Hosting a wheelchair rugby tournament

October 2020
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IWRF Competition Committee
IWRF Technical Delegate
Overview

• Ask for help
• Planning for the event
• Competition venue
• Accommodation
• Transport
• Officials
• Budget and income
• Reason for hosting
• Bidding for championship events
Please ask for help

• Competitions Committee
  o Kathy Newman – Chairperson
    – knewman@iwrf.com
  o Tim Johnson – Asia Oceania
    – tim@iwrf.com
  o John Timms - European
  o Dawn Fraser - European
  o Adam Frost – Americas

• Development Committee
  o Cherie Harris – Chairperson
    – development@iwrf.com
Planning for an event

Only 3-5 main things to organize:

- Competition Venue
- Accommodation
  - Food and Water
- Transport
- Budget
- Volunteers
Planning for an event

Other things to consider:

- Cooling system and First Aid
- Local officials and volunteers - LOC
- International Officials – IWRF
- Competition format – IWRF
- Presentation and ceremonies
**Competition Venue**

- Confirm the venue is available for the period you require.
- It is best to have **two dates** in mind when booking.
- With a wheelchair user make sure the venue is **accessible**

- What does **accessible** mean:
  - Bathroom
  - Ramps
  - Entry and exit for wheelchair user
  - Court access
• Outdoor
• Small gymnasium
• Large arena
Competition venue facilities

• Minimum only need a flat surface and 4 try posts
• Basketball court but with wheelchair rugby markings
  o Key
  o Penalty box
  o Classification spaces
• Scoreboards
  o at least 1
  o 40 second
• Team preparation area for large events
• Equipment storage for large events
Accommodation

• Available for dates required
• Enough rooms for all athletes and officials
• Accessible – have a wheelchair user visit the hotel
  o Move beds, remove bathroom doors, hose on end of shower
• Rooms and bathrooms – can fit two wheelchair users in one room?
• What food options are available
• Can you access food prior to games and after games
• What other facilities are available – laundry, local shops, medical clinics etc.
Transportation

• Ideally the competition venue and accommodation will be close together so no local transport needed

• What accessible transport is available?

• Check the number of wheelchair users allowed per vehicle.

• Do you need to tie down chairs as increases loading and unloading time

• What is the total cost to hire these vehicles?

• Who will provide the drivers –

• Include airport transfers into your schedule.

• What is the transport system – shuttle or pick up/drop off only.
Officials and Volunteers

• What officials do you require for the tournament?
  o For a local game - 2 referees, 1 scoreboard operator

• Contact the National Head Officials (Referee/Classifier) with your requirements.

• What local officials and volunteers do you have?
• Do they require any training?
• Table officials, Referee, Classifiers, Evaluator
  o 1 referee per team, 1-2 technical commissioners, 4-8 table officials, 1-2 evaluators, 4-7 classifiers

• What other volunteers do you require?
• Do you want some development clinic sessions as well?
## Budget – Development

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<thead>
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*International Wheelchair Rugby Federation*
## Budget – Championship

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Income

- Entry Fee for teams
- Business Sponsorship
- Local Government Support
- Other income (Spectator fees, merchandise sale etc)
- As sponsorship is approved you can lower team entry fee
Reason for hosting a championship event

- 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
Bidding to host a championship tournament

- Check the IWRF website
- Contact Tim Johnson or Kathy Newman
- Complete the documents
  - A lot of detail
  - Might seem too much
  - Take it step by step
- Site visit
- Host the event
- Report
‘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
Step-by-Step Guide to Organizing a Wheelchair Rugby Tournament in YOUR Country

1. Planning the Event
   - Why are you trying to host an event?

2. Logistics
   - How do you go about planning an event?
   - Make sure you consider the site where you want to host the event.
   - Make sure you consider the site where you want to host the event.

3. Staffing
   - How many people will be needed?
   - Consider how many volunteers will be needed.

4. Budget
   - What is the expected budget for the event?
   - Consider the expected budget for the event.

5. Insurance
   - What insurance is required for the event?
   - Consider what insurance is required for the event.

6. Sponsorship
   - What sponsors will you approach for support?
   - Consider what sponsors will you approach for support.

7. Registration
   - How will you handle registration?
   - Consider how you will handle registration.

8. Marketing
   - How will you promote the event?
   - Consider how you will promote the event.

9. Equipment
   - What equipment will be needed for the event?
   - Consider what equipment will be needed for the event.

10. Conclusion
    - What are the key lessons learned from hosting the event?
    - Consider what are the key lessons learned from hosting the event.

International Wheelchair Rugby Federation (IWRF)
Please ask for help

Competitions committee
Kathy Newman – Chairperson
knewman@iwrf.com
Tim Johnson – Asia Oceania
tim@iwrf.com
John Timms - European
Dawn Fraser - European
Adam Frost – Americas

Development Committee
Cherie Harris – Chairperson
development@iwrf.com
Types of event

• Development
  o Minimal structure and requirements

• Regional
  o Must adhere to minimum IWRF standard

• Zone and championship
  o All standards met
Just keep it simple

• Only 3 main things to remember

• Venue – does not need to be big
• Accommodation – food and water
• Transport – shorter distance is best

“Athletes in chairs, a ball, 4 posts and a flat surface to play on!”
Any questions