

# DiscNS Event Sanctioning Policy

## Definitions

1. The following terms have these meanings in this Code:
  - a. “Organization” refers to: Nova Scotia Disc Sports (DiscNS)
  - b. “Juniors” player or age refers to any player under the age of 19.
  - c. “Event” – Any disc sport-related activity or program including, but not limited to league, tournament, clinic, workshop, try-out, game, practice, fundraiser. etc.)
  - d. “Event organizer” refers to the individual or organization coordinating an event.
  - e. “Event sanctioning” bestows access to resources, materials and support from DiscNS, and coverage by DiscNS’s general liability, sport and accident insurance policy.
  - f. “The Board” refers to the Board of Directors of the Organization.

## Statement

2. The organization is committed to supporting high-quality, well-organized events. All sanctioned events must adhere to the Organization’s standards for quality, safety and inclusion. Event organizers and participants are expected to adhere the this policy and other related policies of the organization.

## Purpose

3. The purpose of this policy is to outline the process required for event organizers who desire event sanctioning by the Organization.

## Application

4. This policy applies to all event organizers seeking support from DiscNS, including the extension of DiscNS’s general liability and sport and accident insurance coverage, for a particular event.
5. For regular events hosted by League and Club members, application per event are not required, but the board may ask for event information at any time.
6. Events, Leagues or Clubs that do not comply with this policy may have event sanctioning and/or organization member revoked as per the Organization’s Discipline Policy.
7. Organizers of Sanction Events must also adhere to all member policies of the Organization including, but not limited to, Code of Conduct, Gender Equality, Inclement Weather. and Inclusion.

## Procedures

### Registration and Rostering Requirements

8. The event organizer must ensure that the full names and contact information of all participants is collected prior to the start of the event.
9. All championship team event must collect and verify include team rosters for all teams competing in the championship bracket.

## Participant Waivers

10. The event organizer is required to ensure that all participants complete and sign waivers (either hard copy or online) prior to participation in the event. Waivers must be acquired from the Organization or approved by the board.
11. For events with Junior participants, the event organizer must ensure that parents or legal guardians complete and sign a waiver that includes unaccompanied minor consent, and medical authorization, prior to participation in the event.

## Age Appropriate Participation

12. All competitive events must segment participants in to age appropriate groups.
13. For events where Junior participants participate alongside adults, at least 1 trained or certified NCCP Competition-Introduction coach must be present at the event as a non-player.
14. For tournaments, leagues, and events that fall within the 'train-to-compete', 'learn-to-win' or 'train-to-win' LTAD state, 'participants must be at least 16 years of age to participate in events where participants may compete with or against adult players (19 and older).

## Information, Facilities and Amenities

### Basic Amenities

15. The event organizer must ensure adequate access to washrooms and potable water for the duration of the event and ensure that washrooms are kept in usable condition.
16. Prior to the event, the event organizer must communicate the location of water, washrooms, and other amenities to all participants.

### Food

17. If "food" is provided, the event organizer must ensure that safe food handling practices are met, and that allergens are contained and prominently displayed.

### First-Aid

18. The tournament must have a first-aid plan. At a minimum, events must include the following
  - a. Events must have at least one individual who is trained in Red Cross Emergency First Aid (or equivalent) present at each field location through the event. The individuals agree to be named in the plan. The names of all individuals must be kept at a central, identified, location.
  - b. The first-aid plan may include resources and staff of a facility, external resource, etc. if those resources are available and informed of the event requirements.
  - c. One central area at each field location must be clearly identifiable as what is commonly referred to 'Disc Central' or HQ. Each location must have a suitably size first-aid kit at HQ. The first-aid must be inspected prior to the start of the tournament and restocked as required. All expired product must be removed and replaced.
  - d. Each central area must have ice and/or cold compress in stock during the event that must only be used for injury.

### Facilities and Permits

19. The event organizer is responsible for obtaining any required permits and permissions to use facilities (ie: sports fields, classrooms, changing rooms, etc.) associated with the event and for ensuring that all facility-specific rules and policies are adhered to by participants and spectators.
20. The event organizer is responsible for ensuring that facilities and equipment are set up in a manner considered safe for play and that no adverse hazards are present during the event.

## On-site contact

21. The event organizer must designate a non-player or non-players, to act as on-site contact(s) for the event. At least one on-site contact(s) must be present throughout the duration of the event. Prior to the event, the event organizer must communicate the name of the on-site contact(s) to all participants.

## Schedule and Formats

22. The event organizer must communicate the schedule and format of the event no later than two (3) days prior to the event. It is recommended that the event organizer follow generally accepted scheduling practices with regard to game scheduling, length and event formats.

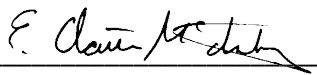
## How To Apply

23. Email the DiscNS board requesting sanctioning for your event giving the following details:

- a. Name of Event
- b. Location
- c. Date and time of Event
- d. Event contact name, email and phone number
- e. Name and contact information of Tournament Director, if known
- f. Format of play and structure of tournament if know
- g. Age of participants, divisions, and level of play (pools)
- h. Expected number of teams and players in each division and age category
- i. Request for proof of insurance for facility if necessary - if you are not sure DiscNS will inform you whether the facility is covered under the Insurance policy
- j. Preliminary budget, including profit/loss details
- k. First-aid plan
- l. Emergency plan especially for an outdoor tournament (i.e. a beach)
- m. Plans for additional services, if any, (i.e. physio, taping, etc.)
- n. Observers / officials plan
- o. Spirit of the Game plan
- p. Water and food details
- q. Inclement weather plan including extreme cold, lightning and/or extreme heat when applicable

## Revision Statement

This Policy was last ratified on April 15th, 2018 . DiscNS may change this Policy from time to time. If DiscNS makes a material change, this Policy will be updated accordingly and DiscNS will make reasonable efforts to notify affected individuals and organizations.



DiscNS, Director



DiscNS, Director