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**WMSL Provincial Championship / Tournament Hosting Application Form**

**Prepared by:** Name, Role & Association

**Submitted to:** Name, WMSL Commissioner

**Date Submitted:** Month Day, 202X

**Application to host (Please X one):**

WMSL Provincial Championship \_\_\_\_\_

WMSL Tournament \_\_\_\_\_

Please send completed applications via email to WMSL Commissioner on or before the application deadline. Late entries will not be accepted. You must be available to present your application to the WMSL council during the selection process. Prior to selection, the WMSL council may request alterations to your proposal if in the best interest of the league and its members

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# Proposal Overview

## Host Information

**Host Team/Association Name:** Niagara Turtle Islanders

**Host Forward:** Please provide a quick message as to who you are and why you want to host.

## Proposed Date(s)

Note: The WMSL typically avoids hosting events on long weekends and the WMSL Championship has recently been hosted the weekend after the OLA Minor Festival in August from Friday to Sunday.

|  |  |
| --- | --- |
| Proposed Date(s) | XX, XXX, 202X to XX, XXX, 202X |
| Alternative Date(s) | XX, XXX, 202X to XX, XXX, 202X |
| Are you flexible in moving these dates if required? | YES / NO |
| Total Number of Days |  |
| *For Tournaments Only:*Minimum Number of Teams |  |
| *For Tournaments Only:*Maximum Number of Teams |  |
| *For Tournaments Only:*Games Guaranteed |  |

Proposed Venue(s)
Note:

* It is the host’s responsibility to ensure the venue meets OLA & WMSL standards including correct WMSL sized nets for each floor operating
* It is the host responsibility to ensure adequate floor time is available/booked to accommodate enough games to be played. If hosting a tournament, host can set their own schedule and booking while adhering to OLA and WMSL policy on game lengths and breaks. If hosting Provincial Championship host must be prepared to potentially host all WMSL teams including an “A” & “B” Championship with Pool Play, Playoffs and Championship requiring each team to play 2 games each day with a minimum break of 2 hours between games.
* If a venue does not have showers inside all change rooms please specify where the showers are located and how players access the showers and if general public has access to the showers and/or route to the showers from the change rooms.
* If using 2 or more venues please specify the driving distance between the venue(s).
* Please note if the venue(s) have a large common space and/or meeting room to rent for a tournament headquarters location

Arena Name, Address, # of Pads Available, # of Change Rooms Available, Rental Cost, Other things of note

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## Tournament Committee

The committee can be comprised of Executive Members and/or volunteers. Example of duties that can be delegated:

* Volunteer Co-ordinator – schedules the volunteers at various arenas and/or times throughout tournament.
* Time Keeper Scheduler – schedules the timekeepers at all arenas and ensures that they are trained appropriately.
* Scheduler – completes the tournament schedule – works in conjunction with the Tournament Director.
* Awards/Giveaway Volunteer – gathers prices and samples – bring to the committee for approval.
* Financial Officer – Usually the Association treasurer – completes budget and ensures you stay on budget.
* Floor time scheduler – Ensures that the floor time for the tournament is booked and additional (extra) floor time is returned to the Town/City by the deadline so no additional costs are incurred.

Names and Roles of Tournament & Organizing Committee Members:

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Duties** |
| Name | Roles | Duties |
| Name | Roles | Duties |
| Name | Roles | Duties |
| Name | Roles | Duties |
| Name | Roles | Duties |

## Ceremonies / Banquets / Awards

**Opening Ceremony:** Please specify if you be hosting an opening ceremony event and what may be involved and if you expect all teams to be in attendance – *Note opening ceremonies are NOT mandatory.*

**Game Awards:** Please specify if you will provide any game rewards like MVPs for each game, MVPs for final games only etc. *– Note game awards are NOT mandatory.*

**Banquet:** Please specify if you will be hosting a Banquet at your event. If so, provide information on who is paying for the Banquet (Host, teams, tickets will be sold to general public), location of the Banquet, food offered, is it for breakfast/lunch/dinner, who can attend the banquet (WMSL members only, immediate family of WMSL members, general public) etc. – *Note Banquets are NOT mandatory.*

**WMSL End of Season Awards Ceremony (Provincials applications only):** Please provide the information on where the WMSL can host it’s end of season ceremonies. The Regular season champ, All-Star teams and MVPs will be awarded. The space must be large enough to host all team and all players in case they all attend. *Note hosting a WMSL End of Season Awards Ceremony IS mandatory.*

## Live Streaming / Recording of Events

Please specify any plans for streaming and/or recording of your event. If so, what games do you plan cover (all, finals only etc.), who would be funding any costs for streaming. Please highlight any known WIFI capability/issues for streaming at your proposed venue.

## Proposed Format/Schedules (Tournament applications only)

Please provide example of the tournament format (i.e. number of pools, game length) and the schedule (i.e. games per day, start times).

## Budget

Please provide a detailed budget for your event. Specify what costs you will cover as hosts, what costs the league will have to cover and what costs the teams attending your event will cover. Please include all forms of revenue as well.

Note: Referee milage and per diem fees are often not known until the day of the event.

### Budget A – League Expenses

|  |  |  |
| --- | --- | --- |
| **Description** | **Estimated Total** | **Actual Costs** |
| OLA Provincial Medals |  |  |
| OLA Provincial Banners |  |  |
| ALL Star & League MVP Medals |  |  |
| Commissioner Mileage & Accommodations |  |  |
| Total: |  |  |

### Budget B – Host Team Expenses

|  |  |  |
| --- | --- | --- |
| Item | Description | Estimated Total |
| Game MVP Awards | TBD | TBD |
| Tournament T-Shirt Design | TBD | TBD |
| Opening Ceremony  | TBD | TBD |
| WMSL Banquet | 12 teams x 25 = 300 ppl x $20/person | $6,000 |
| Announcer | TBD | TBD |
| Programs | TBD | TBD |
| Total:  |  | TBD |

### Budget C – All Teams Expenses

|  |  |  |
| --- | --- | --- |
| Item | Description | Estimated Total\* |
| Floor-time – Add extra hrs/day per floor to accommodate overages | 38 Hours x $211.88/1.5hr\* | $5,367.63 |
| Referee Fees (games) | 32 Games x 2 Refs x $50/hr | $3,200.00 |
| Referee Accommodation, Mileage and Per Diem | Hopefully we will get local refs  | $1,000.00  |
| Timekeepers/Scorekeepers | $20/game x 2 x 32 games  | $1,280.00 |
| Boardroom rental\*\* | $50/2 arenas x 3 hours | $300 |
| Game Balls | $36/dozen x2 pads | $72 |
| Water for Refs | $5/case x 2 arenas x 3 days | $30 |
| Total Cost |  | $11,249.63 |
| Estimated cost per team for Provincial Fee  | Total cost % 12 Teams | $937.47 |

Budget Disclaimer: *This is only an estimate. The budget will be adjusted once league decides on final provincial format, on final venue(s) and once we know the accurate referee expenses.*

# Additional information

## Fundraising

Please provide any information on fundraising before or at your event (i.e. SWAG, raffles) and if that money will go to cover host costs and/or league/team costs.

## Accommodations

Please provide any local accommodations in the area and distances to proposed venues.

Please provide any accommodation deals that you will offer with a local vendor (i.e. a college, or group book rate at a hotel chain).

## Food Options

Please provide any details about local restaurants, catering businesses or grocery stores that may be useful for teams.

Please specify if any of the proposed venues have concession stands and if they will be open during you event.

## Local Attractions

Please provide any details about local attractions that may be useful for teams and their supporters to know about.

## Other

Please provide any other information not already covered in this application that may be important or useful for teams to know.

# WMSL and Host Team Responsibilities

## WMSL Responsibilities for Provincial Championships

Note: WMSL responsibilities may be fulfilled by any WMSL Council Member or person designated by the WMSL Council

### Pre-Provincial Championships

1. Order the medals from the OLA
2. Order the Provincial Championship Banner from the OLA
3. Provide Trophies
4. Provide Provincial Championship schedule
5. Setup Gamesheet with Provincial Championship schedule and provide link to hosts (if using Gamesheet software)
	1. Follow Gameshet instructions on loading games/tournament: http://help.gamesheet.app/article/18-game-plan-for-successful-seasons
	2. Input the schedule into GameSheet. Template can be found at https://help.gamesheet.app/article/85-schedule-template
	3. Post the iFrame – Scores/Schedules/Standings onto website. http://help.gamesheet.app/article/10-scores-schedule-standings-stats-embed-tool
6. Provide hosts with iPads with Gamesheet loaded (if using Gamesheet software) - 2 iPads are used for each arena pad. 2 pads = 4 iPads. One will be used for scoring while the other is getting ready for the next game.
7. Provide list of eligible players and coaching staff for each team
8. Order all game sheets (if using paper game sheets)
9. Provide name / schedule of WMSL designated Council members to help during the event

### During Provincial Championships

1. Provide the host tournament with a minimum of two volunteers for the duration of the event
2. Manage player and coaching staff check-in prior to their first game
3. Host end of season awards and give out awards
4. Keep WMSL website & social media updated with scores and schedule
5. A copy of the rules should be available in the time box
6. A copy of the WMSL Policy Paper should be available in the event head quarters
7. A copy of the CLA / OLA / WMSL Rule book should be available in the event head quarters
8. A copy of the tie-breakers should be available in the event head quarters

### Post Provincial Championships

1. Review and approve financial report

## Host Responsibilities for Provincials Championships

### Pre-Provincial Championships

1. Book & Pay for Arena Floor time
	1. Make sure that 4’6” x4’ nets (the Big Nets) are available for each pad used
	2. Book an hour extra at the end of the games for any game delays
	3. Confirm pricing, taxes, other fees.
	4. Provide OLA insurance forms to any requesting party – email OLA Administration (Peter Flook)
	5. Visit tournament venues and ensure proper floor markings/30 second clock operation
2. Send an email to the RIC with the Dates, Arena Name(s) and Addresses, and Game Times/Schedule
	1. Confirm method of payment for referees i.e. E-transfer to the RIC before the first day to pay refs, or if individual game envelopes should be made – remember to have extra funds available for travel fees if needed
3. Book Timekeepers and Shot clock workers for each game – it is mandatory to have 2 people in the timekeepers box, unless the timekeeper VERY experienced
	1. Confirm the timekeepers payrate
	2. Extra set of batteries for the 30 second shot clock remote
	3. Make envelopes for each game for the timekeeper and the shot clocker worker for payment and a sheet for them to sign to confirm they received payment Example below:

|  |  |  |
| --- | --- | --- |
| * + 11am Game
 | * + Timekeeper
 | * + Rec’d\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * + 11 am Game
 | * + Shot Clock
 | * + Rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * + 12 noon Game
 | * + Timekeeper
 | * + Rec’d
 |

* 1. Confirm with your timekeepers and shot clock person a couple days before that they are still able to attend.
	2. Provide a Worksheet – to be used prior to entering information into Game Sheet Inc. Available on the OLA website.
	3. Ensure they are proficient in the use of Game Sheet Inc. Training videos or information session should be provided by host
	4. Recommended all TK under the age of 16 be paired with an adult.
	5. Provide adequate breaks
1. Ensure Gamesheet iPads are updated with latest software version & and charged
2. Order OLA Approved Balls – expectations is 24 balls at minimum
3. Develop and distribute emergency procedures
4. Order any additional game awards host is offering
5. Share Opening Ceremony, Banquet or other event details
6. Share Fundraising details

### During Provincial Championships

1. Post and update as needed in each venue used in easily visible location(s)
	1. Directions to player sign-in
	2. Locker room assignments
	3. Direction to / location of paper game sheets and/or iPads with Gamesheet
	4. Tournament schedule – updated after each game
	5. Scoreboard – updated after each game
	6. Pool Standings – updated after each game
	7. Tournament Rules
2. Supply a volunteer for the duration of the event to support:
	1. Player Sign-in
	2. Deliver/Retrieve paper gamesheets or iPads with Game sheet to/from the timekeepers area and head quarters
	3. Charge Gamesheet iPads. (Tip: have an iPad charger in the time box to keep them charged during a game)
	4. Help Coaches/Managers from each team check over their rosters, make corrections and sign. If changes are made after the HC has signed, he/she will need to re-sign again acknowledging those changes.
	5. When game is completed and iPad is returned, ensure the referees have signed and check for errors and penalties. Upload the completed game...Check and confirm the game is posted to your dashboard and tournament website.
	6. Upload completed games from Gamesheet (wifi or data required)
3. For paper game sheets - Keep top copy of all game sheets and upon completion of event send to the OLA with the completed game results form. The game sheets and results form must be sent to the OLA office within 24 hours (email photocopy then mail hard copy) of the end of the final game of the event. Send photocopy of gamesheets to WMSL Commissioner and WMSL Social Media Director.
4. Text or email Social Media Director game results once available
5. Have a cooler, drinks, snacks for the refs in their room
6. Pay referees
7. Provide a cooler and drinks and fruit and veggie snacks for the timekeeper and shot clock people.
8. Provide game balls – minimum of 24 new balls required
9. Assign change rooms – try to keep teams in the same room all day if possible (Arena Staff usually assigns rooms, but you can change them if needed)
	1. Changeroom signs
	2. Changerooms include showers
10. Return all iPads, including their cords/cubes to a WMSL Executive after the final game

### Post-Provincial Championships

1. Complete a tournament game results form and send to the OLA office with all of the original game sheets.
	1. Select score summary from GameSheet dashboard and electronically send document to Fiona@ontariolacrosse.com within 24 hours
	2. Fine Summary Report must be emailed to Fiona@ontariolacrosse.com within 24 hours
	3. Print all game sheets with fines and/or SIRs identified. These MUST be included in your tournament package to be mailed to the OLA within 7 days with tracking. No signature required.
	4. DO NOT STAPLE ANYTHING TO PRINTED GAME SHEETS
2. Complete a financial report and submit to the WMSL Commissioner along with the game results form, for distribution to the WMSL clubs, and the AGM.

## WMSL Responsibilities for Tournaments

Note: WMSL responsibilities may be fulfilled by any WMSL Council Member or person designated by the WMSL Council

### Pre-Tournament

1. Provide hosts with iPads with Gamesheet loaded (if using Gamesheet software) - 2 iPads are used for each arena pad. 2 pads = 4 iPads. One will be used for scoring while the other is getting ready for the next game.
2. Provide list of eligible players and coaching staff for each team
3. Provide names / schedules of WMSL designated Council members to help during the event

### During Tournament

1. Provide the host with the minimum equivalent of one volunteer for the duration of the event
2. Keep WMSL website & social media updated with scores and schedule

### Post Tournament

1. Review and approve financial report

## Host Responsibilities for Tournaments

### Pre-Tournament

1. Book & Pay for Arena Floor time
	1. Make sure that 4’6” x4’ nets (the Big Nets) are available for each pad used
	2. Book an hour extra at the end of the games for any game delays
	3. Confirm pricing, taxes, other fees.
	4. Provide OLA insurance forms to any requesting party – email OLA Administration (Peter Flook)
	5. Visit tournament venues and ensure proper floor markings/30 second clock operation
2. Send an email to the RIC with the Dates, Arena Name(s) and Addresses, and Game Times/Schedule
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	1. Confirm the timekeepers payrate
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	3. Make envelopes for each game for the timekeeper and the shot clocker worker for payment and a sheet for them to sign to confirm they received payment Example below:

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| --- | --- | --- |
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 | * + Shot Clock
 | * + Rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| * + 12 noon Game
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* 1. Confirm with your timekeepers and shot clock person a couple days before that they are still able to attend.
	2. Provide a Worksheet – to be used prior to entering information into Game Sheet Inc. Available on the OLA website.
	3. Ensure they are proficient in the use of Game Sheet Inc. Training videos or information session should be provided by host
	4. Recommended all TK under the age of 16 be paired with an adult.
	5. Provide adequate breaks
1. Ensure Gamesheet iPads are updated with latest software version & and charged
2. Order OLA Approved Balls
3. Develop and distribute emergency procedures
4. Order any additional game awards host is offering
5. Share Opening Ceremony, Banquet or other event details
6. Share Fundraising details
7. Order the medals or awards
8. Provide tournament schedule
9. Provide details on registration deadlines and how to register
10. Setup Gamesheet with Tournament schedule and provide link to WMSL (if using Gamesheet software)
	1. Follow Gameshet instructions on loading games/tournament: http://help.gamesheet.app/article/18-game-plan-for-successful-seasons
	2. Input the schedule into GameSheet. Template can be found at https://help.gamesheet.app/article/85-schedule-template
	3. Post the iFrame – Scores/Schedules/Standings onto website. http://help.gamesheet.app/article/10-scores-schedule-standings-stats-embed-tool
11. Order all game sheets (if using paper game sheets)

### During Tournament

1. Post and update as needed in each venue used in easily visible location(s)
	1. Directions to player sign-in
	2. Locker room assignments
	3. Direction to / location of paper game sheets and/or iPads with Gamesheet
	4. Tournament schedule – updated after each game
	5. Scoreboard – updated after each game
	6. Pool Standings – updated after each game
	7. Tournament Rules
2. Host a tournament headquarters staffed with volunteers for the duration of the event to:
	1. Host Player Sign-in (if required)
	2. Deliver/Retrieve paper gamesheets or iPads with Game sheet to/from the timekeepers area and head quarters
	3. Charge Gamesheet iPads. (Tip: have an iPad charger in the time box to keep them charged during a game)
	4. Help Coaches/Managers from each team check over their rosters, make corrections and sign. If changes are made after the HC has signed, he/she will need to re-sign again acknowledging those changes.
	5. When game is completed and iPad is returned, ensure the referees have signed and check for errors and penalties. Upload the completed game...Check and confirm the game is posted to your dashboard and tournament website.
	6. Upload completed games from Gamesheet (wifi or data required)
3. For paper game sheets - Keep top copy of all game sheets and upon completion of event send to the OLA with the completed game results form. The game sheets and results form must be sent to the OLA office within 24 hours (email photocopy then mail hard copy) of the end of the final game of the event. Send photocopy of gamesheets to WMSL Commissioner and WMSL Social Media Director.
4. Text or email Social Media Director game results once available
5. Have a cooler, drinks, snacks for the refs in their room
6. Pay referees
7. Provide a cooler and drinks and fruit and veggie snacks for the timekeeper and shot clock people.
8. Provide game balls – minimum of 24 new balls required
9. Assign change rooms – try to keep teams in the same room all day if possible (Arena Staff usually assigns rooms, but you can change them if needed)
	1. Changeroom signs
	2. Changerooms include showers
10. A copy of the rules should be available in the time box
11. A copy of the WMSL Policy Paper should be available in the event head quarters
12. A copy of the CLA / OLA / WMSL Rule book should be available in the event head quarters
13. A copy of the tie-breakers should be available in the event head quarters

### Post-Tournament

1. Complete a tournament game results form and send to the OLA office with all of the original game sheets.
	1. Select score summary from GameSheet dashboard and electronically send document to Fiona@ontariolacrosse.com within 24 hours
	2. Fine Summary Report must be emailed to Fiona@ontariolacrosse.com within 24 hours
	3. Print all game sheets with fines and/or SIRs identified. These MUST be included in your tournament package to be mailed to the OLA within 7 days with tracking. No signature required.
	4. DO NOT STAPLE ANYTHING TO PRINTED GAME SHEETS
2. Return all iPads, including their cords/cubes
3. Complete a financial report and submit to the WMSL Commissioner along with the game results form, for distribution to the WMSL clubs, and the AGM.