

2017 CHAMPIONSHIPS HOSTING AGREEMENT



THIS AGREEMENT made as of the ___th day of _____, 2017

BETWEEN:

Club
Address

(Hereinafter referred to as the "HOC")

- And -

Athletics Ontario
3701 Danforth Ave
Scarborough, Ontario
M1N 2G2

(Hereinafter referred to as the "AO")

As part of Athletics Ontario's mandate, the association provides competition structures for athletes from Bantam to Senior age classes. AO seeks to organize and conduct Provincial Championships that are:

- optimal for athletic performance;
- appealing to spectators;
- financially sound, which plan for a profit;
- appealing to participating sponsors, providing appropriate visibility and exposure;
- fair and equitable to all HOC partners; and
- an opportunity for HOC to showcase local, technically sound, facilities and strong organizational skills.

Athletics Ontario retains all rights to athletics Provincial Championships, which is the exclusive property of AO.

Athletics Ontario hereby engages the HOC to co-host the **Name of championship, date, location**, under the following terms and conditions of this Championships Hosting Agreement ("Agreement").

TERMS & CONDITIONS

AO and the HOC are mutually committed to ensuring well-staged and financially profitable Championships that reflects the quality of the athletics presented, in terms of event promotion, production and technical proficiency. Detailed hosting information can be found in the **2017 AO Policies and Procedures for the Staging of Provincial Championship (P&P)** at www.athleticsontario.ca

Specific terms for Athletics Ontario and the Host Organizing Committee are outlined as follows.

ITEMS ¹	ATHLETICS ONTARIO	HOST ORGANIZING COMMITTEE
001 – Competitions (and Dual Meets)	Any of the Championships may incorporate a dual meet versus another branch, at the request of AO. Any extra costs associated with inclusion of the additional competition will be the responsibility of AO.	
002 –Sanction (and Insurance)	Championships are automatically sanctioned by AO, along with insurance coverage as per the AO insurance coverage.	Be familiar with the insurance coverage provided by AO and ensure that additional activities undertaken by the HOC in conjunction with the meet have proper coverage in place.

¹Items correspond to the AO 2014 Staging of Provincial Championship (P&P)

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006 – Awarding of Championships	The Host Organizing Committee shall receive a Championship Agreement following the Bid Selection announcements. The agreement shall be signed by a representative of AO and the HOC. AO will retain the original copy and return a signed copy to the HOC for their records.	
007 – Technical Delegate	The AO Technical Delegate shall: (1) attend all provincial championships to ensure that technical arrangements are in conformity with IAAF & AO Rules; (2) assist with organizational matters; and (3) ensure that the procedures within P&P are observed.	
190 – Meet Organization & Meet Management	AO Staff shall: (1) ensure the membership status of all Ontario athletes who seek to enter the Championships; (2) arrange for the production and delivery (to HOC) of Championship competitors’ bib/numbers and pins; and (3) provide entry numbers and entry fee summary to the Competition Director.	Prepare registration packages for athletes and coaches and ensure that: (1) an organized and efficient registration process is done by adults; (2) hardcopies of the athlete check-in protocol are posted and included in the registration packages and announced prior to the start of each day’s competition and repeated several times throughout; and (3) the athlete check-in procedure is followed and run by adults.
008 – Sponsorships	Provide a list of current AO sponsors to the HOC not less than six (6) months prior to the date of the competition and ensure that: (1) banners and other recognition materials for AO sponsors (as required) are provided; and (2) AO sponsor logos are included in the technical package at a minimum, with possible signage at venues.	Ensure that AO sponsors and the Championship sponsors will solely receive exposure and that: (1) AO banners and other recognition materials for sponsors are displayed, as required, including the Government of Ontario; (2) not enter into a sponsorship agreement with a company or organization that competes with AO sponsors without the written permission of AO; or (3) offer a product or service (e.g. alcohol, tobacco) which is not condoned by AO.
009 – Facilities – Minimum Requirements	Manager of Competitions, Technical Specifications & Logistics shall: (1) inspect, in cooperation with the HOC the competition facility and all equipment, at least eight (8) weeks prior to the competition to ensure that all events can be conducted safely; (2) work with the facility management to ensure that the Championship site is of a Provincial Championship standard (3) provide a report to the Competition Director and Facility Manager within five (5) days after the inspection.	The Competition Director and Facilities Manager shall be invited to join the inspection in cooperation with AO to review the competition venue and all equipment, prior to the competition to ensure that all events, including cross country, can be conducted safely and in accordance with all rules. For Cross-country, Road Running and Race Walking Championships a certified course must be provided.
010 – Technical Package	Manager of Competitions, Technical Specifications & Logistics shall provide a standard schedule of events for each Championship. The Competition Director and the Manager of Competitions, Technical Specifications & Logistics shall: (1) subject to minor adjustments, agree on a preliminary schedule to be issued in the Technical package ensuring that: a) the event schedule meets the needs of all parties; b) provides suitable meals and break times for both track and field event officials and volunteers; and (2) prepare the Technical package that shall be available via the AO website, in a downloadable format, at least four (4) weeks before the event.	The Competition Director shall provide, at least eight (8) weeks prior to the meet: (1) a list of hotels and/or other accommodations near the competition site; (2) a plan or satellite view of the venue; (3) directions and map to venue; and (4) ensure that Participant Services information are made available for inclusion, including gate fees. For Cross Country Championships, provide easy-to-follow course maps.
Post Entries – Final Schedule	Manager of Competitions, Technical Specifications & Logistics shall: (1) adjust the preliminary schedule based on the actual number of entries received; and (2) ensure that the final schedule (including the anticipated number of races for each event and age group) is posted on the AO or another publicized website no later than 24 hours before the start of competition.	Ensure that a hard copy of the final schedule is: (1) included in the registration package; and (2) posted at the competition site prior to the start of events.
011 – Entry Deadlines	Except in Road Running and Race Walking, the entry deadline shall be 11:59pm on the Monday immediately prior to the Championships. Online late entry deadline shall be 3:00 pm on the Wednesday prior to the Championships.	
012 – Entry Fees	Entries \$25.00/event Relays \$35.00/team Late/Post entry- \$25.00 in addition to regular fee Trackie transaction fees are also payable on the above.	Road Running and Race Walking competitions entry fees determined by HOC and approved by the AO Director of Technical Services. Host clubs (HOC) shall pay full entry fees, post entry and protest fees.
014 – Mode of Entries	Accept entries and entry fees using Trackie.ca. Entry fee payment: (1) online by credit or debit card; (2) cheque	

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	must be organized with AO ahead of time where an exception will be made.	
013 – Post Entries	AO shall provide personnel to collect post entries at meet. The latest that an athlete can post-enter is one (1) hour prior to the start of the first day of the Championships, with a \$50.00 cash fee (\$60 for relays) at the time the entry.	
016 – Seed Performances	The Technical Delegate shall be responsible for resolving any issues with seed performances.	HOC shall ensure that the heat sheets are posted at least 30 minutes prior to the scheduled start of the event.
020 – Eligibility	The Technical Delegate will decide on issues of eligibility.	
030 – Rules of Competition	Cooperate to ensure that all AO Championship events are staged and run according to IAAF rules and in compliance with the AO regulations (P&P).The AO Director of Technical Services must approve modifications prior to the Championships.	
055 – Officiating	<p>The AOOEC (Director of Availability) shall: (1) provide the list of available officials and their contact information to the HOC two (2) months prior to the meet; (2) produce the officials assignments based on the available /confirmed officials; and (3) provide it to the Competition Director and the AO Technical Delegate for inclusion in the Official’s information package.</p> <p>Any shortages in the number of officials available, the day of, should be reported to the AO Director of Technical Services immediately.</p>	<p>HOC shall: (1) ensure that there is a designated Meet Official’s Host to coordinate matters relating to officials; (2) invite/confirm available officials provided by the AOOEC four (4) weeks prior to the meet; (3) coordinate (with AO) accommodations for technical officials; (4) arrange for meals, as appropriate, and refreshments and consult on dietary requirements (a per diem may be provided in place of meals); (5) send the officials information package to all confirmed officials four (4) weeks prior to the meet; (6) provide a suitable room or tent for officials and volunteers for meals, breaks and storage of clothes/bags; and (7) provide water and snacks as appropriate to officials and volunteers throughout the meet.</p> <p>If fewer AO officials have indicated their availability than the minimum number shown in any particular discipline, the Competition Director may utilize non-AO officials.</p>
055.4 – Minor Officials/ Volunteers		The HOC shall: (1) provide an appropriate number of trained and physically capable minor officials and volunteers; (2) provide a list of volunteers and a schedule of their assignments; and (3) provide meals, water and snacks as appropriate to volunteers throughout the meet.
195 – Staying on Schedule	The Technical Delegate, with the cooperation of the Competition Director and Referees, shall endeavor to keep the competition on schedule. Once the final schedule is issued, it may not be advanced without the approval of the Referee and all athletes concerned.	
090 – Equipment	Make available AO-owned technical equipment as required, such as throwing implements, wind gauges, etc.	As applicable, ensure that: (1) hurdles, blocks, steeple barriers, high jump and pole vault equipment is ready for meet; (2) all equipment meets IAAF/AO minimum standards; (3) there are at least two legal throwing implements of each mass for use at the competition; (4) arrange for pick up and return of borrowed AO equipment; (5) suitable weigh scales and other measuring equipment are available; (6) where available, display boards are utilized to indicate height or distance in field events; (7) Photo-timing in accordance with the requirements of the category of competition is utilized; (8) an adequate sound system which can be heard from all competition areas is utilized; (9) a knowledgeable announcer for track, field and cross country events and awards is used; and (10) tables/boards are used for posting the track heat sheets in relevant areas.
100 – First Aid/ (Health & Safety)	The AO Technical Delegate shall have the sole authority in the making of decisions with regard to the commencement, delay, suspension, or continuation of any event due to weather or any such matter that may affect competition.	HOC shall have: (1) dedicated trained and currently certified personnel to handle basic injuries and first aid including CPR (Cardio Pulmonary Resuscitation); (2) a defibrillator, readily accessible and available on site for the duration of the competition; (3) on hand the phone number and address of the nearest hospital; and (4) have a working onsite phone.
107 – Spectator (and Participant Services) <u>Optional</u>		The HOC may: (1) provide services to participants and spectators; and (2) charge a spectator admission fee. The fee amount must be mutually agreed upon with AO prior to signing the Agreement. If an admission fee is charged provision must be made to provide passes for AO registered coaches of participating athletes, officials, and volunteers.

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110 – Pre Competition Meeting	AO Technical Delegate, personnel and Referees shall attend meeting.	The Competition Director shall provide a time and place prior to the start of the competitions at which club administrators and coaches shall obtain information concerning the procedures for the meet (e.g., athlete check-in protocol, health and safety matters, protest, award presentation protocol and introduce all the Referees). The time and place of the meeting shall be communicated in the technical package.
120 – Heat Sheets 135 – Seeding of Heats	The Technical Delegate shall ensure that the sheets for track events to be conducted as qualifying heats or timed sections are set up based on the latest check-in information for each event.	The Competition Director shall ensure that: (1) the performance lists are posted on the AO or another publicized website no later than 24 hours after the entry deadline; and (2) the announcer and officials receive hardcopies of the track and field competition sheets.
125 – Provincial Records	The Manager of Competitions, Technical Specifications & Logistics shall ensure the Competition Director receives a copy of the current provincial records.	Ensure that all current Provincial Records are captured on each event sheet (track and field).
200 – Awards	Provide medals for Championship events. At the Cross Country Championships, provide additional medals at cost (\$5.00) to HOC for non-scoring members of medal-winning teams.	HOC shall: (1) assign an Awards Coordinator with an assistant available for the duration of the competition; (2) provide only AO-approved awards; (3) ensure that the Awards Coordinator conducts the presentation of awards on a podium using the AO Medal Ceremony Script (P&P) ; (4) ensure the surplus of AO awards is returned to the AO office within ten (10) days of the conclusion of the competition; and (5) be responsible for the cost of medals distributed to athletes by the AO office after the conclusion of the competition. At Cross Country Championships, provide additional medals at cost (\$5.00) to non-scoring members of medal-winning teams and return extra medals and money collected to AO.
210 – Results	The Technical Delegate shall; (1) check the results to ensure they are complete and accurate; (2) provide to the AO Manager of Competitions, Technical Specifications & Logistics, for archival purposes, an amended version in electronic form within one week; (3) ensure results are posted live on the AO website or at a minimum, after each day of competition; and (4) ensure that all original result sheets are scanned and archived by AO Staff.	The Competition Director shall: (1) provide ‘runners’ to transport result sheets to the announcer and post; (2) make available in electronic form a complete set of results (e.g., Hy-Tek backup file), to post ‘live’ online in a form acceptable to the Director of Technical Services; (3) provide hard copies of results upon request the Technical Delegate; and (4) deliver all original result sheets and electronic photo-timing files to the AO office within five (5) days of the conclusion of the competition.
Assessment and Evaluation of the Meet	Championships Committee Members will assess the meet with respect to the expectations of the Championship Agreement. Membership feedback will be solicited via Survey Monkey. The survey results will be reviewed by the Competitions Committee and shared with the HOC.	The Competition Director shall complete a meet report as per the attached template.

FEES AND EXPENSES

The HOC shall receive 40% of net revenue plus 100% revenue generated from Participant Services: sales of event merchandise (food, raffles, apparel, photos, etc.); gate receipts; and sponsorships (except those solicited by AO). Costs associated with Participant Services are the sole responsibility of the HOC.

Net revenue is the amount after expenses (net of H.S.T.) deducted from gross revenue. If net revenue is negative, AO will invoice the HOC for 40% of the negative amount.

For the purposes of this Agreement, gross revenue is equivalent to entry fees of \$25 or \$10/athlete; post entry fee is \$50/athlete. Relay fee (indoor & outdoor) is \$35.00/event/relay team; post entry fee is \$60/event/relay team. Combined Events fee: Decathlon \$35.00; Heptathlon, Octathlon \$32; Pentathlon \$30.00; Tetrathlon \$30.00. Protest fee is \$25/protest. HOC (Host Club) shall pay full entry fees for its athletes.

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The following expenses will be deducted from gross revenue:

- H.S.T. on entry fees;
- entry processing fees;
- facility rental fees;
- officials travel, parking, and accommodations;
- officials and minor officials/volunteer meals;
- photo-timing service fees;
- athlete recognition;
- medals (at cost);
- bibs and pins (at cost);
- office supplies (at cost);
- medical personnel, supplies & expenses (including any drug testing requirements);
- sound system (if required);
- starting shells and loudhailer rental;
- podiums, banners; and
- other pre-approved meet expenses prior to the start of the competition (i.e., tents, equipment rental, etc.)

AO shall pay directly for large expenses upon receipt of invoice. Reasonable upper limits will be placed on photo-timing, official's accommodations, and meals for officials and volunteer. Prior AO approval is required for any additional major meet disbursements, prior to the start of the competition.

The HOC must submit a detailed financial statement showing all sources of income and all expenses related to the competition, including Participant Services and receipts, within ten (10) days of the close of the meet using the attached template.

AO shall forward the HOC payment within ten (10) days of receipt of the Championship meet report and financial records.

APPENDIX:

2017 HOC Agreement Appendix 1 – Competitions Director Job Description

2017 HOC Agreement Appendix 2 – Volunteer Coordinator Job Description

CONFIDENTIALITY: The Host Organizing Committee acknowledges and agrees that it shall not at any time, or in any manner, except where authorized or required by law or by AO, divulge, disclose or communicate to any person, firm, or corporation any information concerning any matters affecting or relating to AO's business affairs.

NON-COMPLIANCE, TERMINATION & ABERRATION

At any time prior to the Championship meet where either party is of the opinion that the other party is not performing its obligations hereunder, in such a manner, and at such times, so as to ensure adequate and proper planning, the aggrieved party shall notify forthwith in writing, the other party, that it has ten (10) days to comply with its obligations at which time if the aggrieved party is not satisfied, it will terminate the agreement.

Where the notified party is of the opinion that the aggrieved party should not have terminated the within the paragraph immediately above in this section of the agreement, the notified party may request the appointment of an arbitrator. The arbitrator shall have the authority to determine whether the agreement should be terminated, with power to set forth steps to be taken to remedy any deficiencies or defaults determined. The decision of the arbitrator shall be final.

IN WITNESS WHEREOF the Host Organizing Committee and Athletics Ontario have executed this Agreement as of the written date above.

HOST ORGANIZING COMMITTEE

Per: _____

Name:

Title:

ATHLETICS ONTARIO

Per: _____

Name: Randolph Fajardo

Title: Manager, Competitions, Technical Specifications
& Logistics