
- Financial
 - final financial statement to be presented at the A.G.M.
 - Proposed budget prior to event

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AC11.0 SCHEDULING

- AC11.1 The draw for the Provincial Championships occurs at the F.B.A.O. Junior Provincial Championships, held in February.
- AC11.2 The Provincial Championships utilize a double knock-out format.
- AC11.3 A Provincial Championship Scheduling Committee consisting of three (3) F.B.A.O. Board of Directors/Executive members shall draw up the schedule with input from the host committee and approve it. These members should be appointed each year.
- AC11.4 The schedule should be arranged such that no team is eliminated prior to the opening ceremonies Friday night.
- AC11.5 The schedule shall attempt to provide a balance for the teams with regard to play in both arenas, and the time span between games. (October 2001)
- AC11.6 **It is the responsibility of the host committee to have at least one copy of each division's schedule printed on large format paper (min. 22" by 34") and posted in a central location at each arena. (NEW – April 2019)**

AC12.0 PROGRAM

- AC12.1 Should a program be developed for the Provincial Championships, a letter from the F.B.A.O. President or Executive should be included in the program.

AC13.0 TECHNICAL

- AC13.1 The F.B.A.O. will provide F.B.A.O. Official Game Sheets and Special Incident Reports for the Championships.
- AC13.2 It is the responsibility of the host to complete game sheets during the event. The host will have access to the C.B.F. Stats Program and must provide stats people to perform the task or compensate the F.B.A.O. to provide the same. (May 2011)
- AC13.3 The host committee will be notified by the F.B.A.O. of any players ineligible to participate in the Championships (suspended).
- AC13.4 A copy of all Championship Game Sheets and Special Incident Reports, if applicable, must be submitted to the F.B.A.O. office upon completion of the Championships.

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- AC13.5 The host must provide an adequate supply of broomballs for the event consisting of at least two (2) dozen. The balls shall be from the F.B.A.O.'s sponsored supplier (if applicable). (October 2001)
- AC13.6 The host must provide at least two (2) sets of sweaters at each arena, for the purpose of teams having similar uniforms. Each set should consist of twenty (20) sweaters. (October 2001)
- AC13.7 Selling of broomball equipment at the Championship event by anyone other than the F.B.A.O. must be approved by the F.B.A.O. (October 2001)

AC14.0 HOST TEAMS

- AC14.1 A host team may be declared by the host for all divisions at the Provincials. (October 2001)
- AC14.2 The name and team contact for all host teams must be declared in writing by the host to the F.B.A.O. by December 15th. Only these teams will be eligible for the Provincials. (October 2001)

AC15.0 SENIOR PROVINCIAL INFORMATION SHEET

A "Senior Provincial's Information Sheet" similar to that for the U20 Qualifier and Junior Provincials, is to be completed by the Host committee, submitted to the F.B.A.O. for approval by November 1st of that playing season, distributed to Regions, and posted on the F.B.A.O. website for information to the competing teams at the Senior Provincials. The sheet is to include the detailed location and actual names of the arenas being utilized, along with maps; and host hotel information. Other relevant information is to include the location for the Registration of teams at the facility where the team plays their first game; proper identification for Registration; pick-up contacts with copies of team registration from pick-up team; information on the "F.B.A.O. Code of Conduct"; and the purpose of their bond with consequences if damages occur, etc. (April 2013)

AC16.0 HOSTING PERFORMANCE BOND

The Host for the Senior Provincials must post a \$1 000.00 Performance Bond with the F.B.A.O. by December 15th of the playing season. The Bond will be refunded at the following A.G.M. upon satisfactory fulfillment of all of the hosting requirements that include:

- a) Approval of Gold, Silver and Bronze Medals, including the artwork design and inclusion of F.B.A.O. name and/or logo (AC2.1);

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- b) Approval of Game M.V.P., Team M.V.P. and Major Officials' awards; and the presenting of approved medals and awards (AC2.7);
- c) Approval of admission fees for event (AC5.3 & AC6.3); and
- d) The submission of a complete and accurate Financial Report for the event within the stipulated timeline to the Executive and Board (AC6.2 & AC10.1).

(April 2015)

AC17.0 HOSTING FEE

The Host for the Senior Provincials will pay a \$1 000 Hosting Fee that is payable at the end of the event, effective for the 2018-2019 season. (April 2017)

AC18.0 INSURANCE

AC18.1 The Host for the Senior Provincials will be responsible for 50% of the cost of the additional Insurance Premium being provided through the F.B.A.O. Insurance Policy for the event. The F.B.A.O. has been experiencing claims resulting from liquor being served at the Senior Provincials Event; and as a result the additional Insurance Premium being charged to the F.B.A.O. for the event has more than doubled.

AC 18.2 Once the costs for the Additional Insurance Premium for the event are provided to the F.B.A.O. Treasurer, or other F.B.A.O. Executive member; then in turn the Host will be given an emailed notification of the Insurance Costs that the Host will be responsible for.

AC18.3 Payment by the Host to the F.B.A.O .must be made by January 15th otherwise the amount will be deducted from the Host Portion of the Entry Fees that is provided as per AC5.2.

(April 2018)