



## POLICY #9: EVENT MANAGEMENT

### 1. **HOST RESPONSIBILITIES**

The host Member shall be responsible for the administration of and the expenses related to Canada West games and/or competitions and shall be entitled to all receipts from such contests unless otherwise stated in the Association's policies.

Hosts are responsible for promoting a safe, respectful, and comfortable environment for athletes, coaches, officials, spectators, and staff – one that is free of harassment, discrimination, personally degrading comments, foul language and obscene gestures.

**Hosts are responsible for providing officials with a space to dress and a secured area to leave their belongings during an event. Officials should have reasonable access to the dressing area before and after the event. Officials should be provided with a key or a contact person who will be available prior to, throughout, and after the event to open the secured area. In facilities where it is feasible to have access to showers, officials should be granted access to those areas after events.**

### 2. **VISITING TEAM RESPONSIBILITIES**

A visiting team shall be responsible entirely for its own expenses.

### 3. **ATHLETIC DIRECTOR'S RESPONSIBILITY**

The Athletic Director of a Member is ultimately responsible for the organization and administration of all games and/or other competitions hosted by that Member.

Where a member has one person responsible for both men's and women's programs the term Athletic Director applies to that individual. In members where there is one person responsible for men's programming and another responsible for women's programming, the term Athletic Director applies to the individual who is responsible for the program hosted by that Member. (i.e. Field Hockey - the person responsible for women's programming). In instances where co-ed activity is being hosted at an institution having dual leadership that institution shall name one of its program coordinators as the person ultimately responsible for administering the competition.

### 4. **COMPLIMENTARY TICKETS**

Hosts shall provide complimentary admission to Association staff/volunteers upon presentation of a Canada West Conference Pass.

No complimentary tickets will be made available to visiting teams.

## 5. CONFERENCE PASSES

- a. The Conference Office will be responsible for creating the annual Conference Pass. No other form of passes will be approved for usage in the conference.
- b. The Conference will issue annually to each institution instruction on managing the passes which include affirmation of the number of complimentary tickets to be issued with each pass.
- c. The Conference Office will supply each member institution with Conference Passes for scouting purposes. The ratio will be
  - 6 Canada West programs or less = 4 passes
  - 9 Canada West programs or less = 5 passes
  - 12 Canada West programs or less = 6 passes
- d. The Officials' Coordinators and Convenors in the sports of basketball, hockey, football, volleyball and soccer will be asked to identify roles within their league structure who should be receiving complimentary "Conference Passes" based on the following principals:
  - Having these individuals attend our contest contributes to the development of the sport in Canada West, such as officials' supervisors in hockey.
  - When attending the contest, the above individual is fulfilling a role for Canada West, such as evaluators in basketball
- e. The Officials' Coordinators and Convenors will annually supply a list of individuals who require Conference Staff Passes. The distribution process for the passes will be coordinated with the Coordinators/Convenors to ensure the most cost efficient system is in place.
- f. Canada West Staff which includes all paid, contractor and honorarium based personnel shall continue to receive one (1) Conference Pass. The Sport Director may provide an additional pass at their discretion.
- g. The Sport Director will also have the discretion to provide Conference Pass to key sport leaders within Provincial or National Sport Associations in order to further the relationship with our sport partners

## 6. UNIFORM COLORS

- a) In all team sports the home team shall wear light uniforms. The rule may be altered by written mutual consent of the competing institutions. Note that where there is contrary mention in a sport specific playing regulations the playing regulation will take precedent.
- b) If the Association's schedule dictates that two games are played back to back, the home team shall wear light uniforms the first game and dark uniforms the second game.
- c) Numbers on the uniform must be easily distinguishable from the predominant background colors and pattern. They must be visible on television and web broadcasts and on game film.

- d) Failure to adhere to published uniform regulations may result in a fine. Refer to the Association's Finance Policy for the complete list of fines.
- e) Teams qualifying for U SPORTS National Championships will be required to comply with the U SPORTS uniform regulation in section 5.3 of each sport specific playing regulation.

### 7. **ALLOWABLE NUMBER OF PARTICIPANTS**

The number of participants allowed to dress and participate in regular season home and away competition is found in Appendix A of this policy. The number of personnel allowed on the bench or in the team bench area can also be found in Appendix A of this policy.

Procedure for enforcement:

- a) Athletic Directors are ultimately responsible for ensuring their coaches comply with the new regulations.
- b) Host institutions should review the team bench rule with their event staff as well as their opponent prior to the game. The host should deter non-compliance by eliminating opportunities for visiting team to have more than the allowed number of participants on the bench (i.e.: limit the number of chairs in the bench area), provide designated spectator seating outside of the team bench area for additional, non-essential (i.e.: non-medical) staff.
- c) Officials, coaches, administrators who notice an infraction of the regulation, must immediately notify the offending team in order to provide them with an opportunity to remedy the situation.
- d) If the offending team chooses not to take immediate action, the official or team must report the non-compliance to the Executive Director in accordance with the Conduct, Discipline and Appeals Policy.

### 8. **SCOUTING**

No scouting information on teams in Canada West shall be given to teams outside the Conference.

### 9. **TIE BREAKING PROCEDURES** (See Sport Specific Regulations.)

### 10. **SPECTATOR CONTROL**

The host Member is responsible for promoting good sportsmanship from spectators. It is the responsibility of the host to ensure that sufficient security is in place to prevent serious problems arising with spectators and to ensure spectator behaviour does not impact the normal conduct or integrity of the event. All Canada West members are required to have a spectator code of conduct that is communicated through signage, in-game announcements or another visible platform (e.g., digital screens, program insert). Security personnel must be appropriately trained on the institution's policies and procedures and be prepared to intervene when the spectator code of conduct is violated.

## **11. INAPPROPRIATE CONDUCT REPORTING**

For formal reporting, refer to the Canada West Policy – Conduct, Discipline and Appeals. Athletic directors, or their designates, are encouraged to identify issues of inappropriate conduct to their fellow athletic directors when an incident is brought to their attention and work towards a mutually agreeable solution.

## **12. DELAY, CANCELLATION OR POSTPONEMENT OF COMPETITIONS**

12.1 There are several unusual circumstances that cause the delay, postponement or cancellation of a competition including the following examples:

1. Insufficient daylight to complete a competition.
2. Officials fail to show up or are late for a competition.
3. Venue is a rental facility where previous bookings do not allow for the completion of a competition.
4. Visiting team is late for the official start time of a competition (i.e.: cancellation of flights).
5. Job action prevents access to the facility by participating teams, officials, and event management staff.
6. Medical crisis which poses a risk to the safety of the participants, officials and/or spectators, or prevents a team from fielding a sufficient roster to compete.
7. Environmental concerns: air quality ([link to medical 14.4.3.1](#)), lightning ([link to medical 14.4.3.2](#)), windchill ([link to medical 14.4.3](#)). There may be other circumstances that make the playing of a CW competition untenable.

### 12.2 Official Game Minimums Thresholds

The thresholds for considering a competition to be considered complete, if necessary, are as follows:

Football – 3 quarters

Soccer - 70 minutes

Field Hockey – 3 quarters

Basketball – 3 quarters

Rugby – 75%

Hockey – 2 periods

Volleyball – 3 sets

If a competition has reached this point or beyond and is stopped as a result of circumstances listed above in 12.1, and the competition cannot be resumed within a reasonable timeframe, then the results at the time of stoppage will be final, and all records and statistics counted. The CW Office should be notified if the competition cannot be completed.

A competition (or specific event) is not considered to be officially started until the official begins the competition (or specific event). A competition that started but did not reach this threshold before being stopped is considered a postponement of competition and is to be continued later from the point of stoppage. No statistics are counted until the competition becomes official. Teams will not be permitted to make any additions to their roster in order to complete the competition. Special circumstances (i.e., replacement of a goalie) may be considered by the Canada West office upon application.

Note: In all league sports, a team must play at least 50% of the league games to be eligible for qualification for playoffs.

### **12.3 Notification & Decision Process**

In the event that advance notice of circumstances that warrant the delay, cancellation or postponement of a competition have been identified by either the host **or visiting** institution, the Canada West Managing Director, in conjunction with the Board of Directors will determine the course of action to be taken.

When little or no advance notice is present, the decision whether to delay the start, postpone or cancel a competition is the responsibility of the Athletic Director (or designate) from the home institution. The Athletic Director or designate from the home institution must consult with the head official for the competition, the Athletic Director of the visiting team (if possible) and the participating head coaches prior to making a decision. Reasonable efforts should be made to see that the competition is held.

Following consultation, if no reasonable solution can be made, the host Athletic Director (or designate) must immediately inform the Head Coaches and Athletic Directors of the teams involved, and the Canada West Office, of a decision to delay or postpone an event.

### **12.4 Rescheduling a postponed or cancelled competition**

If a competition is postponed or cancelled due to any of the above unusual circumstances, then every effort shall be made to complete the competition on the Sunday and/or Monday following the regularly scheduled date.

If a competition has not been played or completed by Monday of the same weekend, the host institution must take the responsibility to work with the visiting institution to reschedule the competition prior to the conclusion of the regular season, pending scheduling available for the two teams involved.

To reschedule a competition, the host institution must contact the visiting AD or designate/Head Coach as soon as possible to explore possible options for rescheduling

the competition. In making the decision, the AD or designate from both schools are responsible to consult with the CW office to help inform their final decision.

For playoff competition, every effort should be made to complete the competition the following day, or within 48 hours, at most.

In all cases, if the members cannot agree upon a date, the CW office shall organize a conference call with the ADs or designates from the participating schools to confirm a solution. **If a solution is not reached, the CW office has the authority to decide when the game(s) will be played.**

### 12.5 Permanent cancellation of game

When a competition cannot be replayed, due to a possible lack of dates in the season, the CW office must be assured that all steps have been taken in order to replay the competition. If, the CW office in conjunction with the CW Board of Directors rules that it is impossible to replay the competition:

In this case, points will be awarded in the following manner:

1. When the competition cannot be played due to objections by the home team and the CW office deems these objections unreasonable, then the visiting team shall be declared the winners by forfeit.
2. When the competition cannot be played due to objections by the visiting team and the CW office deems these objections unreasonable, then the home team shall be declared winner by forfeit.
3. If the CW office determines that one of the teams involved did not respect their obligations (example: a reasonable solution is found but is rejected by one of the teams) the team who refuses the solution will be deemed to be in forfeit of the competition.
4. If the competition was cancelled or not completed and no one was at fault\* for neither the postponement nor the inability to reschedule the game by the end of the regular season, the CW office (Managing Director and/or designates) will follow the procedure below to determine the game outcomes and/or final standings.

Options, in order, as follows:

- a) If 1 competition was not played/completed.
  - i. The next game/result will be worth double.
  - ii. The latest previous game/result will be worth double.
  - iii. If no other results, then leave the cancelled game off the standings, and using win % to determine final standings.
- b) If more than 1 game was not played/completed it must be noted that

- i. No single game/result can be worth more than double and
- ii. If there are other results between the two teams that can be worth double, use as many as possible without exceeding the number of not played/not completed games.

Any game not reaching the minimum thresholds as described in 12.2 of this policy is considered not completed.

With those two guiding notes in place...

- i. Use the results from games played after the date of the game(s) that were not played/not completed, starting with the one played closest to the game that was not played.
- ii. Use the results from games played before the date of the game(s) that were not played/not completed, starting with the one played closest to the game that was not played.
- iii. If there is less results than the number of games not played/not completed, then leave the cancelled game(s) off the standings and using win/points % to determine final standings for the for the division(s) affected or the entire league as appropriate.

\* NOTE that a medical crisis/outbreak that prevents a team from competing is not considered to be their fault.

### 12.6 Financial Implications

Costs incurred by either team due to the delay, postponement or cancellation of a competition shall be reviewed by the Board of Directors, who shall consider the following guidelines when rendering a decision:

1. If the host team is responsible for the delay, postponement, or cancellation of a competition, then the host team is responsible for any additional expenses incurred by the visiting team due to the delay, postponement, or cancellation of that competition. In addition, the host team is responsible for any additional expenses incurred by the visiting team to participate in the rescheduled-competition.
2. If the visiting team is responsible for the delay, postponement, or cancellation of a competition, then the visiting team is responsible for any additional expenses incurred by the host team due to the delay, postponement, or cancellation of that competition. In addition, the visiting team is responsible for any additional expenses incurred by the host team and will incur the costs of participating the rescheduled competition.

3. If neither team is responsible for the delay, postponement, or cancellation of a competition, but the delay, postponement or cancellation causes a team additional unexpected costs, the affected school can apply to Canada West for financial support.
4. If a competition is cancelled, but then rescheduled in such a way that it would cost either school more than what was originally budgeted for that competition, the school adversely affected can apply to Canada West for financial support.

### **13. CANADA WEST TOURNAMENT CHAMPIONSHIPS**

Host of Canada West Championships for tournament based sports shall be distributed a Tournament Information Package to the Athletic Directors and the Sports Information Officers of competing Canada West Members, as well as the Canada West Office, four weeks in advance of the event. The Tournament Information Package shall contain detailed draw, a schedule as per Canada West playing regulations, and location, time and agenda for the coaches meeting.

### **14. BASKETBALL GUIDELINES FOR LIVE MUSIC, AMPLIFIED/COMPUTER GENERATED MUSIC & SOUNDS AND PUBLIC ADDRESS**

- a) Music (including live bands) and computer generated sounds are not to be played at any time while the ball is in play.
  - b) Music (including live bands) and computer generated sounds and announcements are not to be played/made while a player is shooting free throws. Once the player receives the ball from the official all sounds from the announcing table are to cease.
  - c) It is expected that players will have the opportunity to hear their coach's instructions during a time out.
  - d) The PA announcer is to announce the game only. The PA announcer is not to be a cheerleader.
  - e) Individuals that carry out the game presentation should be knowledgeable of the game to ensure that "noise" is made only during appropriate breaks during the play of the game.
  - f) The game presentation should be managed so that it is respectful to the visiting team.
  - g) It is expected that the home school will manage the game presentation in the same manner that their team expects to be treated as a visitor at other host schools.
- NOTE: The Game Officials will administer items a, b and c. First occurrence during a game will result in a warning. With each subsequent occurrence, the home team will be charged with a technical foul.

Even with the acceptance of these guidelines, the use of music, live bands, computer generated sounds and PA announcements during the course of basketball games is up to the discretion of the host school. It is expected that the use of this discretion will consider a standard etiquette based on these guidelines.



