

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 nine (9) 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 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. Co-ordinate 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 **by cheque or e-transfer** 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 Final 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** host hotels 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 wave 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 **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:
 - i. 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.
 - ii. 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

Annex C – Game Statistics

Annex D – Game Officials

Annex E - Awards Selection

Appendix 1 – All Star Selection Forms

Annex F - Ceremonies

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 – 5 rooms per team (4/room) should be made available 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 teams at the airport or hotels upon arrival.
- 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)	1 st Place	One medallion / team member
	2 nd Place	Same as above
	3 rd Place	Same as above
	4 th Place	Same as above
All Star Teams	1 st Team (incl. Coach) & 2 nd 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		
	1 st Place	One medallion/team member	One medallion/team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
	4 th Place	Same as above	Same as above
	“B” Division Champs		
	1 st Place	One medallion/team member	One medallion/team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
All Star Teams	1 st Team (incl. Coach) & 2 nd 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

JUVENILE CATEGORIES			
AWARD	Reason	BOYS	GIRLS
Medallions (purchased from CBF)	“A” Division Champs		
	1 st Place	One medallion/team member	One medallion/team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
	4 th Place	Same as above	Same as above
	“B” Division Champs		
	1 st Place	One medallion / team member	One medallion/team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
All Star Teams	1 st Team (incl. Coach) & 2 nd 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

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	
<i>Provided a minimum of nine (9) months prior to the event:</i>	
Hotel accommodation availability	
Vehicle rental availability	
Restaurant availability	
Location of venues	
Information package about regions sent to teams	
Event <i>Points of Contact</i>	
<i>Provide a month before event:</i>	
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	Flat Rate of \$600.00 per official to cover Monday – Sunday (travel days)	Paid to each Official at the Officials Meeting held prior to the start of the event
TROPHIES AND AWARDS	purchase and pay for those identified in tables below	

MIXED CATEGORY

AWARD	Reason	MIXED
Medallions (purchased from CBF)	1 st Place	One medallion / team member
	2 nd Place	Same as above
	3 rd Place	Same as above
	4 th Place	Same as above
All Star Teams	1 st Team (incl. Coach) & 2 nd 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

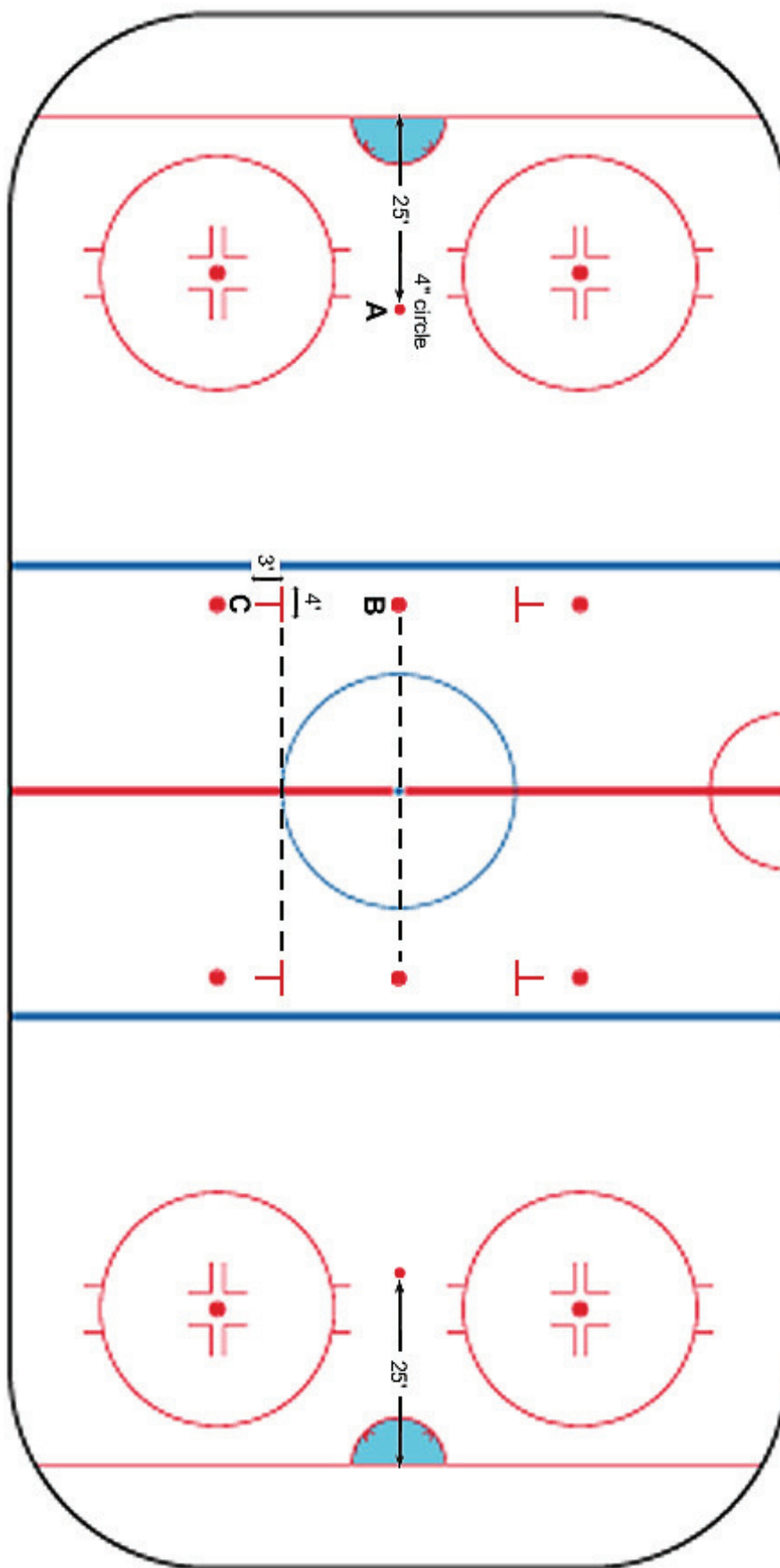
AWARD	Reason	MENS	WOMENS
Medallions (purchased from CBF)	“A” Division Champs		
	1 st Place	One medallion / team member	One medallion / team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
	4 th Place	Same as above	Same as above
	“B” Division Champs		
	1 st Place	One medallion / team member	One medallion / team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
All Star Teams	1 st Team (incl. Coach) & 2 nd 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		
	1 st Place	One medallion / team member	One medallion / team member
	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
	4 th Place	Same as above	Same as above
	“B” Division Champs		
	1 st Place	One medallion / team member	One medallion / team member

Chapter 4 Section 6 Annex A, Appendix 1 – Hosting Checklist

	2 nd Place	Same as above	Same as above
	3 rd Place	Same as above	Same as above
All Star Teams	1 st Team (incl. Coach) & 2 nd 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



A – Penalty Shot Circle x 2

- 4" circle

B – Neutral Zone Faceoff circle x 2

- Standard faceoff circle size

C – Neutral Zone Restrained lines x 4

- 4' x 3'
- Lines up with centre ice circle

CHAMPIONSHIP SCHEDULE

- 1.1. The CBF Vice-President Technical is responsible for the preparation of the Championship schedules using the following guidelines:
- a. Draws must be sent to each ASSOCIATION by **February 15** each year.
 - b. Draws are made based on the following:
 - i. Seeding shall be based on the previous year's Championship results.
 - ii. The defending Champs are always seeded number 1.
 - iii. The HOST and the team representing its ASSOCIATION must be in different pools.
 - iv. The pools should also attempt to have the 1st, 4th, 5th, 8th, 10th and 12th seeded teams in the Blue pool and the 2nd, 3rd, 6th, 7th, 9th, and 11th seeded teams in the Red pool.
 - v. If an ASSOCIATION withdraws from the Federation, a replacement team from their geographical area would fill that vacancy.
 - vi. If additional teams are required to equal the pools, the Federation shall request ASSOCIATIONS geographically closest to the host region to send an additional team.
 - vii. Each pool should be balanced so as to have an equal number of teams (whenever possible) coming from both the east and the west taking into account the performance of each ASSOCIATION at the preceding championships.

1.2 **Scheduling Principles**

The following principles should be considered:

- a. Two ice rinks will be required;
- b. Each team will play at least six (6) games in total;
- c. The CBF VP-Technical will work diligently when creating the schedule to ensure as much equality as possible between the number of times teams are denoted to be Home vs Visitors, as well as the number of times a team plays on each rink;
- d. There will be a minimum of three hours scheduled between games played by each team;
- e. Spectators should be able to follow all games of their ASSOCIATION;
- f. The Host teams should have the opportunity to play three times on the main rink;
- g. In each of the pools, the two ASSOCIATIONS who ranked the highest in the preceding year will, when possible, confront each other in the last game of the preliminaries;
- h. The games played before and after Opening Ceremonies should involve the HOST teams (Men, Women, Mixed or Masters);

- i. During round-robin competition, the teams that play:
 - i. The first game of the morning must not play the first game of the following day.
 - ii. The last game at night should not play the first game of the following morning.
- j. Games should be scheduled every **65** minutes.

1.3 Schedule Formats

- a. Pool Play Format – 8, 10, and 12 Team Participation
 - i. With eight (8) teams:
 - Round-Robin
 - i. Two (2) pools (Red / Blue) of four (4) teams each
 - ii. Each team will play three (3) games in their round-robin pool
 - Quarter-Finals
 - i. Quarter-Final 1 – Red 1 vs Blue 4
 - ii. Quarter-Final 2 – Blue 1 vs Red 4
 - iii. Quarter-Final 3 – Blue 2 vs Red 3
 - iv. Quarter-Final 4 – Red 2 vs Blue 3
 - B-Side Semi-Finals (Losers of Quarter-Finals)
 - i. B-Side Semi-Final 1 – Loser of Quarter-Final 1 (R1 vs B4) vs Loser of Quarter-Final 3 (B2 vs R3)
 - ii. B-Side Semi-Final 2 – Loser of Quarter-Final 2 (B1 vs R4) vs Loser of Quarter-Final 4 (R2 vs B3)
 - A-Side Semi-Finals (Winners of Quarter-Finals)
 - i. A-Side Semi-Final 1 – Winner of Quarter-Final 1 (R1 vs B4) vs Winner of Quarter-Final 3 (B2 vs R3)
 - ii. A-Side Semi-Final 2 – Winner of Quarter-Final 2 (B1 vs R4) vs Winner of Quarter-Final 4 (R2 vs B3)
 - B-Side Finals
 - i. Gold Medal Game – Winner of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Winner of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)
 - ii. Bronze Medal Game – Loser of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Loser of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)
 - A-Side Finals
 - i. Gold Medal Game – Winner of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Winner of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)
 - ii. Bronze Medal Game – Loser of A-Side Semi-Final 1 (Winner

of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Loser of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)

- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, B-Side Silver, and B-Side Bronze medals are presented; the last-place team does not receive a medal.

*See bracket graphic below

ii. With ten (10) teams:

- Round-Robin
 - i. Two (2) pools (Red / Blue) of five (5) teams each
 - ii. Each team will play four (4) games in their round-robin pool
- B-Side Quarter-Finals
 - i. B-Side Quarter-Final 1 – Red 4 vs Blue 5
 - ii. B-Side Quarter-Final 2 – Blue 4 vs Red 5
- A-Side Quarter-Finals
 - i. A-Side Quarter-Final 1 – Blue 2 vs Red 3
 - ii. A-Side Quarter-Final 2 – Red 2 vs Blue 3
- B-Side Semi-Finals (Winners of B-Side Quarter-Finals & Losers of A-Side Quarter-Finals)
 - i. B-Side Semi-Final 1 – Winner of B-Side Quarter-Final 1 (R4 vs B5) vs Loser A-Side Quarter-Final 1 (B2 vs R3)
 - ii. B-Side Semi-Final 2 – Winner of B-Side Quarter-Final 2 (B4 vs R5) vs Loser A-Side Quarter-Final 2 (R2 vs B3)
- Consolation Round (Losers of B-Side Quarter-Finals)
 - i. Consolation Round Game – Loser of B-Side Quarter-Final 1 (R4 vs B5) vs Loser B-Side Quarter-Final 2 (B4 vs R5)
- A-Side Semi-Finals (Winners of Quarter-Finals)
 - i. A-Side Semi-Final 1 – Red 1 vs Winner of Quarter-Final 1 (B2 vs R3)
 - ii. A-Side Semi-Final 2 – Blue 1 vs Winner of Quarter-Final 2 (R2 vs B3)
- B-Side Finals
 - i. Gold Medal Game – Winner of B-Side Semi-Final 1 (Winner R4/B5 vs Loser B2/R3) vs Winner of B-Side Semi-Final 2 (Winner B4/R5 vs Loser R2/B3)
 - ii. Bronze Medal Game – Loser of B-Side Semi-Final 1 (Winner R4/B5 vs Loser B2/R3) vs Loser of B-Side Semi-Final 2 (Winner B4/R5 vs Loser R2/B3)
- A-Side Finals
 - i. Gold Medal Game – Winner of A-Side Semi-Final 1 (R1 vs Winner B2/R3) vs Winner of A-Side Semi-Final 2 (B1 vs Winner R2/B3)
 - ii. Bronze Medal Game – Loser of A-Side Semi-Final 1 (R1 vs

Winner B2/R3) vs Loser of A-Side Semi-Final 2 (B1 vs Winner R2/B3)

- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, B-Side Silver and B-Side Bronze, medals are presented; the three last-placed teams do not receive a medal.

* See bracket graphic below

iii. With twelve (12) teams:

- Round-Robin
 - i. Two (2) pools [Red / Blue] of six (6) teams each
 - ii. Each team will play *five (5) games* in their round-robin pool
- Quarter-Finals
 - i. Quarter-Final 1 – Red 1 vs Blue 4
 - ii. Quarter-Final 2 – Blue 1 vs Red 4
 - iii. Quarter-Final 3 – Blue 2 vs Red 3
 - iv. Quarter-Final 4 – Red 2 vs Blue 3
- Consolation Semi-Finals (Pool 5th & 6th Place Teams)
 - i. Consolation Semi-Final 1 – Red 5 vs Blue 6
 - ii. Consolation Semi-Final 2 – Blue 5 vs Red 6
- B-Side Semi-Finals (Losers of Quarter-Finals)
 - i. B-Side Semi-Final 1 – Loser of Quarter-Final 1 (R1 vs B4) vs Loser of Quarter-Final 3 (B2 vs R3)
 - ii. B-Side Semi-Final 2 – Loser of Quarter-Final 2 (B1 vs R4) vs Loser of Quarter-Final 4 (R2 vs B3)
- A-Side Semi-Finals (Winners of Quarter-Finals)
 - i. A-Side Semi-Final 1 – Winner of Quarter-Final 1 (R1 vs B4) vs Winner of Quarter-Final 3 (B2 vs R3)
 - ii. A-Side Semi-Final 2 – Winner of Quarter-Final 2 (B1 vs R4) vs Winner of Quarter-Final 4 (R2 vs B3)
- Consolation Finals (Winners of Consolation Semi-Finals)
 - i. Consolation Final – Winner of Semi-Final 1 (R5 vs B6) vs Winner of Semi-Final 2 (B5 vs R6)
- B-Side Finals
 - i. Gold Medal Game – Winner of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Winner of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)
 - ii. Bronze Medal Game – Loser of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Loser of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)

- A-Side Finals
 - i. Gold Medal Game – Winner of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Winner of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)
 - ii. Bronze Medal Game – Loser of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Loser of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)
- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, B-Side Silver and B-Side Bronze medals are presented; the five bottom-placed teams do not receive a medal.

* See bracket graphic below

b) All-Play-All Format – 4, 5, 6, and 7 Team Participation

- i. With four (4) teams:
 - all teams will play each other *twice* (2) during the initial round-robin – *six* (6) games; and
 - *one* (1) Final Game for each team, with 1 vs 2 playing in the Gold Final and 3 vs 4 playing in the Bronze Final.
 - Note: Only Gold, Silver, and Bronze medals are presented; the last-place team does not receive a medal.
- ii. With five (5) teams:
 - all teams will play each other *once* (1) during the initial round-robin – *four* (4) games;
 - *one* (1) Quarter-Final Game for the top four teams, with 1 vs 2 and 3 vs 4 playing off;
 - *one* (1) Consolation Game, with the loser of the 3 vs 4 Quarter-Final Game vs the last place team;
 - *one* (1) Semi-Final Game, with the winner of the 3 vs 4 Quarter-Final Game vs the loser of the 1 vs 2 Quarter-Final Game; and
 - *one* (1) A-Side Final Game, with the winner of the 1 vs 2 Quarter-Final Game vs the winner of the Semi-Final Game in the A-Side Gold Final.
 - Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, and A-Side Platinum medals are presented; the last-place team does not receive a medal.
- iii. With six (6) teams:
 - all teams will play each other *once* (1) during the initial round-robin – *five* (5) games;
 - *one* (1) Semi-Final Game for the top four teams, with 1 vs 4 and 2 vs 3 playing off;
 - *one* (1) A-Side Final Game for the top four teams, with the winner of each Semi-Final Game playing each other in the A-

Side Gold Final and the loser of each Semi-Final Game playing each other in the A-Side Bronze Final; and

- *one* (1) B-Side Final Game for the bottom two teams in the B-Side Gold Final.
- Note: A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, and B-Side Gold medals are presented; the last-place team does not receive a medal.

iv. With seven (7) teams:

- all teams will play each other *once* (1) during the initial round-robin – *six* (6) games;
- *one* (1) A-Side Semi-Final Game for the top four teams, with 1 vs 4 and 2 vs 3 playing off;
- *one* (1) B-Side Semi-Final Game, with 6 vs 7 playing off;
- *one* (1) A-Side Final Game for the top four teams, with the winner of each A-Side Semi-Final Game playing each other in the A-Side Gold Final and the loser of each A-Side Semi-Final game playing each other in the A-Side Bronze Final; and
- *one* (1) B-Side Final game for the fifth-place team from the round-robin vs the winner of the B-Side Semi-Final in the B-Side Gold Final.
- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, and B-Side Silver medals are presented; the last-place team does not receive a medal.

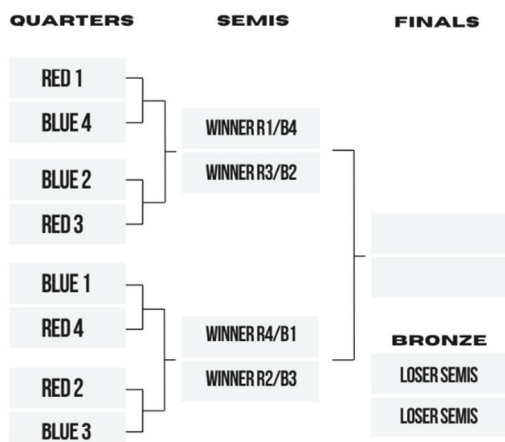
c) Additional Notes

- i. Teams finishing 1st and 2nd after the round-robin will be the home teams for the semifinals in the playoffs.
- ii. The home team for the final game will be the highest-ranking team from the round-robin of the two teams in each final (A & B side)



8 TEAM PLAY OFF BRACKET

A-SIDE

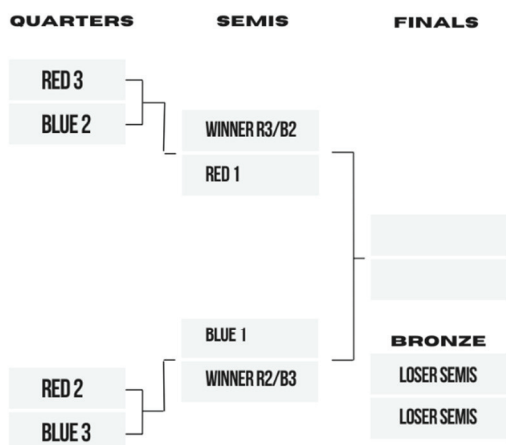


B-SIDE

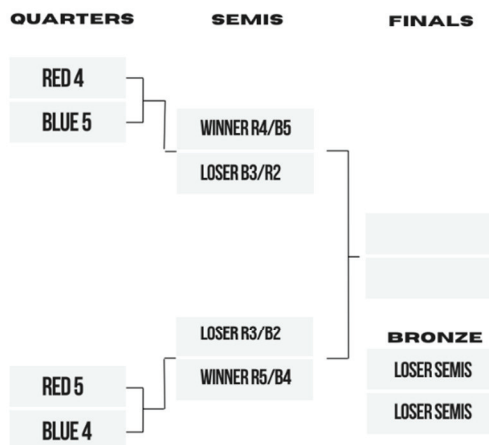


10 TEAM PLAY OFF BRACKET

A-SIDE



B-SIDE



CONSOLATION GAME

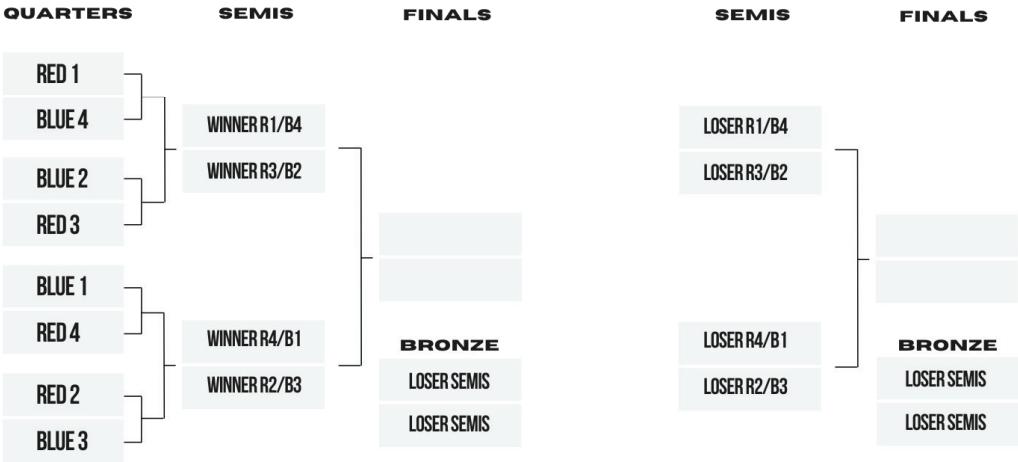




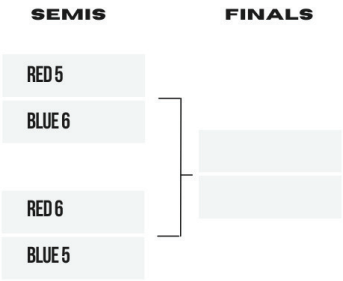
12 TEAM PLAY OFF BRACKET

A-SIDE

B-SIDE



CONSOLATION GAMES



NATIONAL CHAMPIONSHIPS POOL PLACEMENTS

Placement of ASSOCIATIONS in pools is based on previous year's championship
in all SENIOR & JUVENILE DIVISIONS

BLUE Division

1. (1) Defending Champs
2. (4) Position
3. (5) Position
4. (8) Position
5. (10) Position
6. (12) Position (HOST)

RED Division

1. (2) Position
2. (3) Position
3. (6) Position
4. (7) Position
5. (9) Position
6. (11) Position

GAME STATISTICS

- 1.1. The CBF Vice President Technical will be responsible for monitoring the activities of the statistician(s) for the duration of the event. This will include spot-checking the documents and the data entered.
- 1.2. The HOST will be required to utilize the CBF Statistics program and as such will require:
 - a. A computer or laptop;
 - b. Inkjet or LaserJet printer capable of producing colour and black and white documents. There is a requirement to produce a minimum of 75 game sheets (letter size document);
- 1.3. The HOST should be prepared to maintain a manual backup system in the event of program failure or other malfunctions which may interfere with automated record keeping;
- 1.4. The HOST should limit the number of people who have access to the statistics (generally requires only two people);
- 1.5. The Statistics room should:
 - a. Be located away from the main traffic area;
 - b. Have restricted access;
 - c. Be secured after hours;
 - d. Contain the computer and printer;
 - e. Contain a phone;
 - f. **Acces to internet/wi-fi**
 - g. Contain or be accessible to photocopying services;
- 1.6. Statisticians will be required to:
 - a. Enter all team / player data into the program prior to the start of the event including:
 - i. Team name
 - ii. Player's names
 - iii. Player's positions
 - iv. Player's jersey numbers

All information should be verified at the Coaches Meeting.
 - b. Prepare all game sheets prior to start of each game. Game sheet to contain:
 - i. Date

- ii. Game number
- iii. Game start time
- iv. Arena
- v. Team's name (and colours if known)
- vi. Player's names and numbers
- vii. Coach's name
- c. Correct player information if necessary;
- d. At the conclusion of each game, enter the following information:
 - i. Goals per team and player
 - ii. Assists per team and player
 - iii. Player penalties
 - iv. Shots on goal (to be recorded on the game sheet)
 - v. All Star Selections. Points are assigned as follows:
 - (1) 1st Star selection (Game MVP) – two (2) points
 - (2) 2nd and 3rd Star selection – one (1) point
 - (3) Game All Star Team – one (1) point
 - (4) Goal / Assist – one (1) point each
- NOTE: All Star Selection Forms (Three Stars and All Star Team) to be provided to the VP Technical at the conclusion of each game.
- e. Provide game result information to HOST media representative;
- f. Provide copies of game sheets to teams requesting copies;
- g. Maintain statistics board or provide information to the person delegated to perform that duty. Boards are required for each division/category for Round-Robin games (including cross-over games if required) and for playoff games. Minimum Information required on the board includes:

Division:			Category:									
	Team 1	Team 2	Team 3	Team 4	Team 5	W	L	Pts	GP	GF	GA	ST
Team 1												
Team 2												
Team 3												
Team 4												
Team 5												

Legend			
Division	Red or Blue	Category	Male or female
W	Wins	GP	Games Played
L	Losses	GF	Goals For
Pts	Points	GA	Goals Against
		ST	Final Standing

h. Prepare daily statistics for display, including:

- i. Game results;
- ii. Player scoring and goaltending statistics

NOTE – **NO** All Star/MVP information is to be displayed

i. At the end of the tournament, prepare final statistics information for the Vice President Technical as follows:

- i. Hard copy of All Star statistics, and final game results
- ii. Final division standings
- iii. Original copy of all game sheets

j. At the end of the tournament prepare final statistics information for distribution to each team as follows:

- i. Final event game results
- ii. Individual team statistics (goals, assists, penalties etc)
- iii. Final event scoring results – list top 25 / category

1.7. Statisticians are not authorized to:

- a. Make copies of the data collected or stats program for personal use;
- b. Reveal or make copies of All Star statistics at any time to anyone other than the CBF President or Vice President Technical;
- c. Enter data not contained on game sheets;
- d. Provide information to individual players (only coaches or manager should be requesting statistics).
- e. Statisticians cannot be participants (player/coach/trainer) on any team competing in the Nationals (Juniors/Seniors/Mixed).

GAME OFFICIALS

- 1.1. The CBF Referee-in-Chief will be responsible to monitor the conduct of all game officials as follows:
- a. Referees:
 - i. Determine which referees are attending the event
 - ii. Meet with the referees prior to the start of the event, assign games and review issues identified by the CBF Board or Members
 - iii. Brief the referees on Incident Report **and game protest** procedures
 - iv. Evaluate each referee during the event
 - b. Timekeepers and Official Scorekeepers - provided by the HOST, however, the RIC should ensure they understand the requirement of their positions.
 - c. Officials refereeing games at the event cannot be used as minor officials.
 - d. Duties of the minor officials:
 - i. Scorekeeper:
 - (1) Obtain the game sheets for each game from the statistician.
 - (2) Verify the teams, names and jersey numbers of all participants with the coaches prior to the start of each game. Ensure coaches sign the game sheet.
 - (3) Identify team colours on the game sheet.
 - (4) Record all activities that occur during the game – goals, assists (max 2), penalties, **protests**, etc.
 - (5) Ensure referees sign the game sheets at the end of each game.
 - (6) Ensure all copies of game sheets are returned to the statistician.

NOTE – Teams wanting copies of game sheets are required to obtain them from the statistician.
 - ii. Time keeper:
 - (1) Make announcements during the game.
 - (2) Operate game clock.
 - iii. It is recommended that the HOST have a minimum of 8 and maximum of 12 minor officials for the duration of the event.

AWARDS SELECTION

- 1.1. There are different types of awards presented to players and coaches at each event. The Award Selection Committee, the CBF Vice President Technical and Officials are involved in the selection process.
- 1.2. The HOST is responsible to establish an Awards Selection Committee and appoint an individual to act as the chairperson.
- 1.3. The committee is responsible to monitor all games played during the event and gather data based on the criteria established by the CBF.
- 1.4. The data gathered by the committee will be used to select All Star Teams, Game MVP's for all games, the Championship MVP, and Top Goaltender.
- 1.5. The CBF VP Technical, or designate, is responsible for monitoring the overall activities of the committee. The VP Technician should meet with the committee prior to the start of the first game to confirm selection procedures.

ALL STAR TEAM SELECTION

- 1.6. The VP Technical, or designate, is responsible for selecting the All Star Teams based only on Round Robin game data.
- 1.7. The Selection Committee will ensure two observers are present at each game to record specific information to be used in the All Star selection process. One observer is assigned to gather data from the Home Team while the other observes the Visiting Team. Observers duties include:
 - i. Adhering to the selection process determined by the CBF and using the All Star Selection Forms provided.
 - ii. Monitoring the activities of all players on the team they are observing and record the following data for each player:
 - (1) Shots on goal
 - (2) Goals or assists
 - (3) Good plays
 - (4) Saves (goaltenders)
 - iii. Selecting three (3) game stars for each team at the conclusion of the game.
 - iv. Identifying the game MVP's to the announcer at the conclusion of the game. There will be one MVP for each team (the 1st Star selected is the Game MVP).
- 1.8. The Data received from the *All Star Selection Forms* and *Official Game Sheets* are entered into the CBF's statistics program. Points are assigned as follows:
 - a. Two (2) points for 1st Star selection;
 - b. One (1) point for 2nd and 3rd Star selection;
 - c. One (1) point for Game All Star Team; and

- d. One (1) point for each goal and assist.
- 1.9. Selection considerations:
- a. The All Star Team will consist of two (2) Defense, three (3) Forward and one (1) Goaltender positions.
 - b. A First and Second All Star Team will be selected.
 - c. Players will only be considered for the position they played during round robin play.
 - d. Points accumulated for goals, assists and Game Stars during round robin play will be used to determine the All Star Team.
- 1.10. The All Star Goaltender is determined by totaling the round robin points based on Game Star selections, goals-against average, shut- outs, save percentage and any goals and assists. In addition, the goaltenders must have participated in a least 6 periods of regulation time during round robin games.

GOALTENDING CRITERIA:

GOALS AGAINST AVERAGE:

5.00 +	=	0 Points
4.00 to 4.99	=	1 Point
3.00 to 3.99	=	2 Points
2.00 to 2.99	=	3 Points
1.00 to 1.99	=	4 Points
0.00 to 0.99	=	5 Points

SHUT-OUTS:

1 Point per shut-out

SAVE PERCENTAGE:

.900 to 1.00	=	5 Points
.800 to .899	=	4 Points
.700 to .799	=	3 Points
.600 to .699	=	2 Points
.500 to .599	=	1 Points
Less than .499	=	0 Points

TEAM STANDINGS:

6 th Place or Higher	=	0 Points
5 th Place	=	1 Point
4 th Place	=	2 Points
3 rd Place	=	3 Points
2 nd Place	=	4 Points
1 st Place	=	5 Points

TO COMPLETE THE FORMULA:

NUMBER OF SAVES:

0-9	=	0 Points
10-20	=	1 Point
21-25	=	2 Points
26-30	=	3 Points
31-35	=	4 Points
36 +	=	5 points

- 1.11. In the event of a tie in points, the following criteria will be used to break the tie:
- 1st criteria - the number of times a player was selected as MVP.
 - 2nd criteria - the number of times a player was selected as a game star;
 - 3rd criteria – the total points accumulated in scoring during the round robin.
 - 4th criteria - The position of the team in the standings after the round robin.
 - e. If a tie still remains after the implementation of the above criteria, the observers will hold a vote to break the tie.

CHAMPIONSHIP FINAL GAME MVP

- 1.12. The Section Committee is responsible for assigning two observers to the final playoff games to identify an MVP and record All Star Data.
- 1.13. The Game MVP is selected from one of the teams in the “A” Division Gold Medal game.

OVERALL CHAMPIONSHIP MVP

- 1.14. An Overall Championship MVP is selected in each category (Male and Female, **Mixed (male and female) and Masters**).
- 1.15. Only players from the 4 teams involved in the “A” Division playoffs are eligible.
- 1.16. The MVP is determined by calculating all points accumulated for goals, assists and Game Stars during round robin and playoff play.

TEAM MVP

- 1.17. Teams are required to select their own MVP and identify their selection to the Vice President Technical after their last round robin game.

COACH

- 1.18. *Coach* - only fully certified coaches are eligible.
- Coach of the Championship* - chosen by VP Technical or delegate.
 - All Star Team Coach* - chosen from the 4 coaches in the Semi-Finals (with emphasis on Round Robin performance) by VP Technical or designate.

MOST SPORTSMINDED TEAM

- 1.19. *Most Sportsminded Team* - Men, Women and Mixed - chosen by the referees through the Referee in Chief and identified to the Vice President Technical.

THREE STARS SELECTION FORM

Sélection des trois étoiles

ARENA _____ CATEGORY _____ DIVISION _____ GAME # _____
Categorie _____ Partie _____

DATE _____ HOUR _____ vs _____ OBSERVER _____
Heure _____ Contre _____ Observateur _____

TEAM/équipe	1 st STAR 1 ^e étoile		2 nd STAR 2 ^e étoile		3 rd STAR 3 ^e étoile	
UNIFORM COLOUR Couleur du chandail	#		#		#	
	PLAYER Joueur					

*NB. The first star is the M.V.P. for the game
La lière étoile est le M.V.P. pour la partie

NOTE: GOAL (but) ASSIST (aide) SAVES ON GOAL (arrets au le but) OTHER COMMENTS (autres)

ALL STAR TEAM SELECTION FORM

Sélection de l'équipe étoile

ARENA _____

CATEGORY
Categorie

DIVISION

GAME #
Partie

DATE

HOUR
Heure

vs
Contre

OBSERVER
Observateur

FORWARD
En avant

FORWARD
En avant

FORWARD
En avant

PROVINCE/
TERRITORY

PLAYER
Joueur

#

#

#

LEFT DEFENSE
Défenseur Gauche

RIGHT DEFENSE
Défenseur Droit

PROVINCE/ TERRITORY

PLAYER
Joueur

#

#

GOALIE
Gardien

PROVINCE/ TERRITORY

PLAYER
Joueur

#

PROTOCOL SUGGESTIONS FOR SPECIAL EVENTS AND AWARD CEREMONIES

1. Letters should be written to all invited dignitaries (plus their guest) asking them to attend the event including the date and location.
2. If they are to give a speech or present an award, this should also be indicated in the letter.
3. Arrangements should be made to meet them upon arrival and take them to a central convening place to meet other dignitaries and the HOST chairperson.
4. If they are to be on the ice surface, advise them to dress warm and wear proper footwear!
5. If they are representatives who are invited but do not have a specific role, free passes and name tags identifying them and whom they represent is a necessity.
6. All invited representatives should be informed when and where the final games will be played so they can attend if they so choose.
7. The C.B.F. Representative will prepare a list of all award winners for the Banquet/Awards Ceremonies. It should be decided ahead of time who shall announce and present each award.
8. When introducing a dignitary, ensure the Master of Ceremonies has his/her correct name, position and company/department. This can often change at the last minute, as substitutions for these events are quite common.
10. Provision of mats on the ice for medal presentations is recommended for safety purposes.
11. A sound system for announcing the medal winners should be adequate for all spectators to hear.

OPENING CEREMONIES

The following preparations should be made for a successful Opening Ceremonies:

Invitations to:	SPEECH
1. All National sponsors	VP Admin or Delegate on their behalf
2. Event sponsors	√
3. City/Community Representatives	√
4. Provincial Representative (Government)	√
5. C.B.F. President/Rep	√
6. Host Chairperson	√
7. Master of Ceremonies	√ Script Required
8. R.C.M.P. Colour Guard	X
a) If speeches are to be made from an ice surface, it is required to provide risers and/or carpets for comfort and safety.	
b) Provincial sponsors could be included as dignitaries dependent upon the amount of sponsorship funding.	
c) Speeches should be kept to a minimum; however this will depend on what dignitaries choose to attend and their importance - funding-wise! A quality sound system is necessary.	
d) Those not directly included in the Opening Ceremonies must be given reserved seating in the stands and acknowledgment made to their presence by the Host Chairperson and/or Master of Ceremonies.	
e) Provincial flags for athlete representation should be provided and live/taped music.	
f) The raising of the CBF flag would be appropriate if this can be arranged.	
g) If possible, arrange for some form of local/Provincial entertainment	
h) Playing of “ <i>Oh, Canada</i> ”	
i) Athletes Oath:	

NATIONAL CHAMPIONSHIP OATH

(English Version)

"IN THE NAME OF ALL COMPETITORS TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL COMPETE WITH HONOUR AND RESPECT. IN THE SPIRIT OF TRUE SPORT, WE WILL ABIDE BY THE RULES OF THE GAMES AND RECOGNIZE THE COMMITMENT OF THE TIRELESS VOLUNTEERS WHO MAKE THIS EXPERIENCE POSSIBLE. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL STRIVE FOR EXCELLENCE, STAY HEALTHY IN MIND, BODY AND SPIRIT, AND HAVE FUN."

(French Version)

"AU NOM DE TOUS LES CONCURRENTS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS COMPÉTITIONNERONS AVEC HONNEUR ET RESPECT. DANS L'ESPRIT DE SPORT PUR, NOUS RESPECTERONS LES RÈGLES DES JEUX ET RECONNAÎTRONS L'ENGAGEMENT DES BÉNÉVOLES INFATIGABLES QUI RENDENT CETTE EXPÉRIENCE POSSIBLE. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À VISER L'EXCELLENCE, À AVOIR DU PLAISIR ET À MAINTENIR UN CORPS ET UN ESPRIS SAINS."

j) Coaches Oath:

(English Version)

"IN THE NAME OF ALL COACHES TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL COACH IN A MANNER THAT IS CONSISTENT WITH THE SPIRIT OF TRUE SPORT. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL MODEL WHAT WE EXPECT FROM ALL ATHLETES: FAIRNESS, EXCELLENCE, INCLUSION AND FUN."

(French Version)

“ AU NOM DE TOUS LES ENTRAÎNEURS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS REMPLIRONS NOS FONCTIONS DANS L’ESPRIT DE SPORT PUR. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES SPORT PUR ET À INCARNER CE QUE NOUS ATTENDONS DES ATHLÈTES : FRANC-JEU, EXCELLENCE, INCLUSION ET PLAISIR.”

k) Officials Oath:

(English Version)

" IN THE NAME OF ALL OFFICIALS TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL OFFICIATE THESE GAMES WITH COMPLETE IMPARTIALITY; ABIDING BY AND ENFORCING THE RULES WHICH GOVERN THEM, IN THE SPIRIT OF TRUE SPORT. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL STRIVE TO UPHOLD A LEVEL PLAYING FIELD AND A RESPECTFUL AND POSITIVE SPORTING EXPERIENCE FOR ALL."

(French Version)

“ AU NOM DE TOUS LES OFFICIELS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS REMPLIRONS NOS FONCTIONS PENDANT CES

JEUX EN TOUTE IMPARTIALITÉ, EN RESPECTANT ET EN APPLIQUANT LES RÈGLES QUI LES RÉGISSENT, DANS L'ESPRIT DE SPORT PUR. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES SPORT PUR ET À OFFRIR DES CONDITIONS DE COMPÉTITION ÉQUITABLES ET UNE EXPÉRIENCE SPORTIVE RESPECTUEUSE ET POSITIVE POUR TOUS."

AWARDS BANQUET

- Meal arrangements to be made for sufficient numbers of teams, delegates, officials, etc. Sufficient food lines should be set up in order to serve all participants at the banquet in a timely manner (recommendation: minimum 1 food table/100 guests).
- Move sponsors banners from the arena to the banquet facility
- Requires the following: Permit, venue, menu, music, bar
- Grace
- Head table and guests to be identified and notified ahead of time
- Awards presenters to be notified ahead of time
- Master of Ceremonies to be chosen. An awards presentation guideline will be written for the M.C. and provided by the C.B.F, **ideally in both official languages.**
- Ticket prices to be notified in advance to incoming teams and made available on arrival.

Note: No alcoholic beverages will be allowed at the Juvenile awards banquet.

1. Speeches at this occasion are difficult because of the noise level and should be brief; **good practice would be during the meal.**
2. Asking Provincial sponsors to give a speech may depend on the amount of support funding they have donated.
3. The Banquet is a National event and the limelight should first be given to National sponsors and the Canadian Broomball Federation.
4. Dignitaries and invited guests who are not placed at the Head Table should be given reserved seating close to the front and may include: the C.B.F. Board

Members, Host Committee and Provincial Board of Directors.

5. Special thanks should be made to the officials, kitchen staff and Host Chairperson.

BANQUET

Invitations should be made to:

<u>Name</u>	<u>Paid by</u>
Provincial Sponsors	Host
National Sponsors (Max. 2 tickets)	C.B.F.
Community/City Representative	Host
C.B.F. Board Members	Host
Hosts/Hostesses	Host (if appropriate)
Host Executive Committee	Free
C.B.F. Standing Committees/Reps.	C.B.F.
Provincial Sport Federation/Gov't	Host

Head Table:

- C.B.F. President/Rep
- C.B.F. Board Members (if room)
- Host Chairperson
- Provincial Rep. (Gov't)
- National Sponsors
- Master of Ceremonies
- Provincial Sport Governing Body