



# Guidelines To Hosting The Canadian National Armwrestling Championships (CAWF)



**“Remember the Spirit”**

## **Date of the Event:**

The National Championship must always be held on Canada Day Weekend (first weekend in July), or as close to it whenever possible. Only the CAWF Executive can change the dates of the Championships by a majority vote of the CAWF Executive Committee.

The event begins on Friday evening and runs until completion on Sunday.

## **Host Hotel:**

The host hotel must be able to offer the following:

- Adequate space to provide lodging to all officials and competitors, preferably held in a block with a time frame to accommodate for bookings.
- Competitive rates for the weekend (Fri-Mon) for the competitors, CAWF officials and executive committee, staff, volunteers and the families of the aforementioned.
- Hotel should be close to, if not inclusive of the rooms required to run the event as well as the competition venue
- Negotiations with hotel should allow for complimentary rooms as well as complimentary meeting and weigh-in rooms.
- It is the responsibility of the hosts to arrange for transportation of officials, from airport to hotel and from hotel to event venue if different from hotel.

## **Rooms & Personnel Required for the Event:**

**Competition Venue must offer the following:**

- Large enough to seat a minimum of 500 people
- A 16' x 40' x 12" high stage with wheelchair access
- The venue and washrooms must be accessible
- 4-6 tables for scorekeepers and announcers (and chairs)
- Tables to display all the awards for each day
- Electrical service adequate for several laptop computers and a PA system
- A PA system appropriate to the room size
- An area to hang all of the CAWF banners
- Concessions with food and drinks
- Ice water for officials
- 2 chalk stations for competitors



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## **Weigh-In / Registration Room:**

- A separate room must be provided for weigh-ins and registrations starting Friday evening at 4pm (starting with CAWF Executive and Board of Directors) until Saturday at 6pm
- Approximately 800 square feet
- Privacy barrier to separate the scales from each other and the registration area
- Two scales that have been certified as accurate
- 4-6 tables and several chairs for officials
- 1 file folder for each class
- Printer capable of printing 8.5x11 paper (with paper)
- 650 adult entry forms and 200 junior entry forms. *Different colour paper for the different classes. (Example: white for Senior classes, Grey for Master, Grand Masters, Disabled, Light green for Juniors)*
- *If not using paper, then you must have experienced people to enter the information into the computer system for registration. The Head Scorekeeper and staff will help support this process as well on the Friday weigh ins.*
- 2 men and 2 women to work on a rotating basis to weigh in competitors
- There must be gender matching when weighing in athletes (e.g. females weigh-in females)
- 2 people to cover registration
- 1-2 people to separate forms into respective class folders. *Each class must have a folder to hold the entries for that class (or input into the computer program)*
- Persons doing weigh-ins must be familiar with CAWF weigh-in policy and procedures
- Junior competitors must be weighed in by a person of the same sex and are forbidden to strip down to make weight. They are given a 1kg clothing allowance to compensate for this.

## **Room for Annual General Meeting:**

The CAWF Annual General Meeting takes place on Friday from 6pm until 9pm. A room within the host hotel must be provided with the following:

- Tables and chairs to accommodate a minimum of 15 people
- Water for the meeting
- Food or snacks if possible

## **Room for Referee Seminar:**

A room is required for Saturday evening at 6pm for a referee seminar. This can also be held in the competition venue as long as a private setting can be guaranteed.

The following criteria should be met:

- Approximately 600 square feet
- 2 armwrestling tables for practical testing
- 6 tables, 6 feet in length
- Chairs for 15 people



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## **Revenue:**

### **Entry Fees:**

The host of the event is responsible for all financial costs of hosting the event. There is an entry fee that the host collects from the competitors in the event:

**\$60 per class (per arm) in the senior, masters, grand masters, and disabled divisions.**

**\$20 per class for the youth division.**

### **Sponsorship:**

Sponsors help offset the costs of running the event. The CAWF will announce the sponsors throughout the day as long as the information is provided.

### **Merchandise:**

The competitors enjoy purchasing event merchandise. It is up to the hosts to decide if they want to have merchandise. The responsibility and the subsequent revenue from merchandise is that of the host. Type and quantity of merchandise offered is the decision of the host (examples T-shirts, mugs, hats, etc.)

## **Expenses:**

### **Officials Required:**

The host is required to provide the cost for referees and scorekeepers. These officials will be appointed by the Referee in Chief and the Head Score Keeper of the CAWF:

9 officially sanctioned CAWF referees for competition at \$600 each (determined based on expectation of entries for event)

\$600 for the head scorekeeper

\$400 each for 2-3 additional scorekeepers

Shared accommodations for the 9 referees and 3-4 scorekeepers over the 3 nights of the event

***\*The number of officials can change depending on the projected number of athletes competing***

Official Videographer – room for 3 nights and \$500 (CAWF will help cover the \$500)

Official Master of Ceremony: A Master of Ceremony is an important aspect of the tournament. This person must have knowledge and background of armwrestling in order to properly represent the sport and its competitors. Expenses for the MC will be covered by the host.



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## **Awards:**

The following awards are the responsibility of the host:

- Medals for 1st through 3rd in all categories, suitable of a National Championship
- Torresan Bros medallions for each member of the top Junior team (ordered through CAWF ) 1 Medallion for each member of winning Junior team
- Award for Best Match of the Day (optional by host)
- Award for Most Sportsmanlike Competitor (optional by host)

## **Equipment:**

The host will be responsible to provide the following:

- 4 CAWF certified armwrestling tables
- 2 tables for competitors to warm up on
- 2 risers for each table
- Chalk and chalk stands
- 2 Approved and calibrated scales
- Sound system which will carry throughout the venue
- 3-4 hand held microphones

## **Procedures and other information:**

### **Schedule of Events:**

<b>Friday</b>	4 pm – 6 pm	Weigh-ins -Executive and Directors
	6 pm-10 pm	Weigh-Ins
	6 pm-9 pm	AGM
<b>Saturday</b>	8 am - 9 am	Weigh-ins – Day 1 Competitors
	10 am – 6 pm	Weigh-ins – Day 2 (Senior Open Classes)
	9:30 am	<b>Opening Ceremonies</b> – person to sing the National anthem, Provincial parade in, any VIP speeches



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	10 am	<b>Start of Tournament</b> – Juniors start to finish  Hand out awards for juniors  Commence Masters, Grand Masters, etc commence  Awards ceremony upon completion of the competition
	6 pm	Referee Seminar
<b>Sunday</b>	10 am	Start of Open Tournament  Awards ceremony will commence upon completion of the tournament, including overall team award
	8pm	After Party