HOST RESPONSIBILITIES

1.1. The HOST is responsible to provide:

a. ARENAS – to include:

i. Two regulation size artificial ice surfaces complete with regulation nets and ice markings as per CBF Rule Book (including lines for the "wingers" to stand behind while waiting for the neutral zone face-off – see Annex A, Appendix 2).

ii. Separate, clean, dressing rooms for each of the competing teams available at least 30 minutes before their scheduled game times.

iii. Adequate food concessions at both arenas.

iv. Adequate amount of ice time available to accommodate a tournament involving 4 divisions x 8 team round robins (in which all games may go into overtime) as well as play-off rounds, for a maximum of 112 games. VP Technical can provide guidance on anticipated number of games and required times (see Annex B, Appendix 2 & 3).

NOTE: The CBF Board reserves the right to change which rink will be the main arena at the Nationals if it is deemed to be in the best interest of the National Championships and all participants.

v. Provide one (1) hour of ice on the Tuesday night at the Juvenile & Senior Nationals before the Coaches and Officials Meeting for the CBF Referee in Chief to have an on-ice officials clinic with the officials participating in the Nationals if requested.

b. INFORMATION - to all Associations, a minimum of six (6) months prior to the event and every subsequent three (3) months. Updates relating to:

i. Hotel accommodations – a **guaranteed block of at least eight (8) quad-occupancy rooms must be reserved for each team participating at the event for the duration of the Championships.** Accommodations must be located within 30 minutes of the arenas.

ii. Transportation – the host must provide a list of rental agencies, prices and contact information to all participating teams.

iii. Host Committee Contact Information.

c. STATISTICS BOARD – provide and maintain a current tournament statistics board providing up-to-date game scores and division standings; please use template provided;

d. GAME BALLS - twenty-four (24) official balls to be used during the tournament (balls must be new at start of event);

e. PERSONNEL - sufficient personnel to operate the admission gate, P.A. system, medical and security systems, tournament promotion, individual award selections, information services and minor game officials (time

keepers), and CCES chaperones. The host is also required to establish Committees to select athletes for individual awards listed below in all divisions at National Championships. The HOST shall invite a member of the CBF Board to oversee the Individual Award Selection Committee;

(1) Game Most Valuable Players (Round Robin).
(2) 1st and 2nd All-Star Teams (Round Robin).
(3) Team Most Valuable Players (Round Robin).
(4) Sportsminded Teams.

f. COMPUTER (and other office equipment): a computer and associated hardware to accommodate the operation of the National Championship Stats Program. Minimum specifications include:

(1) Laptop or desktop computer
(2) Printer – Laser or Ink Jet
(3) Photocopier
(4) Internet Access (mandatory)

g. IDENTIFICATION SYSTEM – cards/badges to identify coaches, players, delegates, officials, etc.
h. PHOTOGRAPHY – a photographer must be provided to take pictures at Team Registration (or a time mutually agreed upon by the teams and host group). A photographer should also be available to attend the CBF Hall of Fame event, medal presentation on ice and at the banquet, when possible.

Miscellaneous

1.2. The HOST is also required to:

a. Notify the local police of the dates of the Championships and make them aware that all official participants of the Championship will have an identification tag;

b. Provide a person or committee to meet all delegates and Officials at the airport upon arrival and transport them to the host hotel, if requested. The Host is also required to ensure Delegates and Officials are returned to the airport, if requested.

c. Organize an Awards Presentation function (meal optional) for the formal presentation of team and individual awards.

i. This facility must be able to accommodate all participants and shall be by invitation only.

ii. Cost of admission should be a nominal charge (no meal) or a break-even charge (meal). Courtesy tickets should be provided for

(1) All CBF Board members in attendance at the championship:

(2) Government delegates

(3) National Sponsors (maximum two tickets each) – CBF's expense;

(4) Community representative; and

iii. Officials – The host will be responsible for providing the cost of the meal portion of the banquet ticket to the Official(s). The number of Officials will be confirmed to the Host Committee by the Referee-in-Chief by the Tuesday evening of the event.

NOTE - No alcoholic beverages shall be permitted at the Juvenile awards presentation function

d. Invite all sponsors, both local and CBF, to all protocol events during the National Championships.

e. Provide advertising in the souvenir program for CBF Sponsors (as per the CBF contract).

f. Raise the CBF Championship Flag (provided by the CBF) at the Championship Opening Ceremonies. The flag shall be lowered at the Closing Ceremonies and presented to the next HOST. Replacement of lost flags will become the financial responsibility of this HOST.

g. Prepare a financial report and submit it to the CBF Office within sixty (60) calendar days of the completion of the Championships. The report should include all financial details associated with the event, including all unpaid bills or damages for any Member ASSOCIATION.

h. CBF Sanctioned Events, which include alcohol, must have sufficient insurance coverage. It is the Host's responsibility to ensure that this coverage is in place and to cover the expense of any additional coverage.

Financial Responsibilities

1.3. HOST is responsible for the following expenses:

a. TRANSPORTATION – vehicles, fuel and associated insurance costs for the duration of the event, including:

i. Two (2) cars for use by CBF Board.

ii. Two (2) vans (with seating) for use by the Officials.

iii. One (1) car for use by the event Referee in Chief.

NOTE - Teams participating at National Championships are responsible for their own transportation.

b. ACCOMMODATION:

i. Officials – for all officials (based on double occupancy) for the duration of the Championship. The Referee in Chief shall choose the accommodations for the Officials with assistance from the HOST.

ii. CBF Board - single occupancy rooms for the CBF Board and the Referee in Chief for the duration of the event.

iii. Meeting rooms – for the CBF to hold Coaching, Officials and Disciplinary Committee meetings. The HOST shall also book meeting rooms for the CBF's annual meetings prior to the Senior Championships (host

ASSOCIATION's expense)

c. HONORARIUMS - paid to each Official:

i. This will be the financial responsibility of the Canadian Broomball Federation as long as Sport Canada funding is in place. In the event there is no funding, this will be the responsibility of the HOST (see Chapter 4, 6.7 j).

d. TROPHIES AND AWARDS – purchase and pay for the following:

MIXED CATEGORY		
AWARD	**Reason**	**MIXED**
Medallions (purchased from CBF)	1st Place	One medallion / team member
	2nd Place	Same as above
	3rd Place	Same as above
	4th Place	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award / team member
Overall Team MVPs		One award for each team MVP
Game MVPs (CBF to provide pin)	2 awards/game (Round Robin)	One award for MVP on each team
Most Sportsminded Team		One award for this category

SENIOR CATEGORIES			
AWARD	**Reason**	**MENS**	**WOMENS**
Medallions (purchased from CBF)	**"A" Division Champs**		
	1st Place	One medallion/team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
	4th Place	Same as above	Same as above
	"B" Division Champs		
	1st Place	One medallion/team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award/team member	One award/team member
Overall Team MVPs		One award for each team MVP	One award for each team MVP
Game MVPs (CBF to provide pin)	2 awards / game (Round Robin)	One award for MVP on each team	One award for MVP on each team
Most Sportsminded Teams		One award/category	One award/category

U20 CATEGORIES			
AWARD	**Reason**	**BOYS**	**GIRLS**
Medallions (purchased from CBF)	**"A" Division Champs**		
	1st Place	One medallion/team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
	4th Place	Same as above	Same as above
	"B" Division Champs		
	1st Place	One medallion / team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award/team member	One award/team member
Overall Team MVPs		One award for each team MVP	One award for each team MVP
Game MVPs (CBF to provide pin)	2 awards / game (Round Robin)	One award for MVP on each team	One award for MVP on each team
Most Sportsminded Teams		One award/category	One award/category