HOSTING CHECKLIST

THIS APPENDIX IS NOT AN OFFICIAL DOCUMENT BUT AN AIDE DESIGNED TO ASSIST WITH PLANNING AND USED IN CONJUNCTION WITH THE POLICIES AND PROCEDURES MANUAL; CHAPTER 4 SECTION 6 – NATIONAL CHAMPIONSHIP HOSTING POLICY.



PRE- EVENT ACTIVITY	
Prepare and submit bid **(using CBF Hosting Bid Template)** to CBF **up to** three (3) years in advance of event, **with photos and/or videos of amenities to prove ability to be compliant (quiet meeting rooms equipped with tv/projector for presentations; large space with sufficient seating for Hall of Fame ceremony, etc).**	
Submit $1000.00 bond with bid submission (If Senior event - pay $1000.00 Hosting Fee)	
Attend Annual Meeting to present submission	
Arrange for CBF representative to visit site	
Sign contract with CBF	
Submit a letter providing details of the HOST site to the CBF by March 1st, two (2) years prior to the championships	
Provide the Annual Meeting with general details of the events one (1) year in advance of the event. Information to include hotel information.	
Provide all ASSOCIATIONS with final details of the event no later than nine (9) months prior to the event;	

EVENT SITE REQUIREMENTS	
The Senior and Juvenile National Championship must be scheduled during the last two weeks of March or in the month of April but not during the Easter weekend. The Juvenile's dates are not to conflict with the Senior National Championships.	
Two regulation size indoor artificial ice surfaces with appropriate 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).	
Adequate ice time to accommodate up to seventy-six (76) **±4 (four)** games for tournament play **for a Wednesday start. Adequate ice time to accommodate up to one hundred and twelve (112) ±4 (four) games for a Tuesday start**. All games may go into overtime, **though Round Robin overtime is capped at 5 minutes.** CBF VP Technical can provide guidance regarding actual number of games to be played and anticipated playing time.	
At each arena - separate, clean, dressing rooms for each of the competing teams available at least 30 minutes before their scheduled game times. **(Officials' dressing room separate from the teams, when possible).**	
Adequate food concessions at each arena.	
Affordable Hotel accommodation for at least 24 teams with up to 22 members per team, officials, guests, etc.	
Vehicle rental facilities	
Adequate food services industry in area	

Arenas to be located near Hotels (no further than 30 km).	
Close to transportation HUB (air, road etc).	
Seniors – 30 rooms blocked off for the Board and Delegates at host hotel	
Live Streaming available at the arena	
Hosting Bond received at time of Site Inspection (Senior Nationals only)	

DOPING TESTING (SENIOR NATIONALS)	
Requirement of host during the Gold Medal Games:	
One room for CCES for doping control centre.	
2 washrooms to conduct the sampling	
10 volunteers as chaperones for doping testing **(these chaperones may not leave their post until the testing of their athlete is complete. This could take several hours)**	
Beverage Bottles – sealed (minimum of 3 bottled water per player)	

MEETING ROOMS	
Required for duration of event:	
One at each arena for disciplinary committees.	
One at main arena for CBF Board with stationary, office equipment (photocopiers, printer, FAX, telephone).	
One at main arena for CBF VP Tech and assistant. Internet access and Wifi required	
Separate statistics room with computer and printer for statistics program	
Event Coordination centre – located at main arena	
Registration room – either at arena or HOST hotel. Sufficient size to accommodate players and coaches	
Coaches Meeting room - required prior to start of event for CBF to meet with all Coaches	
Officials Meeting room – required on Tuesday evening following the Coaches Meeting before the tournament starts	

PERSONNEL	
Sufficient personnel to operate:	
Admission gate	
P.A. system	
First aid services	
Security services	
Event promotion	
Information services	
Minor game officials (i.e. time keepers). **Minimum: 2; Best Practice: 3 (for minor officiating, timekeeping, opening and closing doors during penalties, announcing goals, music, etc).**	

Individual award selection 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.	
MVP selection – required for all games. Minimum of two (2) individuals required/game.	
Event's ***Host Committee***	
Statistics compilation	

ADDITIONAL LOGISTICS	
Identification System – cards/badges to identify coaches, players, delegates, officials, etc	
Notify the local police of the dates of the event and make them aware that all official participants of the Championship will have an identification tag;	
Arrange to use CBF flag. Flag to be raised at start of event and at close.	
Provide advertising space in the souvenir program for CBF Sponsors.	
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 by any Member Association.	

AWARDS PRESENTATION "BANQUET"	
Location should be convenient to hotels and adequate to comfortably accommodate all teams, guests and other participants	
Meal optional.	
Price to be minimal and designed to cover cost of a meal. Price should be discussed/identified to the CBF prior to event.	
Associations informed of BANQUET cost and basic details prior to their arrival at event.	
If meal served, sufficient servers should be available to reduce amount of time spent on serving / eating.	
Head table required for dignitaries, CBF President, Sponsors and local community representatives.	
Complimentary tickets required for dignitaries, HOST guests, CBF Board present at event and sponsors (2 per sponsor @ CBF Expense)	
Provide cost of meal (at banquet) to Officials on Tuesday night in lieu of ticket	
Communication system required for speeches	
Awards should be displayed at BANQUET prior to presentation.	
Alcohol may be served at SENIOR events only.	
Music and dance optional	

EVENT SUPPLIES	
Statistics Board – at main arena - provide and maintain a tournament statistics board with up-dated game scores and division standings.	
Minimum of twelve official game balls to be available at each arena. Balls must be new at start of event.	
Stationary for statistics room, statistics board etc.	

INFORMATION TO BE PROVIDED TO EACH ASSOCIATION	
Provided a minimum of nine (9) months prior to the event:	
Hotel accommodation availability	
Vehicle rental availability	
Restaurant availability	
Location of venues	
Information package about regions sent to teams	
Event *Points of Contact*	
Provide a month before event:	
Host to provide a person or committee to meet all delegates and teams at the airport or hotels.	

FINANCIAL RESPONSIBILITIES		
TRANSPORTATION	vehicle, fuel and associated insurance costs	Two (2) cars for use by CBF Board
		Two (2) vans (with seating) for use by the Officials
		One (1) car for use by the event Referee in Chief
ACCOMMODATION	Based on double occupancy for the full duration of the Championship. The Referee in Chief shall choose the accommodations for Officials with assistance from the HOST.	All CBF Officials (8 rooms)
	Single occupancy rooms for the CBF Board for the duration of the event	CBF Board and Referee-in-Chief
PER DIEMS	To pay a rate of **$250.00 per tournament game day per official up to a maximum of $1 250 per National event**.	**The Officials will be paid by cheque after their final game of the competition.**
TROPHIES AND AWARDS	purchase and pay for those identified in tables below	

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 MVP		One award for each team MVP
Game MVP (CBF to provide pin)	2 awards required/game (Round Robin)	One award for MVP on each team
Most Sportsminded Team		One award / 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 MVP (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

JUVENILE 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 MVP (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