

GUIDELINES FOR HOSTING AN INTERPROVINCIAL TOURNAMENT

Any organization/club or group wanting to host a tournament sponsored by the Canadian National Shuffleboard Association (CNSA) must be in good standing with the CNSA. All CNSA sanctioned tournaments shall follow CNSA rules, which were adopted from and follow International Shuffleboard Association (ISA) rules.

Every effort should be made to host the Interprovincial Tournament in alternate locations (Eastern, Central and Western Canada). Since Interprovincial Tournaments are held in alternate years, the letter of application should be submitted to the CNSA at least one (1) month prior to an upcoming Interprovincial Tournament. Applications will be reviewed by the CNSA executive and the decision will be announced at the AGM held during that Interprovincial Tournament (a full two years before your planned tournament is to take place).

Funding:

The CNSA will provide up front funding for Interprovincial Tournaments.

Disbursement of Funds:

After payment of all expenses, any remaining funds are distributed equally between the CNSA and the hosting club.

The **Letter of Application** should include as much information as possible.

RELEVANT INFORMATION TO CONSIDER:

The Proposed Dates:

- Consideration should be given to potential conflicts coinciding with shuffleboard tournaments occurring in other provinces.

Transportation:

- Airport information (distance from venue, hotel, etc.).
- Transportation options (car rentals, taxi, bus, Uber).

The Venue:

- Rental cost.
- Proximity to hotels.
- Availability of onsite banquet facilities.
- Catering options.
- Space for 16 or more shuffleboard courts.
- Availability of a PA system, portable microphone , etc.
- Room for Meet & Greet, Awards Banquet & Annual General Meeting.
- Cash bar availability.
- Liquor license if required.
- Staff for cash bar (ensure they have legal certification to serve alcohol).

The Courts:

- Availability and/or rental options.
- Type of courts (roll out or cement).
- Scoreboard availability or rental options.

The Accessories:

- Cost of court, beads, chalk or markers, cleaning materials, pencils, etc.

The Hotels:

- Location - proximity to the venue.
- Ability to book a block of rooms.
- Cost of hotel rooms - do they provide discounts for group bookings.
- Do they offer a hot breakfast?
- Do they have a restaurant and optional restaurant options in close proximity?
- Is there a space for players to congregate at the end of the day?
- Do the rooms have a refrigerator or microwave?
- Does the hotel provide transportation to and from the airport (not mandatory)
- Parking availability.
- If the selected shuffle venue doesn't have the required space, a location for the Meet & Greet, Awards Banquet and Annual General Meeting.

Campgrounds:

- Provide a list of options including phone numbers, websites or email addresses.

Food Services:

- Meet & Greet: Appetizers and liquid refreshments. Consider having appetizers served as opposed to a buffet as this may be more cost effective.
- Include one free drink for registered players & guests in the Meet & Greet budget.
- Daily lunches: Option for Vegetarian, Gluten Free, etc.
 - Pre-Ordering: As there are typically two options provided on the lunch menu, consider providing the weeks lunch menu to players and registered guests prior to the tournament, have them choose their lunch options for the week and provide this information to the Caterer prior to the start of the tournament. This eliminates waste of food, and is also more economical as the Caterer only prepares the amount of food requested and serves the meals plated as opposed to buffet style. This option would involve preparing daily lunch tickets for each individual based on their choice.
- Daily Coffee - to be provided mornings only. Players should be advised in Players Package that snacks will not be provided.
- Banquet and liquid refreshments:
 - Budget for two bottles of wine at each table of eight (one white and one red).
 - Determine venue requirements relative to a corking fee if bringing in your own wine.
- Water throughout the day - Due to the amount of wasted water and environmental concern with plastic bottles, it is recommended that a nominal fee be assessed for

water that is available in bottles. This could be an honour system whereby players put 25 cents (or a similar amount) into a container when picking up water. Another option that could be considered is providing a Water Cooler and asking players to bring their own water bottles. Again, players should be advised of this change in the Players Package.

Photographer for:

- Team Photos - Full Body Team Photos without the Provincial Flag.
- Medal Winners (1st, 2nd & 3rd) photos for the CNSA website.
- Random Photos (Recommend a CNSA Facebook Page be developed for random photos taken throughout the week). This would also provide another opportunity for advertising CNSA events.

Volunteers:

- For registration.
- Court cleaning and beading (ensure people beading have previous experience in beading courts, or have received instructions on the process). Courts should be swept and beaded at the end of each day and at lunch time (if required).
- Setting up and taking down roll out courts (if required).
- Setting up player chairs.
- Setting up and cleaning scoreboards.
- Frequent checking on markers/chalk/cleaning cloths. This should be done at noon and at the end of each day.
- (Consider using host province's players as volunteers - very manageable and avoids additional expense of reimbursing volunteers).

Mentors:

- It is recommended that Provincial Directors (or designate) mentor all first time Players to ensure that they are aware of the process and to enhance a comfort level in their first tournament event.

PLAYERS INFORMATION PACKAGE

This should be provided 8-10 months prior to the tournament and include:

- Registration fee (based on tournament expenses) e.g. Meet & Greet, Lunches throughout week, Awards Banquet, etc.
- Dates for events including Meet & Greet, Registration, Practice Time, Awards Banquet.
- Possible entertainment or outing options.
- Application & payment deadline (change deadline to April 15th to allow more time for individuals returning from their winter residences).
- Accommodation options.
- Airport information – distance to hotel and transportation options.
- Participants should be advised that they are responsible for all transportation costs from the airport to their hotel, and hotel to venue (unless otherwise specified).

- Details for **Non Players** attending event to be discussed with CNSA Executive prior to sending out Players Package.

Dress Code: (to be included in Player's Package)

- It is a requirement that all individuals applying to play in an Inter Provincial Tournament adhere to the following dress code:
 - Team uniform shirts will be worn on the courts throughout the tournament.
 - Uniform shorts or long pants while on the courts throughout the tournament.
 - Team shirts and long uniform pants for Photographs, Opening Ceremony, Meet & Greet and Awards Banquet.
 - Closed toe ATHLETIC shoes must be worn on the courts at all times.
 - Street clothes may be worn during the practise session.

Items Provided by Host Province at Registration:

- Lanyard and Name Tag.
- Handbook or Game Schedule.

Items Provided by Host Province at Hospitality Table:

- Maps, Information on City/Town, Restaurants, etc. for people to take if desired.

Items purchased by CNSA, but must be included in the Host Committee's Budget

- Medals
- Crests
- \$250 Tournament Director Fee.
- Gifts for each Player or Registered Guest (amounting to approximately \$10.00 each).

Items to be Provided by Each Province:

- 3' x 5' Provincial Flag.

Insurance

- Liability insurance identifying the CNSA as the insuree, specifying the location site identified and dates should be purchased for duration of the event.

Sample Budget to be Submitted with Application:

Additional Monies Collected by the CNSA (\$30.00) should NOT be included in developing a Budget for the event, as these monies are separate from the Players Fees.

**20— INTER PROVINCIAL (IP) LOCATION
DATE**

ITEM:	BUDGET
<u>INCOME</u>	
Player Fees \$XXX.00 X No. Players Registered	\$ xxxxxxxx
Non player Income \$XXX.00 x No. Of Non Players registering	\$ xxxxxxxx
TOTAL:	\$ <u>xxxxxxxx</u>
<u>EXPENSES:</u>	
VENUE	\$ xxxxxxxx
MEALS (based on 80 - 100 people)	
Meet & Greet \$XX.00/person x 85 people + gratuity & taxes	\$ xxxxxxxx
Lunches	
\$XX.00/person x 85 people x 5 days + gratuity & taxes	\$ xxxxxxxx
Coffee	
\$X.00/person x 85 people x 5 days + gratuity & taxes	\$ xxxxxxxx
Banquet (85)	
\$XX.00/person x 85 people + gratuity & taxes	\$ xxxxxxxx
TOTAL MEALS (Includes all gratuities and taxes)	\$ xxxxxxxx (
BEVERAGES	
Meet & Greet Drink Ticket \$X.00/person + taxes	\$ xxxxxxxx
Banquet Wine \$XX.00/bottle x no. of bottles (2/table)+ taxes	\$ xxxxxxxx
TOTAL BEVERAGES	\$ xxxxxxxx

August 1, 2023

OTHER EXPENSES

Crests	\$	xxxxxxxx
Insurance	\$	xxxxxxxx
Players Gifts	\$	xxxxxxxx
Court transportation	\$	xxxxxxxx
Tournament Director's Fee	\$	xxxxxxxx
Tournament Director's Supplies	\$.	xxxxxxxx
Medals	\$	xxxxxxxx
Beads for Courts	\$	xxxxxxxx
Water	\$	xxxxxxxx
Accommodation (Tournament Director)	\$	xxxxxxxx

TOTAL BUDGET: \$ XXXXXXXX

ADVISABLE TO ADD AN ADDITIONAL 10% TO BUDGET TO ACCOUNT FOR INFLATION - PARTICULARLY COST OF FOOD AND GRATUITIES.