

CANADIAN UNDERWATER GAMES ASSOCIATION

CANADIAN NATIONAL UNDERWATER HOCKEY CHAMPIONSHIP TOURNAMENT HOSTING GUIDE

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This manual is based on work done by Christine Johannink, Gord Lavery and Margaret Francis.
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Hosting Guide: Canadian National Underwater Hockey Championships

This document contains the requirements for hosting CUGA Canadian National Underwater Hockey Championships as well as tips (separated from the other text, in boxes) to aid Hosting Clubs in organizing tournaments.

History

The Canadian Underwater Hockey Nationals have been held annually since the early 1970's. These Championships are the property of the Canadian Underwater Games Association (CUGA), which is the Canadian Federation responsible for the development, promotion and regulation of Underwater Sports in Canada.

GENERAL

The key goals of the Championship are promotion of the sport, provision of a fun competition for all levels of players and development of elite players through strong competition. As such, it's important to run a professional tournament. Frequently we share a space with the general public and always we are in the view of pool staff. Negative, unprofessional behaviour puts the whole sport in a negative light. CUGA expects professional behaviour from all attendees and will take action when necessary to maintain the expected standards of behaviour.

Championships for odd numbered years will be held in a Western location, even numbered years in an Eastern location. A Championship will only be considered in opposite locations if all other options have been exhausted.

Any club or organization comprised of members of CUGA may apply to host the championships. A written proposal must be sent to the CUGA executive a minimum 1.5 years prior to the proposed date of the tournament and at least 1 month before a CUGA Annual General Meeting (AGM).

Proposals must be made using the form in Appendix D (or must include all the information as per the form) and submitted to the CUGA President for approval (see www.cuga.org for current executive and contact information). If there is more than one club/organization who submit proposals for a particular National Championship, there will be a vote at the AGM of the prior year to determine the host.

Publicity

Canadian Nationals are a CUGA function and any publicity must be of a positive manner. Anyone assigned to handle media must be congenial and very knowledgeable about the sport.

TIP: The "Media Person" is the direct contact to the press and the impression they impart to them determines what they write. A publicity person must be prepared to provide players who can give interviews to the press. It is a good idea to talk to these players in advance and coach them on proper interviews and what image we would like to convey. Media is looking for sensationalistic things to report. If a player gives an outstanding interview, but mentions something they find trivial such as how many teeth they had knocked out in a game, the media will focus on the injury aspect and nothing else. Good public relations will result in increased interest in the sport. Another thing to watch for in interviews is a tendency of media to treat our sport as a joke. If the player being interviewed is professional, we stand a better chance of having a positive well-written article.

Banquet

The banquet (or other social event) is typically held following the end of tournament play. The awards ceremony may be held at the banquet (*see Awards section for more information*).

It is important to be aware that tournament organizers and CUGA may be held responsible for any damage or problems that are caused from drunken or inappropriate conduct during any such event. This includes bringing alcohol into a catered function, giving alcohol to minors, loud parties in hotel rooms and impaired driving. Organizers must do their best to ensure this behaviour does not happen. Hotels, restaurants, bars and other locations have banned groups because of such events.

TIP: Banquet Tickets and Style

All banquet tickets should be purchased in advance. The tickets should be non-refundable past the date the caterer requires for final numbers since at that point, the host will be charged for the meal whether or not the person attends.

The banquet should be buffet style and it may be a good idea to advise the banquet organizer that underwater hockey players consume 3 times as much food as typical banquet goers. Some banquet organizers try to save on costs and do not take into account a post-tournament hockey player's appetite.

TIP: Special Banquet Guests

It is a good idea to invite special guests such as the minister of sport, etc. They most likely will not attend or send a representative. However, they typically acknowledge an invitation which increases awareness of our sport. If a special guest/dignitary attends the event, the following should apply:

- The guest and their spouse will have their meals paid for.
- They should be seated at a head table with other dignitaries
- They must be invited to hand out medals
- They also should be asked before the awards if they would like to make a short speech to the teams
- Every effort must be made to recognize the status of these guests and ensure they are treated well

Some people to consider inviting include:

- Mayor
- Sponsors of tournament
- Provincial Minister of Sport
- Federal Minister of Sport
- Premier
- Representative of host facility (pool manager, etc)

Food at tournament

Food on-site at a tournament is not a requirement, however has become a common practice at some tournaments. Costs should be included in fees for the tournament. If food is not being provided, it is recommended to offer suggestions for sources of food close to the tournament location (e.g. cafeteria, local grocery store, etc.)

TIP: Tournament Food

- Always have a volunteer present to monitor the food table. If it's on deck, the pool will appreciate someone there to clean up on a regular basis.
- Be very careful about what type of foods is served. Foods that have high risk of food poisoning should be avoided. Eggs, meats, dairy etc should be avoided or kept properly cooled. Do not use sandwiches that are prepared at home. Do not use items like egg salads, tuna salads, and potato salads. All have high risk of food poisoning, especially in the warm humid environment of the pool
- Hard or sliced cheeses are better than spreads.
- Provide adequate garbage facilities.
- Try to use packaged products such as peanut butter in individual packages, rather than jars that everyone can dip into. Open jars encourage cross contamination which can cause problems for people with allergies. Communal packages also encourage spread of germs.
- Suggested items: bread, bagels, muffins, bananas, oranges, veggie platters (if you use dip, make sure its cooled and not reused the next day), raisins, dried fruits, granola bars, sliced cheese, cream cheese (keep on ice and dispose of at end of the day), pickles, cup of soups (have a coffee urn of hot water on site), packaged puddings, packaged fruit snacks, party mixes (nuts and bolts, pretzels, goldfish), packaged ham (on ice), individual beef jerky packages etc. Costco stores usually have good ideas for food in bulk. Drinks include water, Gatorade, and other crystal powder drinks.
- Encourage players to fill up water bottles rather than use cups for drinks (minimizes garbage).
- Use small Styrofoam cups for people to put small snacks into and discourage players from grabbing handfuls from the table.
- Ensure that no glass or breakable items are used.

Responsibilities**CUGA will:**

- Provide a contract for the Host Club to sign regarding hosting the National Championships (see Appendix A)
- Provide the medals (cost paid by Host Club)
- Assist with planning of event
- Designate the Chief Referee for the tournament (CUGA president to facilitate)
- Provide score sheets
- Provide certain equipment if requested by the Host Club (e.g. some referee equipment, timers etc)
- Make space for tournament information on the CUGA website
- Provide \$2 million in liability insurance.
- Ensure that all participants are members of CUGA or another Underwater Hockey Federation

The Host Club will:

- Sign the attached contract with CUGA to host the National Championships and return it to CUGA (see Appendix A)
- Send out the tournament invitation (see Appendix E for an example)
- Send out at least 2 more reminder invitations
- Organize and run the tournament according to CUGA guidelines (see Appendix B for tips for forming an organizing committee)
- Provide safe and suitable facilities to participants.
- Provide proper meeting facilities for required events.
- Send CUGA the tournament notice and information package a minimum of 5 months before the championships for approval
- Order medals from CUGA
- Submit a list of registered players to CUGA 2 weeks before the start of the tournament
- Ensure CUGA is paid for participants' levy (fee), medal costs, replacement or repair of any CUGA equipment that is lost or damaged, and for other costs (e.g. equipment shipping) agreed upon in advance.

REQUIREMENTS AND REGULATIONS OF THE TOURNAMENT

Setting a Date

CUGA policy is to host the Championships on the May long weekend, so every attempt should be made to host the tournament on this weekend. If the Host Club cannot book the pool on this date, a written request for an alternate date must be submitted to CUGA for approval. CUGA will not accept applications for Nationals that have a proposed date that is in conflict with another established tournament.

TIP: Note that dates in June through mid-September tend to incur higher airfares, while dates before May 1 may conflict with other tournaments.

Notice of Tournament

The notice of the tournament/information package must be submitted to the CUGA office no later than 5 months before the tournament. The notice must include:

- Date, time and place of tournament
- Fees and how and where to send them
- Deadline for entries and a late fee for those that do make the deadline (be firm!!)
- Banquet information (and cost if not included in tournament fee)
- Accommodation information
- Contact information

Optional information:

- Transportation information including car/van rentals, public transport services, taxi rates
- Description of pool including details about bottom, slopes, drains, filtration system, facility amenities.
- A map with the hotel and pool marked on it.

Please see Appendix E for an example of a tournament notice.

Follow up notices on a regular basis are advisable. A copy of the schedule should be sent out at least three days before the tournament. Any information sent out by the organizers must have prior approval from the CUGA Executive.

Site for Tournament

All pools used for National Championship tournaments must meet the following requirements:

- Two playing areas
- Width: minimum 12 meters, maximum 15 meters
- Length: minimum 21 meters, maximum 25 meters
- Playing surface area: minimum 300 square meters
- Depth: minimum 2 meters, maximum 3.5 meters (if pool has a fast bottom, 1.8 meters may be the absolute minimum depth)
- No slope steeper than 1 to 20 (1 foot of depth change per every 20 feet)
- Tiles must be smooth enough to have puck slide reasonably well; no cement bottoms

These minimum standards may be waived with permission from the CUGA Executive.

TIP: Pool Booking

Book your pool well in advance; some pools need 12 months notice. Be sure to include all areas you will need for the tournament.

- Hot Tubs
- Meeting Rooms
- Secure Storage Facilities
- Area for Food Service
- Spectator Area
- Area for Video Monitors

Book any equipment/personnel you will need from the pool.

- Lifeguards
- Lane Markers
- Scoreboards
- Extra garbage pails

Make any special/additional arrangements for cleaning of the pool. Tournaments stir up a lot of debris, which clouds water; the pool may have to do extra backwashes during day, and extra vacuuming at night. Check into air handling as extra ventilation may be needed. Some pools have poor air circulation in the building and especially at water level the chlorine gas builds up causing sore throats, coughs, skin problems and breathing problems.

Obtain a clear written copy of the contract for the pool rental. The contract should include:

- Dates and times pool is available. Make sure to include set up and take down in these times.
- Pool liability – what the facility will cover in case of a lawsuit
- Cost of Renting facility, equipment, and personnel wages.
- Be clear about access to facility for participants, and organizers, including what entrance to use, etc.
- If pool is shared with public, arrange security measures to keep public out of the tournament area and tournament participants out of the public area.

Security

This tournament is not considered a high risk; however organizers need to be aware of potential problems such as:

- Theft
- Hazards that may cause liability issues (hanging cables, barriers, lane markers in wrong locations, bulkhead issues – such as participants swimming underneath or surfacing during play etc)

Insurance

Ensure insurance requirements from the pool and other facilities are met. CUGA will provide an insurance policy that covers up to 2 million dollars in liability. Additional insurance can be arranged through CUGA at the Host Club's expense.

TIP: Do a risk management walk-through – look for anything that may cause you grief later.

Hotel and Accommodation

Hotels and accommodation for National Championship tournaments attempt to meet the following requirements:

- Affordable
- At least 2 queen size beds in each room.
- Close to the pool or on a public transportation line.
- Banquet facilities for 100 –150 people within the hotel. It is not mandatory banquet is in tournament hotel, but it is more convenient. It is also highly recommended as it can reduce the risk of impaired driving.

TIP: Inspect the hotels when making arrangements.

Try to get a special rate for tournament and reserve a block of rooms.

Ask that the block and special rate be available for as long as possible (get a deadline date in writing).

Most hockey players wait until the last moment to book.

Suggest that the hotel keep a list at the front desk of where all the hockey rooms are as it helps when trying to locate teams.

The hotel should be aware hockey players are noisy and should be separated from regular guests if possible

TIP: Transportation

Check to see what public transportation is available to get from the airport to the hotel and from the hotel to the pool. Does the hotel have a shuttle?

See if any car rental agencies have a good deal for participants.

Equipment

You will need the following equipment for Nationals. If you do not have the equipment, make sure that you take into account any rental fees. CUGA can supply most of the equipment that is needed. Check with the office to see what is available.

Open ended goals

- At least 2 per pool of legal dimensions
- Goals need to be in good repair, with bases sitting flat to bottom of pool, check CMAS rule manual for placement

Pucks

- At least 3 pucks per playing surface. Security of pucks should be arranged for as they can disappear during the tournament. Have referees bring pucks back to timekeepers' desk at end of games, and do not give out for team practices.
- Pucks must be of legal weight (check CMAS rules for additional information)

Timekeeping equipment

- Timekeeping equipment should count down in minutes and seconds and be easy to operate
- Ensure a back-up system is available if a big electronic scoreboard and clock is being used (usually stopwatches) in case of a system failure
- For each playing area, you will need a *minimum* of the following:
 - One game clock
 - One half-time clock
 - Three penalty clocks
 - One 30 second timer (for between goals)

Refereeing and timekeeping equipment can be provided by CUGA if the Host Club pays the shipping cost

Scoring equipment

- For each playing area, you will need a *minimum* of the following:
 - Score sheets (supplied by CUGA)
 - Clipboard or binder to store score sheets in
 - Pens and pencils
 - Scoreboards that count up to at least 25
 - A whiteboard at each scoring table for teams to write referee duties on

Refereeing equipment

- For each playing area, you will need a *minimum* of the following:
 - 2-3 red hats
 - 2-3 sets of fluorescent orange gloves (yellow may be used as a substitute)
 - 2-3 sets of shirts – preferably fluorescent yellow gauze shirts – red as a second choice. (Shirts should be easy to put on when wet, be non-buoyant and should cause minimal drag. Neoprene is NOT recommended).
 - a place to hang refereeing items to dry overnight

Signal Devices

A DISTINCT sound is required for each playing area and it should be audible above and below the water level.

Acceptable devices are:

- Metal gongs
- Underwater speaker system

Both of the above systems can be provided by CUGA if the Host Club pays the shipping cost. Any use of a sound system that players are not familiar with, must be approved by CUGA.

Barriers

Each playing area should be surrounded by a solid wall. Barriers should be a minimum of 18 inches high. Vinyl wall barriers may be used if the area that the puck moves along is solid.

Notice boards

Notice boards and/or an area to post the schedule and other notices are required.

CUGA banner (optional)

A banner is available through the CUGA office and can be shipped to the host club (at the host's expense). It can be displayed at the pool.

TIP: It is a good idea to have a notice board at the tournament accommodation as well, listing schedules, important announcements and room assignments.

Entry Fees

The following list includes items that should be included in the tournament entry fee. Estimates of typical costs per player are in brackets.

- Pool rental (\$25-40)
- Equipment rental (\$10)
- Cost to build or maintain any barriers (walls) in the pool (\$5-15)
- Medals (\$8.00)
- Prizes (\$5)
- Banquet costs (if included in entry price; i.e. food, entertainment, bartender, etc.) (\$30-40)
- Per player levy (fee) for CUGA (\$10)
- Souvenir (i.e. T-shirt, shorts, socks, towels etc.) (\$15)
- Administration costs – copying, postage, paper (\$5)
- VIP costs – if you pay for the cost of a head referee, delegate's etc. It will include flight costs, car rental, hotel, and banquet ticket
- Volunteer costs- highly recommended that hosts pay for banquet tickets and a tournament gift
- Additional fee to play in the Women's Division (\$10-20)
- Miscellaneous costs (\$5)

TIP: Overestimate! Unexpected costs may arise and need to be covered. This is also an opportunity to generate some revenue for the Host Club.

The average price per participant is \$110 to 135 for a two- or three-day tournament.

Format of Tournament

These are the required events that must occur at a CUGA Nationals:

- Captains meeting (may be done before the tournament on-line)
- Referee clinic
- CUGA Annual General Meeting (AGM)
- Regular games in a recognized format (i.e.: round robin)
- Playoff games that have a clear winner
- Banquet or awards ceremony

The following is a suggested format for the tournament.

1. Night/day before tournament begins
 - Captains meeting (if not being done on-line)
 - Pool set up
 - Registration and team warm-up
 - Referee Clinic
2. Day One of Tournament
 - Team rosters handed in before play starts
 - Tournament play
3. Day Two of Tournament
 - Tournament play
 - Some playoff spots
 - CUGA AGM in the evening
4. Day Three of Tournament
 - Playoffs
 - Pool equipment take-down
 - Medal ceremony (at pool or banquet)
 - Banquet

Divisions

The following are the divisions for Canadian Nationals:

Open A: for men or women *elite* players.

Open B: for men or women players of a recreational nature or new to the sport. . This division is for recreational level play only. Teams consisting of more than one or two A level players, should be playing in the A division. B teams that submit rosters of many experienced players may be asked to play in the A division.

Women's: for women of any age/experience level (women may play in this division as well as one other division)

Open Youth (Under 19): for male or female youths under 19 years of age

Rules of Divisions:

- Women may play in 2 divisions - Women's Division and one other division.
- Club teams are encouraged to participate
- Participants must be CUGA members
- Participants must be Canadian citizens or have lived in Canada for at least 6 months prior to the tournament to participate for awards at Canadian Nationals. If a team has a player who does not meet these requirements, they may play as an exhibition team.
- Foreign teams are welcome, but play as exhibition teams. Foreign teams may play in A or Women's divisions only and are not eligible for medals.

If there are less than 4 teams registered in one division (other than the Open Youth division), then the organizers have the option of putting the registered teams into a different, suitable division. An organizer is not required to run a full round robin for divisions with less than 4 teams registered. However, if there are at least 2 teams registered in a division and divisions are combined, the organizer must schedule a "final" game or playoff with the teams registered in each division to identify a winner. For the Open Youth division, a minimum of only 2 teams is required for the division to be run as a separate division. If the youth teams want medals, this extra cost will be paid for by these youth teams.

Scheduling

The format will be a round robin or suitable format for each division, followed by a playoff for each division.

TIP: Try to schedule divisions in blocks (i.e.: A division plays in the mornings, B early afternoon etc) this is to try to have higher level referees for the A games, and to avoid large gaps between games.

- Referees must be named from teams playing before each game
- Points are: 2 for win, 1 for tie, 0 for loss, -2 for a forfeit
- Try to schedule accredited referees for final games
- Schedule some time between round robins and playoffs to determine ranking
- Games should be no less than 10-minute halves with 2-minute halftime for the round robin. Playing 15 min halves with a 2-3 minute halftime is highly recommended.
- Semi-final games should be 12 – 15 minute halves with 3-minute halftime
- Final games should always have 15 minute halves and a 3 minute half-time
- For regulation games (i.e. 15-minute halves) allow a minimum of 45 minutes for each game. Decrease time if games are shorter in length.
- Plan for time-outs and overtime periods in playoffs and schedule accordingly
- Decide if you will allow time outs during the round robin and schedule accordingly
- Try to give each team a minimum of 2 game break between games. Try to avoid back-to-back games.
- Use distinguishable letters/numbers for each division: e.g.: A, B, C for Open A and 1, 2, 3 for Open B
- Assign an end for each color stick to start game at and maintain that throughout the schedule. I.e.: Black starts at bleacher side, etc.
- Try to prevent teams from playing most of the tournament as one color. Try to switch teams stick colors on an even basis.
- Try not to schedule more than one elite final at the same time. People like to watch these games.

TIP: Space the games out a bit; teams may finish on time, but getting officials set up for the next game may take some time. Trying to schedule to tightly will result in games falling further and further behind. A good idea is to have planned breaks during the day. This will allow catching up, if necessary.

Video

Video coverage is not required; however, the host club may choose to provide it. It is an excellent way to help develop the sport. CUGA does not allow any private video filmers to be in the playing area i.e., players or teams who bring their own cameras. Video filmers who are organized by the host may be in the playing area, unless they are getting in the way.

Meetings

You will need to schedule spaces/rooms and equipment for the following events:

CAPTAINS MEETING

- 1 – 1.5 hours; however, most captains meetings are done on-line via the internet now
- Room for 30 people
- Chairs
- Whiteboard and pens

REFEREE CLINIC

- 4 hours
- Room for 30 people
- Chairs and tables
- Whiteboard or chalkboard
- VCR with large TV
- Paper and pens

CUGA ANNUAL GENERAL MEETING

- 3 hours
- Room for 40 people
- Chairs
- Table and chairs for executive
- Snacks and drinks

Awards

Medals will be awarded in the following categories:

- Open A
- Open B
- Open Youth Under 19
- Women

Medals must be ordered through CUGA at least 2 months before event. You will need at least 12 medals for each category. The current cost is estimated at \$8.00/medal.

If there are 5 or more teams in a division, first through third place medals will be awarded. If there are 4 or fewer teams in each division, only the first place medal may be awarded, and ribbons may be given to the second and third place teams.

Older trophies have been retired and newer more portable ones will be introduced when funding allows.

Other awards:

- Keith Lipsman (Best Rookie) - contact the University of BC club to determine how this trophy will be awarded
- John McBride (person who has shown outstanding contribution to CUGA) - awarded every 2 years; the recipient is chosen by the CUGA executive

The order for presenting awards is:

1. Individual Awards
2. Youth Division
3. Women's Division
4. Open B Division
5. Open A Division

Announce the placing of all teams from the lowest upwards. Have medallists come to stage and accept awards and allow time for picture taking.

APPENDIX A: Contract for Hosting Canadian National Championships

NAME OF COMPETITION/TOURNAMENT: _____

(Hereafter called the competition)

This is a contract between:

Canadian Underwater Games Association
4010 Stanley Rd SW
Calgary, Alberta
Canada T2S 2P4
Represented by the President of CUGA and called herein CUGA

And

(host club or organization)
Represented by its President or delegate and called herein "the Host Club".

By signing this contract "the Host Club" has agreed to the following:

General Information

1. The competition is organized under the exclusive control of CUGA and all the rights are and remain CUGA property. In accordance with the contract and documentation received and enclosed in this contract, CUGA gives the Host Club the right to organize the competition in the city of:

on the following dates:

2. The host city cannot change the dates of the competition without the previous written agreement of the CUGA executive.
3. The Host Club is allowed to delegate all or a part of its powers to an Organizing Committee, but in that case:
 - a) The Host Club remains accountable to CUGA
 - b) The Host Club undertakes to inform the Organizing Committee about all the rules in force for the organization of this competition and all the rules in force for that discipline.
4. The Host Club recognizes it has been clearly informed about its obligations to CUGA and formally agrees with all the written requirements.
5. The Host Club is responsible for execution of all the terms of this contract.
6. CUGA is not responsible if the Host Club is unable to fulfill its obligations.
7. If the Host Club is unable to fulfill all obligations as by this contract, CUGA may with notice, rescind the contract and award stated competition to an alternate club/group.

Obligations of the Host Club

1. To host the competition according to the current CMAS rules. Rules which may be altered or waived, will be stated and agreed on by CUGA and the Host Club and submitted in writing with this contract.
2. To agree to host the competition within the current CUGA guidelines for hosting this competition as stated in writing, and policies passed by the membership.
3. To submit notice of the competition a minimum of 5 months before the actual competition to CUGA for approval. To submit the information about the competition a minimum of 4 months before the actual competition to the Canadian hockey list (electronic mailing group).
4. To ensure that the facility is safe for all participants.
5. To inform CUGA, one month before a competition, of the number of teams and the divisions they are playing in.
6. To provide CUGA with a list of registered players 2 weeks before the competition.
7. To provide CUGA with the following fees no more than one month after the end of the competition.
 - a) Player levy (\$10.00/player)
 - b) Fee for medals
 - c) Any CUGA membership fees as collect by the Host Club.
8. To be responsible for any CUGA equipment loaned to Host Club, and to replace missing or damaged equipment.
9. To provide a meeting room, with drinks and snacks for hosting the CUGA Annual General Meeting. This space must be booked for 3 hours or the number of hours directed by the CUGA president.
10. To return to CUGA at end of competition all equipment loaned.
11. To return to CUGA at competition end all official score sheets.
12. To clearly specify in all documentation that this is a CUGA competition, hosted by the Host Club.
13. To clear all sponsors with CUGA, in case of a conflict.

Obligations of CUGA

1. To provide the Host Club with an insurance policy for liability up to 2 million dollars.
2. To provide the Host Club with logos (at their request).
3. To post competition information on the CUGA website.
4. To order and ship competition medals
5. To provide score sheets.
6. To loan to Host Club as needed; referee equipment, underwater sound device(s), scoreboards and any other equipment as needed. Cost of shipping may be incurred by Host Club.
7. To ensure that every Canadian player is a member of CUGA and that players from other countries are members of their respective federations.
8. To designate a Chief referee for competition (CUGA president to facilitate).

_____ Dated: _____
CUGA President

_____ Dated: _____
Host Club Representative

APPENDIX B: Organizing Committee

The organizing committee should be formed well before any notice is sent to CUGA regarding intent to host Canadian Nationals. A lot of preliminary work goes into a good proposal and a good committee can get these jobs done. A suggested committee and its duties are outlined below:

Chairperson

- Responsible for ensuring all other committee members are doing their tasks
- Calls and chair meetings
- Receives progress reports from Committee members
- Communicates with CUGA President (or other executive) to ensure protocol is followed
- Responsible for speeches at award ceremonies

Assistant Chairperson

- Responsible for filling in for Chairperson, if chairperson is unavailable
- Prepares notice of tournament to send to CUGA for approval
- Takes minutes of meetings

Publicity Person

- Contacts local media regarding event (TV, Newspaper, Radio, Magazines)
 - Updates Media with daily and final results
- This person should be knowledgeable about the sport and, ideally, have no other commitments during tournament except to meet with media as needed.*

Volunteer Director

- Recruits volunteers for event, schedules volunteers and ensures they are present for their shifts
- Ensures there are scorekeepers, timers and referees at each pool
- Ensures there are volunteers for cleanup after each day of tournament

Awards Person

- Ensures medals are ordered from CUGA
- Ensures any individual trophies are on site for awards
- Arranges for tournament souvenir (T-shirts, towels, etc)
- Secures prizes for winners and door prizes

Equipment Manager

- Books pool, rooms and other facilities at pool
- Ensures pool has proper cleaning requirements
- Arranges for goals, underwater sound system, referee equipment, timing devices, barriers, scoreboards
- Ensures proper markings are on pool bottom
- Secures whiteboard or chalk board for poolside
- Ensures that area is secure from public through use of stanchions or other devices
- Secures tables, chairs as needed
- Secures extra garbage containers for tournament

Social Director

- Secures site for banquet and/or awards ceremonies
- Secures tournament accommodation
- Arranges for cleanup after party, if necessary
- Secures caterers, licenses, music, liquor, bartender, decorations for party
- Sends out invitations for a head table (if used)
- Provides a list of places of interest for visiting teams

Master of Ceremonies (may be Chairperson, CUGA President or other designated person)

- Ask any invited guests if they would like to speak (before ceremonies)
- Introduces head table
- Guests may include dignitaries, federation executive, and people with announcements
- Announces awards
- Responsible for keeping awards ceremonies short (30 -40 minutes)

APPENDIX C: Nationals timeline

Tournament Date: _____

Job description	When (at latest)	Deadline (actual date)	Done/Name
Submit proposal to host Nationals submitted to CUGA executive (see Appendix D)	1.5 years prior to proposed date for tournament (optimal date is during May long weekend)		
Sign contract with CUGA to host Nationals (see Appendix A)	1 year prior to proposed tournament date		
Book and sign contract with the pool for the tournament date	As early as possible, but usually 1 year or so before tournament		
Notice of tournament/information package submitted to CUGA executive for approval (see Appendix E for an example)	5 months before tournament		
Notice of tournament/information package announced to CUGA membership via posting to Canadian Underwater Hockey list-serve	4 months before tournament		
Order medals through CUGA	2 months before tournament		
Inform CUGA of tournament registration (teams, divisions)	1 month before tournament		
Provide CUGA with a list of all players in the tournament	2 weeks before tournament		
Tournament schedule sent out (email)	3 days before tournament		
TOURNAMENT TOURNAMENT TOURNAMENT TOURNAMENT TOURNAMENT TOURNAMENT			
Pay CUGA for per player levy (fee), medals and other costs owed to CUGA	1 month after tournament		

APPENDIX D: Proposal to Host Canadian Nationals

Complete the following form and submit to CUGA President
(see www.cuga.org for current contact information)

Host Club: _____

Host Club Representative

Name: _____

Phone: _____

Email: _____

Competition/Tournament information:

Proposed date: _____

Proposed location:
(pool and city) _____

APPENDIX E: Example of a tournament announcement (can be used as a template)

CANADIAN NATIONALS 2007
Friday May 18th to Sunday May 20, 2007
Victoria, British Columbia, Canada



POOL

Saanich Commonwealth Place
4636 Elk Lake Drive
Saanich BC
Tel: (250) 727-5300
Fax: (250) 727-2649

To get to the pool from the airport or Swartz Bay ferry terminal, follow Highway 17 south towards Victoria. Take the Royal Oak exit and head west along Royal Oak. Turn right at Elk Lake Drive, the pool will be on the left.

TENTATIVE SCHEDULE

Intent to Register due: April 8, 2007 (via email is okay)
Entry Fees due: April 18, 2007 (after this date a surcharge of 20% will apply)
Pool set-up: Friday May 18th, morning to mid-afternoon (volunteers needed!)
Captains' meeting: TBA (likely will be done on-line)
Tournament start: Friday May 18th, 7pm or Saturday May 19, morning (start date/time depends on number of teams who register)

Confirmed pool time will be determined based on the number of teams who register.

The tournament banquet will be held in the evening on Sunday, May 20th at ??? (see: <http://www.?????> for directions). Exact time to be announced (likely around 6:30pm).

Note that this is a different location from past banquets in Victoria.

TOURNAMENT FORMAT

The following are potential divisions:

- A division
- B division
- Women (*women may play in women's division and in one other division*) – extra charge of \$10

Please communicate your intent to register by April 8, 2007.

Send an email to ?????? at xxxx (email address) stating the number of teams and the division (entry fees are due by April 18 or a surcharge will apply – see below)

As pool time is limited, teams who communicate their intent to register by April 8th and submit entry fees by April 18th have priority.

Anyone interested in playing in the Women's division (in addition to one other division) or extra women's games either as an individual or a team, must contact ?????? (email address) by April 18th.

Teams can be composed of up to twelve players - only ten may dress for each game. Final team rosters must be submitted before the first game.

All players must be members of CUGA.

All players are required to wear light or dark head gear as appropriate and mouth guards. Head gear must have appropriate ear covering on both ears. No single lens masks will be allowed.

Each team must provide two refs for the following game (1 water referee and 1 deck referee).

ENTRY FEES

For fees received **BEFORE** April 18th:

Can be a per person rate, e.g. \$125 per player

OR

A per team fee plus an per player fee

e.g. \$650.00 CDN per team (pool, wall and equipment costs)

PLUS - \$65.00 CDN per player (includes: banquet ticket, souvenir, CUGA fee, etc.)

Example 1: a team with 10 players would pay a total of \$1300 CDN

Example 2: a team with 7 players will pay \$1105 CDN

For fees received **AFTER** April 18th (these late entries will be charged 20% extra).

Please make cheques payable to ??????

HOTELS

A block of rooms is being held for a limited time only one hotel.

The **Holiday Inn** (the banquet location)

Holiday Inn Victoria
3020 Blanshard Street
Victoria BC V8T 5B5
Tel: (250) 382-4400
Fax: (250) 382-4053

\$??? + tax

Mention you are with Underwater Hockey. Rooms held at this rate until the following date: ?????

Please call the hotel directly to book your room(s).

BANQUET

Sunday, May 20th at 6:30pm (tentative time – will be after the games on Sunday)

The banquet will be held at ???. The evening will include dinner (buffet), awards, dancing and a cash bar.

Tickets are included in the entry fee. Extra tickets are available at \$??? CDN. Please indicate on the entry form the number of EXTRA tickets desired. Extra tickets must be purchased by Friday April 18th at 1pm.

If you are unable to attend the banquet, please email ????? (email address) by **May 12** to let her know.

TRAVEL INFO.

Saanich (where the pool is) is 10 - 15 minutes north of Victoria.

BC Ferries provides vehicle and walk-on service between Vancouver and Victoria.

Crossing time is 1 hour 35 minutes.

For sailing schedules, fares and up to date information, visit the BC Ferries website at <http://bcferries.bc.ca> or call (250) 386-3431 (toll free in BC: 1-888-BCFERRY)

Both ferry terminals (Tsawwassen and Swartz Bay) are served by BC Transit buses to the downtown areas.

The Victoria International Airport near Sidney is served by major airlines and charters. Ground transportation includes an airport shuttle service to downtown Victoria.

FOR MORE INFORMATION, ETC...

?????

Registration Person's Address

[XXXXX](#) (email address)

CANADIAN NATIONALS 2007
 May 18-20, 2007 - Registration Form
 (Use one form per team)

Club: _____ **Team Name:** _____

Division - check one: ___ A division ___ B division ___ Women's division

Contact Name: _____ **Phone #/Email:** _____

Address: _____

Team members:

<u>Name</u>	<u>T-shirt size</u>			
	(Just in case – we're not promising t-			
shirts)				
1) _____	S	M	L	XL
2) _____	S	M	L	XL
3) _____	S	M	L	XL
4) _____	S	M	L	XL
5) _____	S	M	L	XL
6) _____	S	M	L	XL
7) _____	S	M	L	XL
8) _____	S	M	L	XL
9) _____	S	M	L	XL
10) _____	S	M	L	XL
11) _____	S	M	L	XL
12) _____	S	M	L	XL

Amount enclosed:

Total: _____

Return form and payment by April 18th to:

?????

Provide mailing address for registration person

Make cheques out to ??????

*(fees increase by 20% for all entries **received** after April 18th, 2007)*