

**NATIONAL CHAMPIONSHIPS
POLICY**

**CANADIAN HANDBALL
ASSOCIATION**

APRIL 2003

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INTRODUCTION

This policy has been developed by the Canadian Handball Association to provide direction and guidance relative to the Canadian National Handball Championships.

It was prepared with input from all provincial handball associations and has been approved by the Executive and the Board of Directors of the Canadian Handball Association.

Where revisions to the policy are proposed, a subcommittee of the Board will be struck to review the revisions and make appropriate recommendations to the Board.

It is hoped that this policy will assist those responsibilities for organizing the Canadian Handball Championship and provide direction to all provincial handball associations.

HOSTING THE NATIONAL CHAMPIONSHIPS

1. The CHA Board of Directors awards the hosting of the Nationals to a Host Committee in accordance with a two-year plan.

For example, at the Board of Directors meeting in May 2001, the Board:

- a) reviewed the progress of the Host Committee in Vancouver for the Championships in 2002.
 - b) awarded the 2003 Nationals to the Host Committee from Regina. These Nationals have been determined to be the seventy-second (72nd) Canadian Handball Championships.
 - c) identified Host Committee(s) interested in hosting the Nationals in 2004 in Winnipeg, Manitoba and Quebec City in 2005.
2. In making a decision where two or more Host Committees bid to host the Nationals in the same year, the Board of Directors will consider:
 - The quality of the presentation.
 - The suitability of the facilities.
 - The ability of the committee to run a championship successfully.
 - Significant events occurring in a province in a particular year (i.e. Expo, Bi-centennials, etc.).
 - The desire to obtain a reasonable balance between championships held in the east and west.

FINANCES

1. The Host Committee is established as an independent economic organization for the sole purpose of hosting the National Championships.
2. The Host Committee is responsible for any financial losses incurred. The CHA cannot and will not accept any responsibility for deficits incurred.
3. A condition of any successful bid to host the National Championships is that the Host Committee will abide by CHA policies and procedures.
4. The Host Committee is required to remit to the CHA a predetermined assessment (this amount will be determined at the semi-annual meetings in October prior to the tournament) per participant including juniors and women. The determined assessment is \$5.00 per player unless otherwise decided.
5. If the Host Committee generates a profit through hosting the National Championships, the following formula is used to determine' profit sharing:
 - a) up to \$1,000 profit - retained by the Host Committee.
 - b) profits in excess of \$1,000 - divided between the CHA and the Host Committee with the host committee receiving 2/3 and the CHA 1/3 of the excess profits.
6. The CHA endeavours, within its budgeting limitations, to provide travel subsidies to players, referees, coaches and executive members from eight provinces other than the host province. This has helped ensure cross-Canada representation in most events.

Depending on the location and finances at the time of the Nationals, the CHA may financially assist up to 70 out-of province participants as follows:

** All province designated representative players for events (a), (b), (c) and (d) must play in their respective events for funding purposes.

- | | |
|--------------------------|------------------|
| a) Men's Open Singles | e) Coach |
| b) Men's Open Doubles | f) Referee |
| c) Junior's (19 & Under) | g) Commissioner |
| d) Women's Open Singles | h) CHA Executive |

Where budgets have been approved before the Nationals, the CHA will indicate monies available for the provinces prior to the Nationals.

MEETINGS

1. There are a number of meetings held in conjunction with the Championships. These include the following:
 - a) Annual General Membership Meeting (usually held on Friday)
 - b) CHA Semi-Annual Board of Directors Meeting (usually held on Thursday evening)
 - c) Coaches Meeting (usually held on Wednesday)
 - d) Referees Meeting (held Tuesday evening prior to 1st round matches)
 - e) Women's Membership Meeting (TBA)

2. The Annual General Meeting of the members is held on Friday. The time and location should be posted in advance at the tournament site(s). The meeting will usually be held at the Court Club. It will usually begin at 5:00 p.m. This meeting is open to all members.

3. The CHA Board Semi-Annual Directors meeting is held during the National Championships at a time and place to be announced. It is generally held on Thursday evening at 7:00 p.m. at the host hotel.

4. A meeting of all persons attending on a Coaches' ticket is held on the Wednesday afternoon usually at 5:00 p.m. at the Court Club.

5. A meeting of all persons attending on a Referees' ticket is held on the Tuesday afternoon usually at 4:00 p.m. at the Court Club. At this meeting, discussion will take place regarding rule interpretations and determining the way in which refereeing responsibilities will be assigned.

6. A meeting of all female members of the CHA is held during the Championships at a time and place determined by the Director of Women's Programs. If a new Director of Women's Programs is to be elected, the election takes place *at* this meeting.

REFEREES

1. The host committee will designate a Referee-in-Chief who will work with the CHA Director of Refereeing in ensuring competent referees are available for all matches.

Referee-in-Chief's responsibilities are to:

- a) Co-ordinate the efforts of referees from all provinces. To work closely with the CHA's Director of Refereeing during the Nationals.
- b) To ensure referees are available for all matches every day.

CHA Director of Refereeing responsibilities are:

- a) Ensure referees are available for the first matches every tournament morning.
- b) Ensure the availability of certified referees for the semi-finals and finals in each event.
- c) Assist in the interpretation of the rules of handball.
- d) Have a system whereby he/she is able to monitor the work of all provincial referees.
- e) Attend and facilitate the Tuesday referees' meeting at the Nationals.

2. If CHA funding is available, each province is able to send a certified referee to the Championships. While these Provincial Referees are permitted to play in the tournament, they are restricted to one event.

Provincial Referee's responsibilities are to:

- a) Identify himself/herself to the Referee-in-Chief.
- b) Make themselves available to the tournament's Referee-in-Chief to referee any matches requested of him/her.
- c) Attend the Tuesday referee's meeting to obtain information regarding their responsibilities for the Nationals.

The Provincial Referee has significant responsibilities to ensure the success of any National Championships. The CHA Director of Refereeing will be monitoring the Provincial Referee's contribution. If, in the opinion of the CHA Director of Refereeing, the Provincial Referee has not fulfilled his/her responsibilities, refereeing funding for the next National Championships may be lost to that Province.

REFEREES (con't)

3. It is recommended that as a general rule, match losers be required to referee the next game.
4. In an effort to encourage referees' efforts, the Host Committee should make a presentation at the banquet of a Referee's Award to the most deserving referee. The winner of the award will be determined by the Host Committee's Referee-in-chief and the CHA Director of Refereeing.
5. It is recommended to assign a capable referee for any match (i.e. an inexperienced junior refereeing any open event may create unnecessary problems).

NATIONAL SEEDING COMMITTEE

1. The National Seeding Committee consists of up to four representatives appointed by the CHA and one representative appointed by the Host Committee.

2. Its goals are to:
 - a) Assist the Host Committee by providing seeding information for all events.
 - b) Assist the Host Committee with preparation of the draws (The Host Committee is responsible for organizing the dates and times for each of the matches during the Nationals).
 - c) Give CHA approval of the draws.
 - d) Provide daily support to the Host Committee regarding problems with the draws during the tournament.

3. The National Seeding Committee is structured as follows:
 - a) Women's Division: Representative for Women's draw.
 - b) Junior Divisions: Junior Development Coordinator junior girls and boys draw.
 - c) Open Division draws: Appointed by the CHA
 - d) Advisors on draws: Western or Easter Representative Committee and/or Host Representative.

SEEDING PROCEDURE

1. Provincial Commissioners are required to send a list of the top four players in the women's divisions to the Women's Division Representative and to the Chairperson of the Seeding Committee. This list must be received 30 days prior to the Nationals.
2. For all junior events, the provincial lists of the top four players in each junior event should be sent to the Junior Development Coordinator 30 days prior to the Nationals.
3. For all other events, Provincial Commissioners are required to send a list of the top four players to the Chairperson of the Open Division 30 days prior to the Nationals.
4. The National Seeding Committee (NSC) will compile these lists on a national basis.
5. The NSC will also make use of the previous year's results to assist in the seeding.
6. The top two players in each division shall receive a seeding based on the previous year's results.
7. In seeding Doubles teams, both team members from the previous year must be returning in order to receive a seeding based on the previous year's results.
8. The NSC will, from all of the above considerations, prepare a national seeding in each event, which the NSC will then use in preparing the draws.
9. The NSC reserves the right to reclassify any player(s) its sole discretion.

DRAW PREPARATION

1. The NSC assumes responsibility for preparation of the draws.
2. Every effort will be made to ensure that players do not meet a player from the same province in the first round.
3. Players representing their provinces on a CHA ticket (i.e. an air ticket purchased with CHA assistance) must play in the division for which that ticket was issued.
4. The NSC will provide the draw to the Host Committee, which will assume responsibility for scheduling all matches.
5. Approval of any subsequent alterations to the draw requires NSC approval.
6. The NSC will usually prepare the draws one and a half weeks prior to the start of the tournament. For example, if the tournament begins on Wednesday, May 10, the draws will be prepared the weekend of April 29/30.
7. It is recommended that no entries should be accepted without the entry fee. No entries should be accepted after the entry deadline. The decision whether to accept late entries is not left to the Host Committee.
8. In scheduling matches, the Host Committee should try to ensure that junior's and Women's events are fairly represented on feature Courts and at the main Court Club.
9. Players entering the Canadian National Handball Championships must be members of either their provincial organization or be recognized by their national association (i.e. U.S.H.A. member). Players will be asked for their association card at the time of registration at the tournament. Membership cards would be made available at the registration desk.

OPEN CHAMPIONSHIP

1. The Canadian Nationals are an open championship. The Decision as to whether the Championship is an open or closed championship is not left to the Host Committee.
2. The Championship is run as an "Open" Championship, a Canadian Closed Champion may be declared in all events (other than consolation events and B/C events). The CHA Board of Directors will determine if a Canadian closed champion needs to be declared.
3. The procedure which must be followed in declaring a Canadian Closed Champion is as follows:
 - a) If a Canadian wins the Open Championships, he or she is automatically declared the Closed Canadian Champion
 - b) If a Canadian loses to a non-Canadian in the final, the Canadian is automatically declared the Closed Canadian Champion.
 - c) Any Canadian advancing to the quarterfinals who loses to a non-Canadian qualifies for the Canadian Closed unless a Canadian advances farther.
 - d) The Canadian who advances the farthest from the quarterfinals is declared the Canadian Closed Champion unless a tie exists in either the semi-finals or the quarterfinals.
 - e) A Canadian Closed final will be played only if a tie exists.
4. In the interest of saving costs, it is recommended that the Host Committee purchase trophies for Open winners only (in most events the same person wins the open and closed event). Where a different person wins the closed (because a non-Canadian won the Open) a trophy should be purchased and mailed to the winner.

B/C EVENTS

1. A "B" player is a player who has never won a National Championship of any kind excluding junior, doubles, and C division championships.
2. A "C" player is a player who has never won a Provincial Championship of any kind.
3. A doubles team must register in the division of the higher caliber player.
(i.e.: A "B" and "C" player on a doubles team must compete in "B" Doubles)

AGE EVENTS

1. All age divisions are based on the player's age as of December 31 of the year in which the tournament is held. A player turning 40 years of age on November 20, 2003 can play in the Masters Division as of January 1, 2003 (i.e. January of the same year).
2. Entry forms should clearly explain these rules respecting each age division.
3. All junior entrants must provide proof of their age by forwarding a copy of their birth certificate along with their entry form.
4. In the Doubles events, both players on the doubles team must meet the age requirements (i.e. both players on a Master's Doubles team must be in the Masters age bracket).

CONSOLATION EVENTS

1. Consolation events must be held in such a way as to ensure that every player who enters an event is guaranteed at least two matches in that event.
2. The format to be used for the Consolation events is decision of the Host Committee.
3. It is recommended that the Consolation events be run by a separate committee to avoid putting extra pressure on the Floor Manager and the team responsible for the main events.

ONE/TWO EVENTS

1. The Host Committee is responsible for deciding whether players may participate in a second event.
2. In the event of the Host Committee allowing participation in a second, that event may only be a doubles event.
3. A player is allowed to participate in only one singles and one doubles event.
4. Provincial Referees are allowed in one event only.
5. Players entering two events (i.e. singles and doubles) are expected to fully participate to the best of their ability in both events. Players are not allowed to engage in any form of unsportsmanlike conduct in one event to attempt to improve their chances of winning a second event. This would include defaulting a game intentionally when the player is able to play or flipping a coin to decide a match. Any player(s) engaging in any form of unsportsmanlike conduct will be defaulted from all events.
6. When tickets are awarded to the Provinces for specific events, the participant must play in the event. In other words, the participant receiving the ticket for the under-19 division must play in the under-19 even if that person may still qualify to play in the under-15 category. This holds true for all ticket-awarded categories. A junior who is participating in the nationals on the under-19 ticket must play in that event. However, if he/she is eligible to play in the under-17 or under-15, they may play singles in the lower age event as their second event.

LIST OF EVENTS

The Host Committee will decide which events to run based on considerations such as the number of participants. It is recommended that the Host Committee consider combining events with less than eight participants. The entry form should state that the Host Committee reserves the right to combine events due to insufficient entries.

OFFICIAL BALL

Men's Events

Red Label	Open Singles	Open Doubles	
	B Singles	B Doubles	
	C Singles	C Doubles	
	Senior Singles	Senior Doubles	35+
	Masters Singles	Masters Doubles	40+
	Veteran Masters Singles	Veteran Masters Doubles	45+
	Golden Singles	Golden Doubles	50+
	Veteran Golden Singles	Veteran Golden Doubles	55+
	Super Golden Singles	Super Golden Doubles	60+
	Super Golden Veteran Singles	Super Golden Veteran Doubles	65+
	Diamond Singles	Diamond Doubles	70+

Women's Events

White Label	Open Singles	Open Doubles
	B Singles	B Doubles
	C Singles	C Doubles

Junior Boys Events

Red Label	19 & under Singles	19 & under Doubles
	17 & under Singles	17 & under Doubles
White Label	15 & under Singles	15 & under Doubles
	13 & under Singles	13 & under Doubles
	11 & under Singles	11 & under Doubles

Junior Girls Events

White Label	19 & under Singles	19 & under Doubles
	17 & under Singles	
	15 & under Singles	15 & under Doubles
	13 & under Singles	
	11 & under Singles	

* All age categories are based on the player's age as of December 31 of the year in which the tournament is held.

JUNIORS AT THE NATIONAL CHAMPIONSHIPS

PRINCIPLE

The CHA is concerned with ensuring the safety and well being of all junior participants at the National Championships. It is a requirement that all juniors follow the rules that have been established respecting their conduct at the National Championships.

The CHA has established the following guidelines based on the premise that the conduct of the junior is a shared responsibility of:

- a) each Provincial Handball Association
- b) the parents of the junior handball players
- c) the junior handball players themselves.

These guidelines apply to all juniors who are participating in the Junior 19 and Under events and all lower age events.

RESPONSIBILITIES

1. Provincial Handball Associations have an obligation to their junior handball players and their parents to ensure the safety and well being of all juniors in accordance with these guidelines.
2. Parents of junior players have a responsibility to communicate to their children the requirement for them to follow all rules and maintain acceptable standards of conduct. Parents should also identify the possible consequences of failing to comply with these requirements.
3. All junior players have a responsibility to themselves and to all other junior players to ensure that junior divisions continue to form part of the National Championships. They can best do this by following all rules and maintaining acceptable standards of conduct throughout the championships.

COACHING & MONITORING JUNIORS

1. Coaches should be available to all the matches for juniors (or a substitute adult who is known by the junior).
2. Coaches should be made responsible for the movement of juniors from hotel to courts and elsewhere.

3. Coaches should know the games times of all junior players and communicate these to the juniors.
4. Coaches should assist their juniors in their matches in strategy, skill development and court behaviour.
5. Coaches should have an effective means of communication with parents and juniors re: travel, lodging, meals, court behaviour, curfews, and bed checks. This could be effectively completed through a group meeting, personal contact and/or letter stating the province's expectations. The parents and juniors should sign this letter of consent.
6. Curfews - What is reasonable?
 - a) 17 & under – 10:00 p.m. during tournament play
 - b) 19 & under – 11:00 p.m. during tournament play
 - c) Banquet evening - 12 midnight
(All juniors - unless closely supervised at the banquet by their provincial rep.)
7. The use of alcohol or illegal drugs at the National Championships by juniors will not be tolerated. All juniors and their parents should be advised that juniors violating this rule would be expelled from the tournament. In addition, the consequences set out in the section on gross misconduct may apply.

It should be noted that some juniors who are 18 & 19 years of age may be legally entitled to drink when the National Championships are held in certain provinces. However, the prohibition on alcohol use applies to these juniors as well. While this rule may appear harsh to these juniors who are legally entitled to drink, it has been established in the best interests of all the juniors attending the Championships. The CHA Board of Directors has determined that all juniors should be subject to the same rules on alcohol consumption since they room, travel, socialize and play together.

GROSS MISCONDUCT

Parents and juniors should be advised that any form of serious misconduct could result in one or more of the following courses of action:

1. Parents contacted and the junior sent home on the earliest transportation at the parent's or provincial association's expense.
2. Loss of CHA funding for the junior's airplane ticket.
3. Expulsion from the tournament.
4. Loss of his/her championship.
5. Suspension of the junior from the National Championships for one or more years.

CHA REVIEW

Provincial Associations, which fail to fulfil their obligations regarding juniors under this guideline, may be subject to one or more of the following penalties at the discretion of the Executive.

1. Loss of CHA funding for airplane tickets for juniors in the current year and/or next year.
2. Loss of CHA funding for airplane tickets for the coach in the current year and/or next year.

TRAVEL, LODGING & MEALS OF JUNIORS

Effective communication with the parents and juniors is essential. An itinerary of all information should be made available to all parents, juniors and your association executive. Essential information to be included:

1. Phone numbers - hotel, junior contact person, CHA official, parent's home phone number, club phone number where tournament is held.
2. Hotel address.
3. Itinerary of events and possible activities planned by your association.

4. Equipment and clothing essential for the tournament and the banquet.
5. Money needed by the juniors (i.e. breakfast and spending money).
6. What the Host Committee provides (i.e.: transportation, meals, events, etc.).

EYEGUARDS

1. Eyeguards are mandatory in all matches. Players should wear them at all times on the court including warm-ups. No exceptions are allowed.
2. Eyeguards must be properly worn at all times during matches.
3. The entry form should refer to the fact that eyeguards are mandatory. The CHA recommends that C.S.A. approved eyeguards be worn.
4. All referees should be advised of the eyeguard rule.
5. If professionals are invited to participate in exhibition games, they should be advised that proper wearing of eyeguards is a condition of their participation. They are expected to provide an example to all handball players and especially junior participants.

OFFICIAL TOURNAMENT BALLS

1. The White Label is compulsory in both boys and girls junior 13 and under and junior 15 and under events. The players do not have an option.
2. In women's events, the White Label will be the tournament ball unless both players agree to use the Red Label.
3. In all other events, the Red Label will be the tournament ball, unless both players agree to use the White Label.
4. If the appropriate White Label is not available, the decision respecting a suitable alternative will be the responsibility of the Director of Women's Programs and the Director of Junior Development.

ENTRY FORMS

1. Entry forms, tournament programs and posters must all acknowledge the support provided to the CHA by Sport Canada.
2. Entry forms, tournament programs and posters should also contain reference to the Canadian Handball Association and should use the CHA logo.
3. The entry form must indicate that all juniors are required to provide a copy of their birth certificate. **ENTRIES WILL NOT BE ACCEPTED WITHOUT PROOF OF AGE.**
4. The entry form must indicate that properly worn eyeguards are compulsory on the court.
5. The entry form must contain a waiver of responsibility section, which is signed by the participant or his/her legal guardian. It is recommended that at the registration before the tournament, signed waivers be obtained from any participants for whom they are missing.
6. The entry form should contain a reference as follows: "HELP HANDBALL GROW". All donations of \$10.00 or more to the Canadian Handball Association are tax deductible. They will be used to encourage the participation of junior players throughout Canada. Please send your cheques to the CHA c/o Secretary/Treasurer.
7. The entry form must acknowledge Air Canada as being the official carrier of the CHA.
8. The entry form must acknowledge the official balls being used in the Nationals as the Red Label and White Label.

RULES

The rules covering the handball tournament are the official rules of the United States Handball Association as endorsed by the Canadian Handball Association.

SCORE CARDS

The CHA may provide scorecards in both French and English for use at the Championships. This is a contingent of available funds.

DRAW SHEETS

The CHA may provide draw sheets for use at the Championships. This is a contingent of available funds.

TOURNAMENT PROGRAM

1. It is recommended that the host committee produce a tournament program. The revenue from advertising can be a significant source of income to the Host Committee.

2. The tournament program could include the following:
 - 1) Letters from the appropriate dignitaries
 - a) Chairman's message
 - b) CHA President's message
 - c) Mayor
 - d) Provincial sports body
 - e) Federal sports body
 - 2) Provincial reports from October
 - 3) Highlights of accomplishments of individuals
 - 4) Photos
 - 5) Advertising
 - 6) Possible insert of official draw sheets after program has been completed.
 - 7) Acknowledgement of tournament sponsors
 - 8) Tournament agenda and special events
 - 9) CHA Executive
 - 10) Upcoming tournaments
 - 11) Organizing Committee
 - 12) Previous year's champions
 - 13) Provincial rankings
 - 14) Other feature articles (i.e. Instructional, training, etc.)

3. The tournament program can serve two purposes.
 - 1) The Host Committee will provide a tournament program to each tournament participant.
 - 2) The tournament program with the inserted results can become a CHA yearbook/souvenir and be distributed as follows:
 - a) At the annual meeting, the CHA will decide whether or not to request this additional program, subject to available funds.
 - b) After the Championships (Nationals) are completed, if requested, the Host Committee could prepare an additional section (4-8 pages) which would contain tournament results and pictures.

- c) These expanded tournament programs will be bulk mailed by the CHA to the Provincial Commissioner for distribution to provincial members. The distribution of these copies across Canada would assist in the sale of advertising for the program.
- 4. The additional copies, if requested by the CHA, may be printed as an over-run to the original printing of the tournament's needs. The CHA will pay the costs of the printing over-run only when printed with the needs of the tournament itself and any of the four to eight inserted pages (CHA requested) containing tournament results.
- 5. It is recommended that in preparing the tournament program, the Host Committee give consideration to the expanded role of the program. Since it is going to also serve as a CHA yearbook, an effort should be made to provide coverage of activities in the provinces and possible tournament results where available, etc.

CLINICS

It is recommended that the Host Committee consider offering a variety of clinics. CHA support will be provided on request through the Directors of Junior Development, Coaching/Refereeing and Women's programs. The following types of clinics could be considered:

- Refereeing
- Advanced Refereeing
- Refereeing (for Juniors only)
- Refereeing (for Women only)
- Skill Development for Juniors
- Skill Development for Women

TOURNAMENT ACKNOWLEDGEMENTS

A list of all sponsors should be posted prominently during the entire tournament:

- Local advertisers
- CHA
- Sport Canada
- Air Canada
- etc.

CONCESSIONS

1. The Canadian Handball Association controls the rights to the sale of gloves, clothing, posters, or any other merchandise at the Nationals.
2. The Host Committee or any other person or persons may request the right to sell merchandise. This should be done in writing to the CHA Marketing Director.