



League Competitions Event Hosting Standards and Guide

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HOSTING A VANCOUVER METRO SOCCER LEAGUE COMPETITION

The Hosting Guide has been developed to assist club organizers plan and host a Premier division opening day kick-off event and league cups competition. The guide provides the host organization with specific requirements, policies and procedures that will help ensure that the competitions are hosted successfully.

The competitions are organized and hosted as a partnership between the Vancouver Metro Soccer League (VMSL) and a Local Organizing Committee (LOC). As such, the two organizations will sign a Hosting Agreement that provides each organization with a clear understanding of their responsibilities. The host is required to follow all of the league's policies and regulations to ensure a quality experience for all individuals and organizations involved with the competition.

Included in this guide are: hosting standards, roles and responsibilities chart, a timeline for planning and a sample of the Emergency Action Plan.



HOSTING STANDARDS

The VMSL Competitions Committee has set the following hosting standards. It is a requirement for each Local Organizing Committee (LOC) to follow these standards.

Minimum Requirements to Host a VMSL Competitions Event	
Local Organizing Committee Requirements	Chairperson
	Venue & Field Coordinator
	Ceremonies & Awards Coordinator - <i>if a cup competition</i>
	Volunteer Coordinator
	Set up and tear down crew at each venue
	Field Marshalls, Runners, & Ball boys - <i>optional unless specifically stated by VMSL</i>
Venue	Minimum of two fields - if both grass, a back-up turf field required
	Qualified First Aid attendants at venue – room or tent required
	Washrooms or port a potty in close proximity to each field
	Dressing rooms - <i>minimum 2 but recommend 4</i>
	Team postings for dressing rooms
	Clean drinking water available
	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
	Concession stand and Beer garden – <i>optional but recommended</i>
Fields	Grass or turf acceptable
	Field Size - min size 105 yards x 70 yards
	Grass cut the day before the first games
	Technical areas lined
	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 field with table and chairs
	Each field must have a roped or fenced off spectator side 2 meter back from touch line
	Designated warm up area
	Minimum of 2 game balls per field; 3 preferred

ROLES AND RESPONSIBILITIES

VMSL

- set event standards
- send out team packages/communication
- welcome message from the VMSL President
- medals and trophies
- approve all event apparel (volunteer shirts, etc)
- approve local advertisers/sponsors
- league sponsorship
- sponsor banners - *liaise with the LOC regarding venue layout*
- supply souvenir game/player program
- province-wide media releases
- approve games schedule
- provide game balls - for cup competition only
- referee fees - for cup competition only
- schedule referee assignments for all games
- provide hosting grant - *if applicable*

Local Organizing Committee (LOC)

- book fields
- book facilities
- event set-up / field lining / nets
- volunteer recruitment
- first aid & emergency action plan
- provide maps, field locations
- equipment – tents, tables, chairs
- concessions & beer tent - *optional*
- supply & set-up A/V, including computer, printer and onsite wireless
- clean drinking water
- officials dressing room
- local sponsorship
- signage - *liaise with the VMSL regarding venue layout*
- souvenirs
- post-event financial report (if grant eligible)
- post-event report
- hospitality room

Competition Committee

- rules & regulations
- host coaches meeting
- host officials meeting
- assist with ceremonies
- hold protest hearings as required
- sponsorship support
- hold discipline hearings as required

Teams

- uniforms (home & away)
- club equipment & medical supplies
- supply game balls for kick-off competition
- referee fees for kick-off competition (home team only)
- attend awards / social event (if applicable)

APPROXIMATE TIMELINE

2 to 4 Months Out

- Local Organizing Committee formed
- Coordinators appointed and/or sub committees formed
- VMSL distributes press release announcing host club/venues
- Fields and venues booked

2 Months

- Coordinators commence event planning
- LOC provides Emergency Action Plan (EAP) to VMSL
- LOC provides "foul weather" plan to VMSL
- Submit local sponsors to VMSL for approval (ongoing up until 1 month prior to event)
- Start recruitment of necessary volunteers

1 Month

- Information package details submitted to VMSL Office
- Book First Aid
- LOC representative(s) attends a VMSL planning meeting
- Advertising space in souvenir program ordered by LOC - *if cup competition*
- Banners, trophies and medals sent to LOC by VMSL
- Final Information Package submitted to VMSL
- Final game schedule submitted to VMSL for approval - *if cup competition*

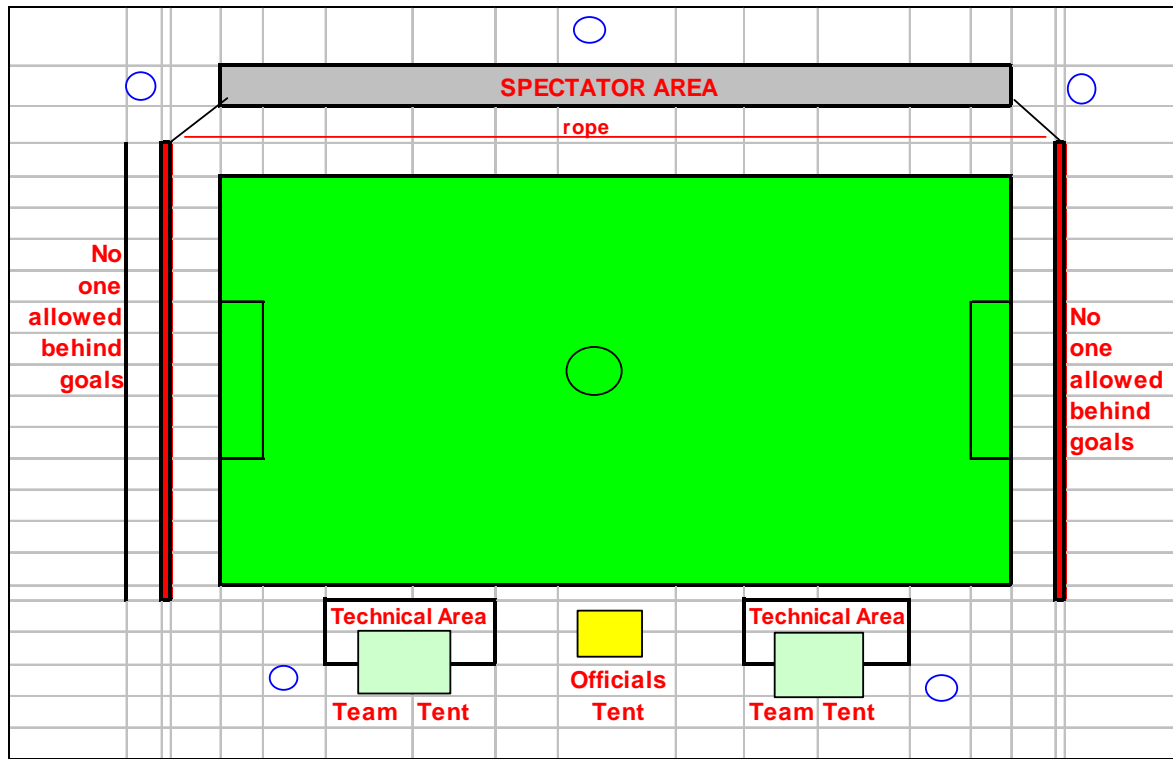
1 Week

- Meet with the VMSL regarding any last minute issues
- On-site meeting
 - tents, advertising, and sponsorship layout
 - ceremony parade

Post Event

- Submit a post event report, including 'pros' and 'cons' of the event and suggestions for improvement, to VMSL within 1 month
- Provide the VMSL event hosting financial statements & finalize hosting grant - *if applicable*

FIELD LAYOUT



CEREMONIES

The LOC are encouraged to invite the local MLA, the Mayor and other local dignitaries to attend and/or participate in the ceremonies.

Required for ceremonies:

- Master of Ceremonies (MC)
- PA system
- Seating area for dignitaries
- Marshalling area for teams (clearly marked)
- Parade marshals to direct teams
- Photographer (all ceremonies and presentations)
- Signage
- 2 minute maximum for each speaker
- Provide script to MC

Opening Ceremonies Schedule

- Participants to gather at the pre-arranged location 30 minutes prior to the start
- Teams lead in, in regional groups, by participating player or local club player carrying a sign
- Teams line up facing spectators and dignitaries
- Introduction of each team
- Welcome speeches – LOC Chair, VMSL Representative, Local Dignitaries
- Sponsor recognition – VMSL and local
- Entertainment – *optional*
- Closing remarks

Award Ceremonies

- Maximum 15 minutes after each cup final
- Scheduled immediately following each cup final
- Follow similar schedule to opening ceremonies - if there is enough time prior to the teams having to depart
- Present Medals and Trophies – supplied by VMSL
- Present game MVP - supplied by VMSL

SOUVENIR PROGRAM

Other than official game/player program put out by the VMSL, the LOC can create their own souvenir programs, sell VMSL approved advertising, and promote their club and affiliated teams. *However, we encourage the LOC to partner with the VMSL to provide one program.*

PHOTOGRAPHER

VMSL and/or LOC to arrange for professional photos to be taken of the medal presentations, sponsor signage at the venue, and action shots during game play. All photographs must be available for use by the VMSL after the competition.

APPAREL

The VMSL is responsible for all souvenir apparel, including purchasing, printing and sales; VMSL to retain all the profits.

All designs to be printed on apparel or other souvenir items must be approved by VMSL and include the VMSL logo as well as allow space to include the VMSL main sponsor logos.

FIRST AID

The LOC is responsible for making all the necessary arrangements for trained first responders to be available at all venues while games are in progress and during warm ups.

EMERGENCY ACTION PLAN

An Emergency Action Plan (EAP) is a predetermined set of actions and responsibilities to ensure anyone who is injured receives professional care in a timely manner and, that any emergency is dealt with in a timely and efficient manner. Your EAP must be a written document that is distributed to all of the LOC members, volunteers, team coaches and managers and submitted to BC SOCCER at least three (3) months prior to the competition. A sample EAP is attached.

LOCAL SPONSORSHIP

The LOC is encouraged to find local sponsorship of this event. However all potential sponsors and sponsor material/signage must be approved by the VMSL before they are accepted. Local sponsors must not directly conflict with major VMSL partners.

PRE COMPETITION MEETING

The following meetings must be held prior to the start of cup competitions:

- Coaches Meeting
- Officials Meeting

It is preferable that the officials meeting follow the coaches meeting so that the officials can sit in on the first part of the coaches meetings. These meeting will be chaired by the VMSL Director(s) attending the competition with the assistance of the LOC Chair. Here are some of the topics that will be discussed at these meetings: competition rules, uniforms, discipline, and ceremonies.

RESULTS

The VMSL is required to appoint a person to oversee the results.

EVENTS - AWARD & SOCIAL

If a VMSL **awards event** is planned, attendance will be mandatory for all teams. The number of tickets per team will be determined during the event planning process. Cost of the event must be approved by the VMSL and will be offset by mandatory club ticket purchases.

If a **social-only event** is planned, team participation is optional.

Appendix 1 - PUBLICITY GUIDELINES

Clearance and Approval of News Releases

The VMSL must approve all news releases relating to competitions issued to external media.

Policies and Procedures

The chairperson of the Local Organizing Committee should make an appointment for a personal conversation with the sports editors of local newspapers and radio and television stations well in advance of the competition. This personal visit is vital, as competition plans, size and other details can be discussed in detail.

The LOC will write all announcements and attach pictures. The LOC is encouraged to study articles related to sports functions and prepare the competition articles accordingly. Spelling, along with the dates and times, should be double-checked before submission. Preliminary publicity may deal with the announcement of the competition and plans already formulated by the association. Local people, and especially local dignitaries, should be given preferential treatment in the articles.

Publicity will increase spectator attendance and additionally win acceptance and recognition for the Association. Steps for the publicity chairperson to follow are:

1. Review the basic plans for the competition
2. Co-ordinate with the VMSL, hiring a professional photographer to provide pictures of pre-competition events for newsmen and for the association's records.
3. Provide space at the competition for the working press.
4. Provide interviews for the press with coaches, referees and winners etc.
5. Send an invitation to the press to be guests at opening ceremonies, kick off, and award presentations, etc.

Some possible story suggestions include:

- Announcement of the plans to host the competition
- Local teams participating and teams scheduled to participate
- Wrap-up story covering such items as who won what, attendance numbers, etc.

Appendix 2 - SAMPLE EMERGENCY ACTION PLAN

Emergency Phone Numbers

Ambulance:

Police:

Fire:

Venue emergency:

1st Aid:

Security:

Calling in a Medical Emergency

Provide the following information when calling in a medical emergency:

- a) Nature of medical emergency
- b) Location of emergency (address, venue, field, cross roads)
- c) Your name and phone number

Closest phone location:

Venue Address:

Closest major intersection:

Entry location for emergency vehicle:

Keys to unlock gate are located:

The distance from emergency station to venue:

Response time:

Location of first aid attendant onsite:

Ice location:

The closest health care facility (addresses and phone #):

The closest walk in clinic (addresses and phone #):

The closest pharmacy (addresses and phone #):

Field Closure Contingency Plan:

Alternate field and location:

Emergency Personnel Names and Phone Numbers

Emergency Coordinator:

Cell #:

Tournament Director:

Cell #:

LOC Chair:

Cell #:

First Aid Attendants

Name _____ Cell # _____ Shift _____

Name _____ Cell # _____ Shift _____

Name _____ Cell # _____ Shift _____

Name _____ Cell # _____ Shift _____

DESIGNATED ROLES

_____ coordinates first aid attendants

_____ telephones 9-1-1 or other predetermined emergency number

_____ supervises teams

_____ initiates crowd control

_____ meets ambulance at gate and guides them to injured athlete

_____ makes contact with parents, if necessary

_____ accompanies injured athlete to hospital or transports parent, if necessary