



2019 PROVINCIAL CHAMPIONSHIPS HOSTING STANDARDS GUIDE

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1.0 INTRODUCTION

The Soccer New Brunswick (SNB) Hosting Standards is a document that is designed for clubs who have interest in or are applying to host a SNB Provincial Championship. It is written by the SNB Competitions Committee and approved by the SNB Board of Directors.

Each Provincial Championship is hosted by a local club on behalf of SNB and is required to follow the Rules and Regulations set forth in this guide and the SNB Constitution/Rules and Regulations in order to complete the required tasks.

Member clubs are asked to submit an application to host a provincial championship (see Appendix A), which are normally confirmed at least one (1) month prior to the scheduled competition. Please see Appendix B for Tournament Dates.

Rules and Responsibilities may vary pending the 2018 SNB AGM.

A list of SNB sponsors will be provided to every club in the Province towards the beginning of every season.

The Host Club may not negotiate partnerships with sponsors that conflict with SNB sponsors. All local sponsorship agreements shall be approved by the SNB office prior to being signed by the Host Club. SNB will do a site inspection for the Provincial Championships.

This will include a visit from your Regional Director or other SNB representative to ensure all the standards are met prior to awarding any Club a championship.

We trust it will be helpful, both to first-time hosting organizers and also to those who have hosted before. We are striving to make the Provincial Championships as significant and meaningful as possible for all concerned and our standards are rising. We are striving for consistency in tournaments across the province and want everyone participating to have a memorable experience.

If you have questions or suggestions, please contact the SNB Office and they will be forwarded to the Competitions Committee – we want your feedback.

*****PLEASE NOTE FOR DIVISION 1 PROVINCIAL CHAMPIONSHIP ONLY*****

The Host Club that is awarded the Division 1 Provincial Championship will automatically qualify for that age group Provincials. This team will be considered the 2nd team for the region and only one other team from that region may qualify through regional playoffs.

However, should the host team win the top regional qualifying spot, they will be the #1 ranked team from the Region.

1.1 Membership

- Premier & Division One SNB Provincial Championship
- The Provincial Championship is managed by Soccer New Brunswick, better known as SNB.
- SNB is a Member of the Canadian Soccer Association.

1.2 Right of Membership

Each team, subject to the Provincial and Region League Regulations, the rules of SNB, the Canadian Soccer Association, and FIFA, shall have control over its own affairs.

1.3 Compliance Assessment

Following each season, the SNB Competitions Committee shall review the compliance record of each club. The SNB Competitions Committee may find that compliance with standards is insufficient and recommend remedial actions to the Host. In extreme cases of repeated non-compliance, the team or club in question may be refused entry to the Provincial Championship.

1.4 Commitment Dates

Clubs intending to play in the Provincial Championship must irrevocably commit by June 30th of that year. Once this is done, SNB will secure the club's position, as long as the club remains in good standing with the SNB and the league at the completion of the season. Failure to comply by the commitment date may result in club being refused entry to the Provincial Championship.

Clubs wishing to have teams participate in their respective Regional competition for the right to participate in the Division 1 Provincial Club Championships shall make application to their Regional Association. Each Regional Association must then notify Soccer New Brunswick by July 15th as to participation in each competition.

1.5 Written Explanation of withdrawal

Whenever a team withdraws from the Provincial Championship, SNB must receive written notice 7 days prior to the start of the competition.

1.6 Facility / Stadium Clearance

Once a Club has approved its Provincial Championship schedule and the schedules are released, the SNB Competitions Committee assumes that a team's venue and facility is cleared for all dates on its schedule. SNB will not automatically accept a postponement or cancellation of a game after schedules have been approved because a facility is no longer available.

2.0 ROLES AND RESPONSIBILITIES

It takes many people working together to stage a good event. Excellent facilities are not enough; the Host Club must work with SNB to ensure that the event will be successful and well run. This section provides details for the responsibilities for all stakeholders.

2.1 Soccer New Brunswick's Responsibilities:

- Maintain and Update Competition Rules and Regulations & Hosting Standards;
- Maintain tournament formats and seeding;
- Distribute call for Hosts to member clubs;
- Review and consider Applications to Host Provincial Championships;
- Promote Provincial Championships to member clubs;
- Track receipt of team applications, fees and bonds;
- Secure primary sponsor and ensure contractual obligations to corporate partners are fulfilled;
- Ensure competition and hosting standards are adhered to;
- Verify the suitability of tournament facilities in advance of the event;
- Appoint SNB representatives to each tournament;
- Prepare and distribute tournament schedules;
- Submit tournament schedules to respective Referee Zone Coordinators for the appointment of officials;
- Order banners, awards, medals, t-shirts etc.;
- Prepare tournament packages for each team (schedule, rules, game sheets, etc);
- Distribute tournament packages to SNB representatives;
- Post information on SNB website (hotel information, directions, etc.);
- Promote events to provincial media outlets (and local media if requested by Host Club);
- SNB shall develop regular media releases during the Provincial Championship highlighting teams in the Finals;
- SNB shall prepare and disseminate press releases for Provincial Championship events as it determines appropriate;
- Pay Officials;
- Contact NBSRA Zone Coordinator to ensure sufficient officials have been assigned before game day;
- Ensure that ALL confirmed teams participate in every scheduled match.
- Provide trophies or other awards to the champion team in each age division at Provincial Championships

2.2 Hosting Club Responsibilities (LOC)

It is a requirement for each Local Organizing Committee (LOC) to follow these standards. SNB wants to ensure that every team at a Provincial Championship is given the same high quality experience wherever the Championships may be held.

**Please note that one person may hold more than one of the roles listed below.*

2.2.1 Local Organizing Committee

- Chairperson – Acting as the main point of contact for Soccer NB and the SNB Rep, the Chairperson will have overall responsibility of the LOC.
- Accommodation & Hospitality Coordinator – Responsible for booking accommodation for the tournament and any Sponsorship/Concession stands during the tournament.

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- Venue & Field Coordinator – Responsible for ensuring the standards of the fields playing surface, field equipment, health and safety during the tournament, and coordinating with the Soccer NB rep for providing game reports.
- Referee Coordinator – Responsible for booking the officials and coordinating with the Soccer NB rep in the case of schedule changes.
- Ceremonies & Awards Coordinator – Responsible for facilitating the awards ceremony
- Volunteer Staff Coordinator – Responsible for organizing and managing tournament volunteers throughout the event.

2.2.2 Game Day Volunteers

- Volunteers to run concessions, and sponsorship activations as needed
- Score keeper at each venue
- Field Marshals at each field
- Set up and take down crew at each venue
- Volunteers able to run errands/messages as needed

2.2.3 LOC Responsibilities

- Booking the number of suitable playing fields. Must meet minimum sizing requirements and be well groomed.

<i>Number of Teams</i>	<i>Minimum Fields Required</i>
10	4
< 10	3

- Ensure ALL fields are adequately lined with standard markings, have suitable nets and corner flags;
- Provide SNB with clear written directions to each of the fields;
- Negotiate terms with local hotels/motels for prices and block off adequate accommodations for teams and communicate the information, including reservation cut-off dates to SNB accordingly;
- Provide SNB with a list of suitable hotels and their contact information;
- Provide an adequate information center/tournament headquarters for the SNB Representative with a table, tent or suitable alternative;
- Arrange a Field Marshall at ALL fields. Especially in instances where all fields are not located within the same facility; these Field Marshals MUST be able to be in contact with the SNB Rep (i.e. cell phone).
- Ensure a medical (first aid) kit; ice and a cell phone are on hand at each venue. Advise local hospital emergency rooms of the event and of possible sport-related injuries;
- Liaise with SNB and the respective Referee Zone Coordinator on scheduling and referee appointments (SNB will arrange payments);
- Ensure that the Field Marshall submits game sheets to the SNB Rep immediately following each match. This is for review, tracking of standings and discipline;
- Provide a suitable area in which competition results can be posted by the SNB Rep.
- Provide at least two (2) FIFA approved quality game balls of the correct size for the age level per field (Division 1 and Senior Recreation Competitions only), or communicate with SNB and teams to ensure that they (each home team), have suitable balls available;
- Contact the local media with competition information (schedule, fields etc);

The Host Club may negotiate partnerships with local event sponsors in consultation with SNB. Local sponsors MUST not conflict with provincial sponsors. Most MUST contact SNB in advance of said negotiations to discuss existing partnerships and areas that may be open to partnerships;

- Arrange for uniformed “ball chasers” at each game (4 per field) – NOT COMPULSORY;
- Provide Canteen Services;
- Provide financial support for referees when officials must be brought in to support local officials;
- Set up a pre-tournament meeting for the SNB Rep chaired meeting in order to review Rules & Regulations with the participating teams.

2.3 Soccer New Brunswick Responsibilities for Referees

- SNB is responsible ultimately for ensuring appropriate refereeing standards.
- Depending on the location, they may arrange for out-of-town referees to be sent in to augment local resources. This can be an additional cost to the Host Club.
- It will usually deal directly with the Hosting Organization, to make sure that appropriate referee standards are maintained.
- The actual appointment of referees to games is done by the Zone or Provincial Assignors and approved by Soccer New Brunswick.
- Three (3) officials are required at all games (EXCEPTION: Only one referee is required in the U12 category).
- Ensure officials are present at least 30 minutes in advance of the scheduled kickoff.

2.4 Soccer New Brunswick Representative’s Responsibilities

- View and approve fields well in advance of Competition to ensure field size, quality of surface and that all fields are properly lined with nets and corner flags;
- Chair a Pre-Tournament meeting or be sure to speak with a representative of each participating team to review Rules and Regulations. This includes appeal and discipline procedures. If team representatives are unable to attend the pre-tournament meeting, coaches are responsible for meeting with the SNB Rep prior to their first game to receive any pertinent information;
- Distribute tournament information team packages/game sheets to participating teams.
- Checking of player Registration cards and eligibility at the start of the tournament;
- Remain on site for the entire event;
- Work closely with the Host Club;
- Set up a Discipline Committee and go over their duties, if required. Convene and chair and hearings necessary to handle discipline and protests at the competition;
- Contact the Soccer New Brunswick to ensure sufficient officials have been assigned, before game day;
- Coordinate an awards ceremony with the LOC for Clubs and their members at the end of each final game
- Have a cell phone number so the Host Club and/or teams are able to reach you at all times during the competition;
- As the SNB Rep you are empowered to make decisions on any problems that may arise. Appeals and Discipline decisions must be made before the end of the tournament and approved by Soccer NB Competitions Committee;
- Submit results, scorers, photographs and disciplinary reports to the Competitions Committee at the end of each day;
- Submits results to SNB at the completion of the event.

3.0 PROVINCIAL CHAMPIONSHIPS HOSTING STANDARDS

In this section, minimum standards appropriate to staging a Provincial Championship are established. Any variation from these standards must be agreed to in advance with SNB.

It is recognized that setting high standards could temporarily exclude some regions/clubs from hosting a championship. SNB wishes to work with such regions/clubs to bring their facilities up to the standards required as soon as it is attainable, and spread championship venues across the province.

3.1 Host Venue

The host club must ensure they have three (3) suitable playing fields (minimum full-size 100m x 64m or 8 v 8 55 yards x 35 yards) available. Four (4) fields required for ten (10) team tournaments. These fields must be well-groomed. As well, adequately lined with standard markings and have suitable nets and corner flags.

3.2 Fields & Facilities

- 1 field per age group (youth)
 - min size 65 yards x 50 yards for U12
 - min size 110 yards x 65 yards for U14 to U18 & Seniors
- If using grass fields, they must be cut the day before the first games and once again during the competition
- Lines retouched as needed
- Technical areas lined or coned
- Nets and corner flags up 1 hour prior to the first game each day
- Team tents and benches at each field
- Field Marshall/4th official tent at each location with table and chairs
- Designated warm up area for teams
- Minimum of 2 game balls per field; 3 preferred
- Washrooms or portable washrooms in close proximity to each field
- Clean drinking water provided for both teams and officials for all games at each venue
- Headquarters room or tent adjacent to the fields with access to power and internet
- Hospitality room or tent at each venue for referees and volunteers
- Shelters for Home and Away teams at each field

While not mandatory, some things can make your tournament a memorable experience:

- Ball Chasers at each field
- Concession stand – optional but highly recommended
- Souvenir booth - optional
- Canteen Services – Food & Drinks

3.3 Accommodations

The Host Club must have adequate accommodations available within a short distance to the fields. The terms with these hotels must be negotiated in advance with rooms blocked off for the travelling teams. All this information, including the cut-off date for reservation, must be sent to SNB. Where possible opposite gender teams should stay at difference hotels, and at the minimum on different floors.

The Host Club must provide SNB with a list of all suitable hotels and contact information in their general area. The Host Club must ensure suitable accommodations are available for the SNB Representatives and other game officials from outside the Region.

Competition venue must be within a 30 minute drive of the accommodations.

3.4 Health Care Standards

- The Host Club must ensure a medical kit and ice are available at each field.
- Also, advise local hospitals of the event and possible sport-related injuries.
- The Host Club must ensure there are official first aid providers on site for all games.
- Each field must have easy Emergency Vehicle Access.

3.5 Communications

- Approve design of all tournament apparel (LOC, Volunteer, and Souvenir Apparel)
- Send out team communications and information packages
- Creation and distribution of the Souvenir Program
- Province wide media releases
- Branding and signage for Soccer NB and Soccer NB partners

3.6 Sponsorship

Each local Host Club may seek out and negotiate local event sponsors. However, this must be done in consultation with SNB. Due to existing partnerships SNB has with certain sponsors we must work together to ensure that these relationships are maintained. A list of SNB Sponsors will be sent to each Host Club once they have been selected. A Host Club may not sign a contract without seeking approval from SNB. Each Host Club may notify any local media outlets to capture the tournament. SNB will ensure they have sent out media releases for each tournament.

3.7 Final Report

Each Host Club must submit the final report to SNB within 7 days after the completion of the event. These reports are used to gain knowledge of what worked for each Host Club and what challenges they may have faced so we can mitigate those in the future.
