

Karate BC Tournament Hosting Proposal

The _____ (name of club) proposes to host the _____ (year): Junior Spring , Senior Spring , or Fall Provincial Championships on the _____ & _____ day(s) of _____ (month) _____ (year).

Proposed Venue:

1st proposal: _____

2nd proposal: _____

Proposed Date:

1st proposal: _____

2nd proposal: _____

I _____ (print name), representative of the _____ (club name) have read, understand, and agree to adhere to the Karate BC Tournament guidelines as presented in the attached document.

_____ (signature)

Dated this _____ day of _____ , _____

For Karate BC:

_____ (signature)

_____ (title)

_____ (date)

GUIDELINES FOR HOSTING KARATE BC CHAMPIONSHIPS

The following itemized list details the responsibilities for both Karate BC and the host club. This list will help to ensure the successful execution of the tournament.

HOST CLUB	KARATE BC
Tournament Venue:	
The tournament site must have: <ul style="list-style-type: none"> • The ability to accommodate 4 competition rings (2 full, 4 outer rings of 8 metres square) • Seating capacity for 450 spectators (minimum) • Change rooms, toilets and showers • Warm-up/marshaling area for athletes • The facilities must be booked at least six (6) months before tournament 	<ul style="list-style-type: none"> • Approve site
Tournament Equipment:	
<ul style="list-style-type: none"> • ice & cooler • plastic bags • masking tape • pens, pencils and paper • P.A. system • tables: minimum 12 • chairs: minimum 50 	<ul style="list-style-type: none"> • corner score cards • medical equipment • corner flags • red belts • stop watches • bell • banner • arbitrator forms • associated tournament equipment • medals/trophies • form kit • national anthem
Registration:	
<ul style="list-style-type: none"> • personnel to handle registration table 	<ul style="list-style-type: none"> • mail out registration materials • complete draws • set categories and schedule
Tournament Personnel:	
<ul style="list-style-type: none"> • Assistant Tournament Directors (2) • Registration Table Staff (minimum 3) • Timekeepers & Scorekeepers (minimum 20) • Souvenir Desk Staff (minimum 3) • Security (minimum 4) • Medal Presenters (minimum 2) • Set-up & Take-down (minimum 10) 	<ul style="list-style-type: none"> • Tournament Director • Officials • Announcer • Medical Personnel • Volunteer Coordinator
Tournament Services:	
<ul style="list-style-type: none"> • Accommodation for officials and competitors: reserve 20 rooms • Provide medical assistance: i.e. St. John's Ambulance Services • Food concession: coffee for officials & volunteers • Concession to be open each day of competition • Lunches for volunteers 	<ul style="list-style-type: none"> • Transportation for out-of-town officials to hotel • Cost of officials' accommodation • Cost of Karate BC personnel accommodation • Cost of lunches
Promotion and Advertising:	
<ul style="list-style-type: none"> • Posters • Contact local media • Tournament programs: Karate BC to receive one full-page ad in program 	<ul style="list-style-type: none"> • Contact provincial media
Schedule of Events:	
	<ul style="list-style-type: none"> • To be determined based on number of competitors

PROCEDURES FOR TOURNAMENT HOSTING

Site and Date

- One year prior to the tournament date, the host club will secure the site of the event. Karate BC shall approve the site and date.
- In the case of the Spring Championships, the site should be within reasonable distance to an adequate banquet facility.
- The hotel should be of reasonable quality and price and also within reasonable distance from the Tournament site.
- The host club will provide personnel for set-up of competition area the night prior to the start of the event.

Tournament Equipment (for local tournaments)

- The host club shall provide for transportation, from the storage area to the tournament site and back, for the competition mats and all related equipment. The cost of truck rental shall be borne by Karate BC.
- It will be the responsibility of the host club to return all equipment, in reasonable condition, to the storage area.

Lunches for Volunteers

- The cost of lunches for all officials and volunteers will be the responsibility of Karate BC.
- The host organization will provide volunteers to perform lunch services and clean up. This may include pick-up.
- The host club may provide lunches for the volunteers and officials at their own cost and bill Karate BC.
- In principle, lunches will be billed at a cost of five dollars (\$5.00) per lunch. Lunches shall consist of a wholesome sandwich, drink, salad or chips, and some kind of dessert (cookie, cake).

Medical Personnel

- The Karate BC Medical Committee will ensure that at least one qualified medical person is present at the event.
- The host organization should appoint one individual to coordinate medical coverage in conjunction with the medical committee.

Clean-up

- The host organization will be responsible for leaving the tournament site in the same condition as it was prior to the set-up.

FINANCIAL MATTERS

Entry Fees

- In principle, Karate BC, who will receive all entry fees, will assume all financial costs.

Tournament Venue

- Karate BC will pay the reasonable cost of the tournament venue.
- Karate BC must approve the venue.
- If the host organization arranges for the venue to be donated free of charge, compensation to the host organization can be negotiated with Karate BC.

Souvenirs

- The sale and profits from souvenir sales is the sole right and property of Karate BC.
- Under certain circumstances, Karate BC may negotiate with the host club or other organization to produce or sell souvenirs.

Title

- Karate BC retains sole title rights to the event.
- The event shall be titled the (Spring, Fall, Junior) Karate BC Provincial Championships, unless otherwise specified by Karate BC.
- Only Karate BC, and not the host club, shall have the right to negotiate sale of the title.

Financial:			
Revenue Item	Expense Item	Host Club	Karate BC
<ul style="list-style-type: none"> • Concession • Gate Receipts or \$1000.00 flat payment 		100%	
		100%	
		subject to negotiation	100%
<ul style="list-style-type: none"> • Entry Fees • Souvenirs 	<ul style="list-style-type: none"> • Facility rental & mat transportation • Volunteers & officials lunches • Registration materials • Karate BC personnel & 'A' officials expenses (per Karate BC policy) 		100%
			100%
			100%
			100%

Notes: Host club must provide a detailed financial report within six month of the event.
 Karate BC reserves the right to sell souvenirs and keep all profits at its discretion.