

‘Step-Out’ – A Step by Step Guide to Organising a Wheelchair Rugby Tournament in YOUR Country

The International Wheelchair Rugby Federation (IWRF), through its Development Committee, works to promote the development of wheelchair rugby around the world. If you are interested in organising a wheelchair rugby tournament in your country, we are here to help. This guide will provide a brief outline of how the IWRF can work with you.

➤ **Step 1 – Pre-planning ‘The Why’s and How’s’**

- ✓ Why do we want to host an event?

Reasons for hosting an event may include the following:

- ✓ To promote the sport locally
- ✓ Create Social awareness
- ✓ Home town advantage
- ✓ Train volunteers and officials
- ✓ Financial – team not having to travel
- ✓ Financial – income earned from hosting an event
- ✓ To create national athlete pathway

How do we go about hosting an event?

- ✓ Form a bid or steering committee (enough people to get the job done but not so many that there is not enough direction).
- ✓ Utilise your local (or zonal) IWRF contact as a consultant for the committee if there is no one with any experience on the committee.

➤ **Step TWO – Planning**

Make sure you confirm the six main areas:

- ✓ Competition Venue
- ✓ Accommodation
- ✓ Transport
- ✓ Officials/Volunteers
- ✓ Budget
- ✓ Competition format (Round Robin, Knockout , Bilateral series), Competition Draw/Schedule

Competition Venue:

Confirm the venue is available for the period you require. It is best to have **two dates** in mind when booking. In conjunction with a wheelchair user make sure the venue is **accessible** in all aspects by viewing them yourself.

What does accessible mean:

- ✓ Bathroom
- ✓ Ramp
- ✓ Entry and exit point for wheelchair user
- ✓ Court

Confirm the venue has the facilities you require relevant to the event such as:

- ✓ Classification room
- ✓ Officials rooms
- ✓ Drug testing room
- ✓ Equipment storage
- ✓ Wheelchair storage
- ✓ Scoreboards

If this is a small development tournament, (friendly international etc) then you may want to consult your local IWRF representative for ideas as to what would be the bare minimum in facilities needed.

You can obtain a copy of the official equipment required for a sanctioned tournament by emailing the IWRF Competitions Committee Chairperson (www.iwrf.com)

Confirm availability of clean drinking water. Confirm that food can be consumed at the venue – lunches & snacks etc. If the venue is offering food for sale check out what will be offered so you can let teams know in advance in case they have specific needs. Confirm the venue is aware of how it will be used. Always confirm the **full costs** of the venue & allow for court marking & floor damage during post competition as well as any cleaning required.

Accommodation:

Ensure accommodation is **available for dates required** and can manage the **numbers expected**. Ensure the accommodation is **accessible** – have a wheelchair user as part of your site visit team. Check rooms and bathrooms – can you get two wheelchair users in one room?

What **dining options** are available? Ensure access to dinner for teams playing late. Is the accommodation **flexible** with regards to extra towels, doors being removed etc? Prior to the event, meet with housekeeping to discuss wheelchair athlete's requirements. What **other facilities** are available – laundry, proximity to shops, medical clinics etc.

Transportation:

Ideally the competition venue and accommodation will be close together. What **accessible transport** is available? Are the vehicles **available** for your dates? Check the **number of wheelchair users** allowed per vehicle. What number of vehicles will be required at any one time? Take into account time for **tie downs**

(if required) when planning loading and unloading. What is the **total cost** to hire these vehicles? Who will provide the **drivers** – the company or the Local Organising Committee (LOC)? Include **airport transfers** into your schedule. What is the transport system – shuttle or pick up/drop off only.

Officials/Volunteers: Consult with local IWRF representative

What officials do you require for the tournament that is planned? Contact the National Head Officials (Referee/Classifier) with your **requirements**. What **local officials** and volunteers do you have? Do they require any **training**?

- ✓ What officials do you require: Table officials, Referee, Classifiers, Evaluator
- ✓ How many officials do you require?
- ✓ What other volunteers do you require?

Budget:

The following is a basic budget for a tournament. Each tournament will have some variations on this basic budget but consider all headings. The draft budget needs to be **completed prior to setting registration costs**. The budget should be a living document and **continually updated**. To minimize the cost use local resources:

➤ Expenses

Administration	Photographer	Communication
Results	Meeting Costs	Signage (sound costs, extra lighting)
Score boards	Fees (site visit, capitation fees)	Hospitality
Court Markings	Volunteer costs	Functions (Welcome, Prize-giving)
Promotion / Media	Medals / Presentations	Officials (travel/accommodation)
Transportation	Programme	Catering (breakfast, lunch, dinner)
Accommodation	Tournament Tee shirts etc	Insurance (including liability)
Drug testing	Venue hire	

➤ Income

- ✓ Entry Fee (Based on expenses divided by number of athletes & team staff)
- ✓ Business Sponsorship (financial support and “in kind”)
- ✓ Local Government Support (financial support and “in kind”)
- ✓ Other income (Admission fees, merchandise sale etc)

Note: As sponsorship is approved you can adjust the entry fee to reflect this

➤ **Step THREE – Promoting an event**

Now that you have covered all the points previously mentioned you are in a position to promote an event.

- ✓ Contact your **relevant organization and media** to promote the event.
- ✓ Send out ' **Entry** ' Forms (Examples obtained from IWRF Competitions Committee)
- ✓ **Confirm** teams entering
- ✓ **Host the event!**

➤ **Step FOUR – Timelines and Actions checklist**

The following should provide you with a detailed plan of action to proceed in a timely fashion:

- ✓ Form a Local Organizing Committee (LOC)
- ✓ Allocate LOC people to Key Areas – Transport, Venue, Officials, Accommodation, Volunteers, Hospitality, Ceremonies, etc.
- ✓ Create a timeline for key actions.
- ✓ Approach Sponsors and Local Government for support.
- ✓ Plan regular meetings of your LOC and ensure timelines are current.
- ✓ Update Timeline and Budget.
- ✓ Visit Accommodation and Competition Venue (fine detailed planning).
- ✓ Receive Final Entries and Complete Draw
- ✓ Confirm Officials attendance and travel
- ✓ Complete Transport Schedule (including Airport transport)
- ✓ Volunteer training
- ✓ Final Briefing
- ✓ Run Event
- ✓ Post Event Administration (final competition report, thank you's, payment of accounts, debrief and learning for the future).

All the Best – we look forward to seeing you at YOUR tournament in the future!

How to Contact the IWRF:

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