

Approximate seating for spectators at feature courts: _____

Are janitorial services available throughout the event? _____

Will the courts be cleaned every night? Yes _____ No _____

Hospitality

Please describe all hospitality that the hosts will provide: _____

Transportation:

Distance from the airport to the club: _____

Describe transportation that will be provided from the airport to the hotel: _____

Will there be shuttle service provided from the club to the hotel? Yes _____ No _____

If so, how often will it run? _____

Host Committee Responsibilities

1. A final accounting of the event to be submitted within 60 days of completion of the event, by the Host Chairperson to Racquetball Canada's office. (execdirector@racquetballcanada.ca) for approval by Racquetball Canada's tournament Chairperson or the Director of Sport Development.
2. Arrange meeting rooms for any meetings to take place, as designated by the Racquetball Canada Executive Director. Racquetball Canada to supply meeting room needs to the Host, when requested. Racquetball Canada is responsible for the room rental costs.
3. Have Racquetball Canada approval for:
 - Entry form/information
 - Event Facility or Facilities
 - Host hotel
 - Banquet facility and banquet dinner
 - Souvenirs
4. Host Committee will create and print a tournament program for distribution to all participants.
5. Host Committee must acknowledge and use Racquetball Canada's Sponsors. Local sponsors shall be pre-approved by Racquetball Canada Tournament Chair to avoid conflicts with Nationals sponsors.
6. The Host Committee must use the mandatory Racquetball Canada national medals, the cost of the medals will be a 60/40 split, with Racquetball Canada paying the 60% and the Host responsible for 40%. The costs of the applique plaques for the trophies are the responsibility of the Host Committee, and **are in addition** to the shared cost of the medals.

7. Preparing the entry form information for R2, 90 days prior to the entry deadline for approval and translation in both official languages.
8. Provide a complete list of the Host Committee names, their area of responsibility as well as the individual chairperson that is in charge of each committee with their contact information.
9. Entry form registration deadline will be a minimum of 14 days prior to the start of the event. No late entries will be allowed. This will be strictly enforced.
10. Host Committee to provide ongoing reports to Racquetball Canada (every second month until the December before Nationals, then monthly at a minimum.)
11. The Host Committee will contact local media for event coverage.
12. The Host Committee accepts all financial responsibility for the Event. After receiving the entry fees in mid-May, Racquetball Canada will provide a cheque to the Host Committee for 50% of all entries (less appropriate deductions, namely \$20.00 per entrant, the \$1.00 per entry fee for the R2 site and 5% credit card charges per entry). The remaining monies will be disbursed after the Executive Director receives the Host final accounting and the final accounting is approved by the RC Tournament Chair. Some funds may be made available earlier, upon the request of the host, to help with immediate costs, such as necessary deposits to secure bookings. These costs must be approved by the RC tournament chair prior to the Executive Director disbursing the funds.
13. If more than one facility is to be used – The additional facilities must have everything at the additional facilities that are offered at main facility in terms of food services, shuttles and internet connection.

Draws and Draw Desk

14. The Host Committee will provide volunteers for registration and the draw desk.
15. The Host Committee will create a large format draws for the opening round at host expense, minimum of 2ft. by 3ft.
16. The Host Committee will provide an area for the event draws to be posted. Space for sponsors may also be necessary.
17. High Speed internet connection **must** be provided at the draw desk. ISP to be secured by the Host Committee. Host Committee must provide the draw desk with a computer and printer, paper and pencils, etc.
18. It is recommended that the Host Committee supply the draw desk with a speaker system so the draw desk can be heard throughout the club or provide runners to advise players of court availability.

Transportation

19. Host Committee will provide the following transportation:
 - a. Host Committee will provide local transportation to and from the designated airport for participants as well as Racquetball Canada officials, coaches, the Board of Directors, and sponsors. Shuttle from airport a minimum of 2 days prior to play.
 - b. The Host Committee will provide transportation to the designated airport after the event is concluded (usually on the Sunday)
 - c. Shuttles will be provided from the hotel to the club, and back to the hotel, during the tournament competition. This must be provided at no more than 45 minute intervals.

Facility and Hospitality

20. Provide a breakfast (Continental style is sufficient) and lunch daily.
21. Host Committee to provide a welcome package for each participant.
22. The Banquet is to be jointly organized with the Host Committee and Racquetball Canada. Racquetball Canada is to be included in agenda and must approve the emcee.
23. Host Committee will set up towel service at the club for all players and referees.

24. Host Committee must make sure the club(s) is in excellent shape to host this event. Clear visible lines on the court, lights working well and that the courts will be cleaned each night.
25. Ensure that courts are suitable for officiating. This includes having clear sight lines of the court and providing a speaker system when possible.

Racquetball Canada Responsibilities

1. Collect all entry fees. The entry fee will be included with the front page information on R2.
2. The cut-off date for refunds is one full week prior to the start of the tournament.
3. The Racquetball Canada Tournament Chair will work with the Host Committee to ensure that the entry form is acceptable
4. Keep web page updated
5. Maintain regular contact with Host Committee
6. Provide reasonable assistance wherever needed to run a Selection event
7. Provide an officiating appeals committee for on court issues.
8. Provide a tournament grievance committee for all other tournament problems
9. Provide funding for the event as stated in #12 above.
10. Racquetball Canada will designate a Referee-In-Chief. The Host Committee assumes no financial responsibility for the Referee-In-Chief.
11. Racquetball Canada Draw master will complete all draws based on the information provided by the Host Committee regarding facilities, courts etc.
12. Ensure all Racquetball Canada participants are members in good standing at the time of registration.

If there are any decisions that must be made that are not covered in the above agreement, it will be up to both parties to make a joint decision. In the event that an agreement cannot be made it will be up to Racquetball Canada’s tournament director to make the final decision.

Please sign and date accepting the above conditions (or any conditions that will not be met) and return to Racquetball Canada.

_____ Date: _____
 Host Committee Chairperson

Print Name and Position

_____ Date: _____
 Racquetball Canada