

# SPORTS GUIDE



THE ROYAL CANADIAN LEGION



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# CHAPTER 1

## FOREWORD

### GENERAL

101. The Dominion Command Sports Guide is published to provide guidance for the organizers and competitors at Dominion Command sponsored sports events.
102. Dominion Command sponsors the following events:
  - a. Dominion Curling Championship, introduced in 1957;
  - b. Dominion Cribbage Championships, introduced in 1989;
  - c. Dominion Darts Championships, introduced in 1975; and
  - d. Legion National Track and Field Championships, introduced in 1957.

### CONTENT

103. The Sports Guide has evolved over time to the point where it is an excellent source of information for members at all levels of The Royal Canadian Legion. It must be appreciated that it is a guide and should be followed as closely as possible. It is recognized that hosts will encounter situations that will cause them to deviate from the information published, but changes should be minimal. It is stressed that a well organized and dedicated committee will be able to overcome any obstacle it may encounter.
104. The Sports Guide has been divided as follows and each part contains information concerning an individual's eligibility to participate, responsibilities of the hosts, and Regulations and Technical Rules as applicable:
  - a. Member Sports; and
  - b. Legion National Track and Field Championships.

### GEOGRAPHICAL GROUPINGS

105. To ensure all branches have an opportunity to host Dominion Command Member Sports Championships and ensure the sites

are rotated throughout the country, Provincial Commands have been divided into three geographical groupings. The command groupings are as follows:

- a. **West**—BC/YUKON, Alberta-NWT and Saskatchewan Commands;
- b. **Central**—Manitoba/NWO, Ontario and Quebec Commands;  
and
- c. **East**—New Brunswick, Nova Scotia/Nunavut, Prince Edward Island and Newfoundland/Labrador Commands.

It is intended that Dominion Championships be held in each geographical group once every three years.

106. The geographical groupings are not applicable to the Legion National Track and Field Championships.

## **EVENT PROTOCOL**

107. Legion dress, with medals, is required of all Provincial and Dominion representatives and the Local Arrangement Committee (LAC) in attendance at the official opening and closing ceremonies of each of the Dominion Member Sport Championships and the Legion National Track and Field Championships.

108. It is mandatory that The RCL ritual be conducted during the official opening and closing ceremonies of each of the Dominion Member Sport Championships and the Legion National Track and Field Championships.

## **PARTICIPATION**

109. Sports has always been an important aspect of life within The Royal Canadian Legion as there is something for everyone. The role of the competitors is obvious, but the contribution of the organizers, fund raisers and countless others must not be forgotten for it is they who ensure the success of the program. It should be remembered that participation is the key; all are encouraged to join in for the joy of sport and the spirit of healthy competition that results. If sports are approached from this perspective, all are winners.

**NOTE:** The use of words indicating the masculine or feminine are interchangeable and one means the other.

# **PART ONE: MEMBER SPORTS**

## **CHAPTER 2 ELIGIBILITY TO COMPETE MEMBER SPORTS EVENTS**

### **COMPETITORS**

201. Dominion Member Sports Championships are open to members as defined in the General By-Laws of The Royal Canadian Legion. Ladies Auxiliary members may participate in all Legion Sports at all levels, with permission of the applicable Legion Provincial Command. Eligibility requirements for Ladies Auxiliary Members to participate in member sports are the same as for members of The Royal Canadian Legion.

### **ELIGIBILITY**

202. To be eligible, members must be in good standing and must have their membership card for the year in which the championship is being held in their possession at the site of the championship.

203. New members (defined as Ordinary, Associate and Affiliate) in good standing are eligible to participate at all levels of competition immediately.

204. Reinstated members are able to participate in Legion Member Sports immediately, provided they are members in good standing.

### **SENIORS**

205. To be eligible to participate in any Senior Championship, the member must be 50 years of age prior to January 1st of the year in which the championship is being held.

## **COMPOSITE BRANCH TEAMS**

206. The members of a team shall belong to the same branch and shall represent that branch within their parent command. An exception to this criterion is as follows:

- a. any branch with 100 or less members in any one zone, or district where no zone exists, and who cannot field their own team may join with another branch and may request a maximum of two (2) players from that branch within the same zone, or district where no zone exists.

## **TRANSFERS**

207. To be eligible to play, members who have transferred must have been members of their new branch as of January 31st of the year preceding the year of the championship. In other words, in order for the member to participate at a Dominion Championship to be held April 2009, he must have been a member of his branch as of 31 January 2008.

208. It has been recognized that a rigid application of the above criterion can be unfair. Exceptions have been authorized to permit members in the following circumstances to participate immediately:

- a. an eligible member, in good standing, who is a member of a branch that was required to surrender its Charter to Dominion Command and the member has transferred to another branch, shall enjoy the same rights and privileges he would have enjoyed had the Charter not been surrendered and the branch dissolved;
- b. a member who retires or who has been transferred by his employer, or whose personal circumstances dictate a change of employment or permanent residence is eligible to participate in Dominion Member Sport Championships. The member must provide, on demand, proof that the transfer was initiated by the employer and that he was a member of a branch at his former place of residence on or before January 31st of the year preceding the year in which the competition is to take place. The member must also confirm that he is changing his permanent place of residence; and

- c. further to Section 208.b. above, the member has one year of grace, from the effective date of retirement, change of employment and/or permanent residence, to transfer his membership to his new branch.

## **TEAM COMPOSITION**

209. Each command is invited to send one team to a Dominion Championship. If desired, the doubles and singles players for the Cribbage and Darts Championships may be drawn from the team.
210. Commands that do not enter competitors into a specific member sport competition on the Dominion Command Registration Form (i.e. singles, doubles and team events) will not be permitted, upon arrival at the host site, to enter any competitor(s) into that specific event.

## **SPARES/SUBSTITUTES**

211. With the exception of Dominion Curling (see Chapter 4, Rink Composition), spares are not authorized to participate in Dominion Member Sports Championships. If one of the team members is not capable of playing, a substitute is to be obtained, at the actual competition, as follows:
  - a. if the Provincial Command Sports Representative is in attendance and is capable of participating in the sport, he will be permitted to play as a substitute; or
  - b. if the Provincial Command Sports Representative is not present or not capable of participating, the host will provide the substitute as provided for in the Regulations and Technical Rules of each sport.

## **ENTRY FEES**

212. Competitors are not required to pay an entry fee at a Dominion Member Sports Championship.

# CHAPTER 3

## RESPONSIBILITIES AND DUTIES DOMINION CURLING, CRIBBAGE AND DARTS CHAMPIONSHIPS

### DOMINION COMMAND

301. The Dominion Curling, Cribbage and Darts Championships are conducted under the authority of the Dominion Command Sports Committee of Dominion Executive Council. The Committee determines the location, the rules and the manner of play of Dominion Championships, but Dominion Executive Council and/or Dominion Convention authorize policy.

302. The Dominion Command Sports Committee is responsible for:

- a. providing fare saver airfares (lowest available rate), for four competitors per member sport event from the airport nearest their place of residence to the airport nearest the site of the Championship and return. For Provincial Command team members choosing to travel by car to Dominion Member Sport Championships, each member whose vehicle is utilized for this purpose is provided the equivalent of the lowest available fare-saver airfare (from the airport nearest their place of residence to the airport nearest the site of the Championship and return) **OR** the distance in kilometres as calculated by Dominion Command, **whichever is less**. In addition to the fare savers being reimbursed to Provincial Commands, an administrative fee in the amount of \$500 be provided to each Command for each of the annual Dominion member sport events. The administration fee applies only to those players that fly; not to those that travel by car. Therefore, Provincial Commands are entitled to \$125.00 for each player that travels by air (to a maximum of 4 players);

**NOTE:** Dominion Command will not reimburse any expense outside the normal cost of the actual ticket. Extra costs such as administrative fees charged by travel agencies or fees for travel insurance, etc is at the expense of the competitor.

- b. forwarding details to the host command and host branch outlining their responsibilities;

- c. providing an accountable and repayable advance to each Local Arrangements Committee (LAC), upon request, in the year of the championship, to assist in offsetting expenses;
- d. providing a Dominion trophy which is presented to the winners of each event then returned to Dominion Command for engraving and display;
- e. providing a keeper trophy to be retained by the first place winners' branch;
- f. providing individual awards for the first and second place winners of each event;
- g. providing championship crests and pins to competitors; and
- h. providing a plaque to each of the host branches in recognition of their effort.

## **PROVINCIAL COMMANDS**

303. Provincial Commands are responsible for the following:

- a. recommending in order of priority and forwarding to Dominion Command, applications from branches to host any of the Dominion championships, by August 31st, two years before the championship in question;
- b. ensuring that branches submitting an application to host the championships have access to the required facilities and understand their responsibilities and financial obligations;
- c. confirming that their Command will be represented at the Dominion Championships;
- d. arranging for and regulating Legion Curling, Cribbage and Darts within its jurisdiction and ensuring that Provincial Championships are completed at least three weeks prior to the Dominion Championships; and
- e. advising the LACs and Dominion Command immediately of the names and other relevant information of Provincial Command winners. It is imperative that the LACs be advised of the names and accommodation requirements of all persons attending the championships.

## **HOST COMMAND**

304. The Host Command is responsible for the following:

- a. ensuring the appointment of a LAC Chairman and a Committee to carry out the necessary arrangements at the host branch;
- b. advising Dominion Command of the name of the LAC Chairman to facilitate direct liaison between Dominion Command and the host branch; and
- c. assisting the host branch in any way possible.

305. The Host Command's respective Sports Officer should meet periodically with the LAC to coordinate arrangements for the Dominion Championships.

## **HOST BRANCH**

306. Branches interested in hosting the Dominion Curling, Cribbage or Darts Championships are required to complete and forward the approved Dominion Command hosting application form directly to their Provincial Command, by June 30th, two years before the championship in question. Incomplete applications will not be considered. The championships are normally held as follows:

- a. Curling—the third week in March;
- b. Cribbage—the last weekend of April; and
- c. Darts—the first week-end in May.

307. The branch should provide its Provincial Command with complete details of the facilities available. Specifically, the applications must indicate the following for each of the events:

### **a. General Requirements**

- i. adequate facilities exist to accommodate 100 people;
- ii. hotel accommodation to be arranged at a reasonable cost.
- iii. details of billeting including the type of accommodation, prices and proximity to the branch;

- iv. transportation arrangements and cost if the area does not have convenient national air service;
- v. the means of transportation to and from the branch, major airports and competition venues;
- vi. information on points of interest in the area and brochures should be included;
- vii. the requisite expertise is available to host the championship;
- viii. a sufficient number of members will be available to host and supervise the championship;
- ix. an undertaking to provide refreshments, i.e. coffee, soft drinks, lunches and a closing banquet for approximately 100 people; and
- x. to assist any branch with the submission of an application a list of the information required by the Sports Committee as well as an application form is shown at Annex B to this chapter.

**b. Dominion Curling Championships**

Four or more sheets of ice will be available for the Championship;

**c. Dominion Cribbage Championships**

A minimum of 20 cribbage boards and 40 decks of playing cards will be available;

**d. Dominion Darts Championships**

- i. there will be five centrally located dart boards to be used for the championships and a minimum of 10 practice boards; and
- ii. blackboards and chalk or “flip” charts will be available as mechanical scoreboards are not used.

308. Upon approval of an application, a LAC Chairman is to be appointed and approved by Provincial Command. The Chairman will then form a committee comprised of members with the responsibilities

and duties as indicated below (ideally, each appointed member should be responsible for only one responsibility/duty):

- a. Chairman;
- b. Vice-Chairman;
- c. Secretary;
- d. Treasurer;
- e. Registration;
- f. Draw Master (Curling only);
- g. Rink (Curling only);
- h. Official Referee (Curling only);
- i. Tournament (Cribbage and Darts only);
- j. Accommodation;
- k. Public Relations/Sponsorship/Fundraising;
- l. Entertainment;
- m. Transportation;
- n. Spousal Events;
- o. Souvenirs;
- p. Parade Marshall; and
- q. Luncheons/Banquet.

## **CHAIRMAN**

309. The Chairman is ultimately responsible for all aspects of the event and should know exactly what is going on at all times. However, he must also delegate authority to the members of the Committee and permit them to carry out their duties. he has the following specific duties:

- a. approving the Schedule of Events and ensuring that the times of the draws, luncheons, dinners and entertainment are coordinated in order to prevent conflicts. Special attention should be given to the Spousal Events Program to ensure that it does not conflict with any of the curling draws. A suggested Schedule of Events

for the Dominion Curling, Cribbage and Darts Championships is shown at **Annex D and E** to this chapter, respectively;

- b. editing printed matter to ensure it is factual and prepared in accordance with the overall program;
- c. if an accountable advance, which is repayable, is required, forward a written request to Dominion Command;
- d. maintaining close liaison with Provincial Command and Dominion Command and ensuring that copies of all relevant correspondence and minutes of all meetings are forwarded to both commands;
- e. advising members of the Committee of their precise responsibilities and duties. If, during the course of preparing for the championship, the nature of a person's duties changes, the changes must be explained;
- f. arranging for the sewing of the crests on the competitors' curling sweaters during registration;
- g. organizing the opening and closing ceremonies in accordance with the event protocol as outlined in Items 107 and 108 of this guide; and
- h. being available at all times during the championship.

## **VICE-CHAIRMAN**

310. The Vice-Chairman must be aware of all preparations and be able to replace the Chairman at any time. He and the Chairman must work as a team. He should also be available to carry out any task considered necessary by the Chairman.

## **SECRETARY**

311. Responsible for:

- a. preparing an agenda for each meeting;
- b. taking detailed notes at meetings;
- c. preparing minutes of the meetings and ensuring they are distributed to LAC members, Provincial and Dominion Commands;

- d. confirming, by letter or memorandum, events that have been planned. The confirmation should describe the event, cost, when it will occur and who is responsible;
- e. obtaining the necessary permits for events such as the parade, banquets and entertainment; and
- f. maintaining an information bulletin board. Should it be necessary to make any changes to the program, they should be posted on the bulletin boards located at the hotel, host branch and curling rink (if applicable). It is vital that the competitors and guests be aware of any, and all changes.

## **TREASURER**

312. Responsible for:

- a. preparing and distributing a budget. The Budget Guide included at **Annex C** to this chapter may be used as a guide. It indicates expected sources of revenues and anticipated expenses;
- b. ensuring that the LAC members report any changes in their budgets;
- c. keeping all members informed of revenues and expenditures;
- d. settling invoices as soon as possible;
- e. ensuring that after the completion of the Championships, all bills are paid and the accounting finalized, an audited statement is prepared and distributed to the LAC and, Provincial and Dominion Commands; and
- f. ensuring that any profits realized from the Championships will be applied to the repayment of the Dominion Command accountable advance. Any monies remaining after the repayment of the advance shall be disbursed at the discretion of the LAC.

## **REGISTRATION**

313. Responsible for the registration and eligibility confirmation of all competitors. Registration is conducted in two phases, the first is prior to the event and the second is on arrival of the competitors at the tournament location:

- a. In the first phase the registration forms will be sent to all provincial commands by Dominion Command. Once the provincial teams have been selected, each command will be required to complete the registration forms and send a copy to Dominion Command and the host LAC. Provincial commands will verify the eligibility of their respective teams and Dominion Command will verify the eligibility of all players prior to the championship; and
- b. On-site registration will be conducted as indicated in the published schedule of events. Registration will consist of confirming the information contained on the registration forms and confirming the identity of the competitors through a check of the Legion membership card and a photo identification.

### **DRAW MASTER (CURLING ONLY)**

314. The Draw Master has control of the Curling Championship once it commences. He is also responsible to:
- a. appoint an Official Referee;
  - b. appoint an Official Scorer;
  - c. ensuring that the curling draws are prepared in advance of the championships with the participating teams being numbered one to ten, from East to West. The first draw is to be determined by a coin toss. All remaining draws are to be predetermined by the Draw Master. The loser throws the first rock, but has choice of colour;
  - d. it is recommended that at least two evening draws be held; and
  - e. ensuring, in addition to the scoreboards located on the ice at the curling rink, portable scoreboards are also required in the lounge area of the curling rink, the foyer of the branch and at the hotel. The portable scoreboards must be kept up-to-date at all times and the time of the next draw must be posted well in advance. Scorers must be reminded to post the final score of the game on the ice surface scoreboards.

## **RINK (CURLING ONLY)**

315. Responsible for:

- a. concluding arrangements for the ice as soon as possible;
- b. ensuring rink decorations, change rooms, the public address system, curling rocks, score cards and scoreboards are available and maintained;
- c. ensuring that the scoreboards located at the curling rink, hotel and branch are up-to-date at all times;
- d. ensuring that beverages and light snacks, such as fruit, are available for the curlers during and immediately following each draw; and
- e. ensuring that the Legion crests are inserted into the ice, well in advance of the championship.

## **OFFICIAL REFEREE (CURLING ONLY)**

316. The Official Referee is appointed by the Draw Master and must attend all draws. He is responsible for measurements when requested and providing the results of each draw to the Draw Master.

## **TOURNAMENT COORDINATOR (CRIBBAGE AND DARTS ONLY)**

317. The duties of the Tournament Coordinator can be extracted from the responsibilities and duties of the Draw Master, the member responsible for the Rink, and the Official Referee.

## **ACCOMMODATION**

318. Responsible for:

- a. contacting the hotel and reserving 45-50 bedrooms;
- b. negotiating a preferential hotel rate;
- c. advising Dominion Command of the type of accommodation, cost of single and double occupancy rooms and providing brochures, if available;
- d. confirming hotel reservations as they are received;

- e. arranging for pre-registration of the competitors and spouses;  
and
- f. ensuring the competitors are met at the hotel.

## **PUBLIC RELATIONS/SPONSORSHIP/FUNDRAISING**

319. Responsible for all advance publicity and the following specific duties:

- a. obtaining material for the souvenir booklet such as letters of greeting and photographs from the Provincial Premier, the Mayor, the Dominion President, the Provincial President, the Chairman of the Dominion Command Sports Committee and the Chairman of the LAC;
- b. determine ways of offsetting costs to the host branch. Some possible sources of financial support are distilleries, breweries, the Provincial Command, the Provincial Government, municipal authorities, legal draws and other commercial enterprises. Past experience has shown that the Ladies Auxiliary is an excellent source of assistance;
- c. arranging for local media coverage;
- d. arranging, if possible, to send the results of each draw via e-mail, or facsimile to wire service offices such as Canadian Press;
- e. enlisting the support of local media to determine if draw results can be sent to and reported by media outlets in the towns and cities of the competitors;
- f. ensuring space and facilities, such as telephone lines, within the curling facility are reserved to enable the media to report on the activities;
- g. engaging a competent photographer to take digital pictures of the winning teams or persons and forwarding these pictures to Dominion Command for publication on the Legion website;  
and
- h. circulating general information, including the results of each draw, to Dominion Command, Canadian Press and all local media outlets.

## **ENTERTAINMENT**

320. Responsible for scheduling events of a social nature to include the closing banquet/awards dinner. All social events should be held at the host branch.

## **TRANSPORTATION**

321. Responsible for:

- a. arranging for transportation to and from the airport or other terminals as required;
- b. arranging for transportation between accommodations and branch as required; and
- c. providing, if possible, a guide or host for each rink during the championship.

## **SOUVENIRS**

322. Responsible for:

- a. contacting the provincial and local tourist offices to obtain memorabilia items and brochures on areas or events of special interest;
- b. arranging for other sponsors to provide general items and items unique to the region;
- c. compiling the souvenir booklet. The booklet is designed to provide information and serve as a guide to the competitors and guests. It is recommended the Souvenir Booklet contain a page to record the win/lost record. In addition, there should be a score sheet to record the results of each game. All details of the program and background information should be submitted to Dominion Command for review prior to printing.
- d. compiling the souvenir kits for distribution. The Souvenir Booklet and other memorabilia items should be included in the kits. The Dominion crest and pin will be distributed by the Dominion Representative at registration. The competitors and Dominion and Provincial Command Sports representatives in attendance should be provided with a kit. and

- e. arranging for name tags which identify the persons in attendance as competitors, guests or Committee members.

## **PARADE MARSHALL**

323. Responsible for:

- a. under the direction of the Chairman, organizing an opening and closing ceremony in accordance with the event protocol outlined in Items 107 and 108 of this guide;
- b. ensuring that all participants in the parade, with the exception of the curlers, wear the approved Legion dress; and

## **LUNCHEONS/BANQUET**

324. Responsible to arrange for all luncheons and the banquet and to coordinate with the member for Entertainment. Care must be taken to ensure that these events, in particular luncheons, do not conflict with the scheduled play.

## ANNEX 3A

### **SUBMISSIONS IN SUPPORT OF A REQUEST TO HOST A DOMINION COMMAND SPORTS EVENT**

1. Branches wishing to host a Dominion Command Member Sports event are requested to ensure that the following information is submitted with/on the approved Dominion Command hosting application form. Incomplete applications will not be considered:
  - a. the sport and year the branch wishes to host the event and advise if the Branch has hosted Dominion or Provincial Command Sports events in the past. If so, the sport and dates are required;
  - b. a description of the following facilities is requested:
    - i. **Curling**—number of sheets of ice available; distance from the branch to the curling club if applicable;
    - ii. **Cribbage**—size and capacity of the area that would be used to play the championships;
    - iii. **Darts**—size, capacity of the area that would be used to play the championships, and the total number of dart boards available for play;
  - c. distance of the branch from the nearest major national airport and suggested transportation arrangements (including cost) if necessary;
  - d. provide a description of the facilities at the Branch and photographs, if possible, would be appreciated;
  - e. provide a description of local attractions that may be suitable for a tour and provide a map of the general area; and
  - f. feel free to include any other information considered relevant.
2. Submissions are to be forwarded through the applicable provincial command office.

## ANNEX 3B

# MEMBER SPORTS HOSTING APPLICATION FORM

Branch Name/No./Mailing Address: \_\_\_\_\_

Year Applied For: \_\_\_\_\_

Event(s) Applied For: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

To ensure all branches have an opportunity to host Dominion Command Member Sport Championships and ensure the sites are rotated throughout the country, Provincial Commands have been divided into three geographical groupings. It is intended that Dominion Championships be held in each geographical group once every three years. The command groupings are as follows:

- a. **West**—B.C./Yukon, Alberta-NWT and Saskatchewan Commands;
- b. **Central**—Manitoba/NWO, Ontario and Quebec Commands; and
- c. **East**—New Brunswick, Nova Scotia/Nunavut, Prince Edward Island and Newfoundland/Labrador Commands.

Branches interested in hosting a Dominion Member Sports Championship are required to complete and submit this application form to their **Provincial Command by July 31<sup>st</sup>**, two years before the championship in question. Please refer to your Sports Guide for specific details on each event.

1. Have you hosted a Dominion or Provincial Sports Championship before? If so, please specify the sport, and year.





# ANNEX 3C

## BUDGET GUIDE

### **INCOME**

1. Socials \$
2. Donations
3. Fund Raising Draws
4. Special Projects
5. Bar
6. Advertising
7. Dominion Command
8. Provincial Command
9. Branch
10. Provincial Government
11. Municipal Government

**TOTAL ESTIMATED INCOME** \$

# ANNEX 3C

## EXPENDITURES

### 1. Entertainment

Hospitality Room \$  
Visiting Spouses  
Miscellaneous

### 2. Ice

Ice Making and Maintenance  
Rink Rental  
Stones  
Miscellaneous

### 3. Advertising

Advance Publicity  
Signs  
Newspaper Supplement  
Souvenir Booklet Printing

### 4. Local Transportation

Players  
Spouses

### 5. Airport Transportation

### 6. Miscellaneous Committee Expenses

Postage & Stationery  
Meetings/Travel  
Telephone & Facsimile  
Other Expenses

**TOTAL ESTIMATED COST** \$

# ANNEX 3D

## SUGGESTED SCHEDULE OF EVENTS DOMINION CRIBBAGE AND DARTS CHAMPIONSHIPS

DAY	TIME	EVENTS
Friday	Various	Teams will be met at the airport or other terminals and transported to their hotel. It is vital that the LAC is aware of flight numbers and arrival times in order to ensure that transportation will be available.
	Evening	Competitor registration, practice time as desired, and competitors, guests and officials meet one another.
Saturday	0800-0845	Registration and breakfast at the host branch.
	0900	Opening Ceremony.
	0925	Competitors briefing.
	0930	Doubles play commences.
	1400(approx)	Singles play commences.
	1900	Reception for the competitors, guests and members of the LAC at the hotel or host branch (optional).
Sunday	2000	Social evening at the host branch. There should not be an admission charge for the competitors.
	0830-0930	Breakfast at the host branch.
	0930	Singles play commences if not completed on Saturday.
	0930(or later)	Team Play commences.
	1830	Competitors, guests and all others gather for the closing banquet.
Monday	1900	Closing banquet, presentation of awards and closing remarks.
	Various	Competitors and guests are transported to the airport or other terminals.

### NOTES:

1. Meal breaks will not be scheduled. Sandwiches, coffee and soft drinks are to be made available to the competitors at no charge during the championships.
2. If necessary, the banquet may be held on Saturday evening versus Sunday evening. Should this occur, the presentation of awards and closing remarks will immediately follow the end of play on Sunday.

# ANNEX 3E

## SUGGESTED SCHEDULE OF EVENTS DOMINION CURLING CHAMPIONSHIP

DAY	TIME	EVENTS
Saturday	Various	Teams will be met at the airport or other terminals and transported to their hotel. It is vital that the LAC is aware of flight numbers and arrival times in order to ensure that transportation will be available.
	Evening	Reception for the competitors, guests and members of the LAC at the hotel or host branch. There should not be an admission charge for the competitors.
Sunday	Morning	Registration and breakfast at the host branch or curling rink. 'Sewing on of the crests' by the Ladies Auxilliary.
	Morning	Skips' Meeting (mandatory)
	Morning	Wreath Laying Ceremony
	Early Afternoon	Lunch at the host branch or curling rink. Followed by the Opening Ceremony.
	1400	1st Draw
	1900	2nd Draw
Monday	0900	3rd Draw
	1400	4th Draw
	Evening	Evening Social at the host branch or another venue.
Tuesday	0900	5th Draw
	1400	6th Draw
	Evening	Social event (optional)..
Wednesday	0900	7th Draw
	1400	8th Draw
	Evening	Social event (optional)..
Thursday	0900	9th Draw
	1400	Tie-Breaker (if necessary)
	1830	Competitors, guests and all others gather for the closing banquet.
	1900	Closing banquet, presentation of awards and closing remarks.
Friday	Various	Competitors and guests are transported to the airport or other terminals.

**NOTE:** Meal breaks will not be scheduled. Sandwiches, coffee and soft drinks are to be made available to the competitors at no charge during the championships.

# **CHAPTER 4**

## **REGULATIONS AND TECHNICAL RULES**

### **DOMINION CURLING CHAMPIONSHIP**

#### **REGULATIONS**

##### **PARTICIPATION**

401. Each Provincial Command is invited to participate at the Dominion Curling Championship. Commands are to ensure that provincial finals have been completed at least three weeks prior to the Dominion Championship.
402. Provincial Commands must provide written proof that the persons who won the Provincial Championship are either Ordinary, Life, Associate, or Affiliate members and their membership dues have been paid. In addition, the branch that the competitors are members of must also be shown. Dominion Command provides a registration form that is used to record this information.
403. Competitors must have their membership card for the year in which the championship is being held in their possession at the site of the championship.

##### **ELIGIBILITY**

404. The eligibility criteria a member must meet to compete at the Dominion Curling Championship is shown in Chapter 2 of this Sports Guide.

##### **RULES COMMITTEE**

405. A Rules Committee will be established at the Dominion championship and will consist of the Dominion Command Sports Committee Chairman or his representative, the Draw Master and the Local Arrangements Committee (LAC) Chairman. All decisions of the Rules Committee are final.

## **RINK COMPOSITION**

406. A rink shall consist of a minimum of four players to a maximum of five players. If a rink carries a fifth player, it shall be at no expense to Dominion Command.
407. A Provincial Command rink is authorized substitute players should a member of the rink be unable to attend the Dominion Championship due to injury, illness, or extenuating circumstances. The substitutes must be a member of the same branch as the rink and meet the eligibility criteria shown in Chapter 2. After registration at the event site, substitutions must be made as per Item 408.
408. Should a rink require a substitute during the championship, the following procedure is to be followed:
- a. If the rink in question is carrying a fifth player, that player **will** curl as a substitute;
  - b. if the rink is not carrying a fifth player, but the appropriate Provincial Command Sports Representative is in attendance, he may curl as a substitute;
  - c. if the person described above does not wish to curl, the host branch will provide the substitute; however, the host branch substitute must meet the eligibility criteria described in Chapter 2;
  - d. the substitute shall be permitted to curl at any position; and
  - e. the team member who was replaced shall not curl during that game.
409. There may be instances where a rink may request a "sweeper" due to the temporary incapacity of one of the players. Should this need arise, the skip shall throw two rocks and the remaining two players shall each throw three rocks. The member of the rink who was replaced may re-enter the game prior to the commencement of a given end.
410. The use of a substitute or temporary sweeper shall be authorized by the Draw Master. Disputes will be referred to the Rules Committee for resolution.

411. A skips' meeting (mandatory) will be held prior to the commencement of play to review the Regulations and Technical Rules. The Draw Master will chair the meeting and will ensure that all skips are advised of the time and place.

## **TECHNICAL RULES**

### **FORMAT**

412. The format for the championship shall be round-robin play; each rink competes against all other rinks once. If an uneven number of Commands are entered into the event, a bye shall be scheduled into the round-robin play.
413. Two games will be scheduled each day; however, if there are ties, additional games will be scheduled in order to complete the championship in the allotted time.
414. All games will consist of 10 ends of play. A match of less than six ends of play will not constitute an official game. Ties will be broken and play will be continuous.

### **TIES**

415. When teams are tied for a first place finish the round robin win/loss record of those teams against each other shall be used to determine their ranking for a play-off. When the ranking of tied teams eligible for play-offs cannot be established by this method then only those teams that remain tied after such comparisons shall select one member from each team to deliver a one stone draw shot to the button, with sweeping allowed. The closest shot to the button will get a bye.
416. Second place ties will follow the same play-off procedure as stated above.
417. The times for play-off games will be determined by the Rules Committee.

## **PROTESTS**

418. All protests are to be in writing, signed by the respective Skip and submitted to the Official Referee prior to the commencement of the next game.

## **FREE GUARD ZONE**

419. The Canadian Curling Association Free Guard Zone rule is in effect at the Dominion Championship. The rule is attached as **Annex A** to this chapter.

## **CANADIAN CURLING ASSOCIATION— REGULATIONS AND RULES**

420. A guide to general curling rules and etiquette is attached as Annex B to this chapter.

421. In all situations not covered by the Dominion Command Curling Championship Regulations and Technical Rules, the Rules and Regulations for **general play** of the Canadian Curling Association apply.

# ANNEX 4A

## CANADIAN CURLING ASSOCIATION FREE GUARD ZONE RULE

The following Free Guard Zone Rule has been excerpted from the Canadian Curling Association (CCA) Official Rule Book.

### RULES OF CURLING FOR GENERAL PLAY

1. The free guard zone is the area between the hog line and the tee line, excluding the house.

**Interpretation:** A stone which comes to rest biting or in front of the hogline after making contact with a stone in the free guard zone is considered to be in the free guard zone. A stone which comes to rest outside the house but biting the tee line is not in the free guard zone.

2. Any stationary stone(s) belonging to the opposition that is located in the free guard zone shall not be moved to an out-of-play position by the delivering team prior to the delivery of the 5th stone of the end.

**Penalty:** A stone that is delivered prior to the 5th stone of the end that results in an opposition stone being moved from the free guard zone, either directly or indirectly, to an out-of-play position is an infraction which shall result in the delivered stone being removed from play and any other stone if moved being replaced as close as possible to its original position.

**Interpretation:** A delivered third or fourth stone of an end may hit an opposition stone(s) located in the free guard zone on to a stone(s) not in the free guard zone providing that any opposition stone originally located in the free guard zone remains in play. If this action results in an opposition free guard zone stone being moved to an out-of-play position, the penalty described above will apply. You may move your own stone from the free guard zone or remove your own stone from the free guard zone, providing you do not cause an opposition stone to be moved from the free guard zone to an out-of-play position.

3. After the delivery of each of the first three stones of an end it is the responsibility of the skip of the team who is about to deliver to ensure agreement with the opposing skip as to whether or not any of the stone(s) in play have come to rest in the free guard zone. If they cannot agree, they may make the determination by using the six foot measuring stick. If the position of another stone(s) hinders the use of the six foot measure they may reposition the stone(s), complete the measurement and replace the stone(s) to its original position.

## **ANNEX 4B**

### **GENERAL CURLING RULES AND ETIQUETTE**

1. Each rink is responsible to provide their own brooms/brushes.
2. Be present and ready to go on the ice at game time.
3. Clean your curling shoes prior to going on the ice and clean your curling stone prior to every shot.
4. When a player is in the hack getting ready to deliver a stone, do not cross the ice.
5. Leads and seconds should remain at the side of the ice, between the hoglines, unless sweeping.
6. During a play, no player other than the respective skips or vice-skips should stand in or behind the house being played to. The skip of the rink playing a rock has sweeping priority up to the "T" line, but behind the "T" line the privileges of both skips are equal.
7. When rocks are being counted or measured, only vice-skips shall be in the house. All others, including skips, should remain beyond the hogline.
8. If a player plays an opponent's stone, the correct stone shall be put in its place.
9. A stone must clear the hogline to remain in play unless it strikes another stone first.
10. A stone passing clear of the back line is out of play.
11. Measuring shall not take place until the end is concluded.
12. If a running rock is deflected by the broom of a sweeper or any of the team to whom it belongs, it shall be removed by the playing side. If the course of a rock or its position is altered by the opposition, it shall be repositioned by the skip of the rink to whom the rock belongs.
13. In instances where there are no wooden dividers between the sheets of curling ice, care must be taken to ensure that all rocks touching or crossing the dividing lines are removed from play immediately.
14. Thirds are responsible to post scores.

# CHAPTER 5

## REGULATIONS AND TECHNICAL RULES

### DOMINION CRIBBAGE CHAMPIONSHIPS

#### REGULATIONS

##### **PARTICIPATION**

501. Each Provincial Command is invited to participate at the Dominion Cribbage Championships. Commands are to ensure that provincial finals have been completed at least three weeks prior to the Dominion Championships.
502. Provincial Commands must provide written proof that the persons who won the Provincial Championships are either Ordinary, Life, Associate, or Affiliate members and their membership dues have been paid. In addition, the branch that the competitors belong to must also be shown. Dominion Command provides a registration form that is to be used to record the above information.
503. Competitors must have their membership card for the year in which the championships are being held in their possession at the site of the championships.

##### **ELIGIBILITY**

504. The eligibility criteria a member must meet in order to compete at the Dominion Cribbage Championships is described in Chapter 2 of this Sports Guide.

##### **RULES COMMITTEE**

505. A Rules Committee, comprised of the Dominion Command Sports Committee Chairman or his representative, the Local Arrangements Committee (LAC) Chairman and the Tournament Coordinator will resolve any dispute referred to them. The decision of the Rules Committee is final.
506. The championships will be under the control of the Tournament Coordinator during play. This person is appointed by the LAC Chairman and is responsible to ensure that the championships are conducted fairly, the rules are followed and disputes are resolved as quickly as possible.

## CHAMPIONSHIPS STRUCTURE

507. Competitors will be grouped as follows:

- a. **Four Person Team**—The team will consist of four players, two sections (A and B) of two players each. All members of the team must be from the same branch within the command they represent except as provided for in Chapter 2. Each command may enter one four person team;
- b. **Doubles Event**—Each command may enter a two person team in this event. The players may be drawn from the four person team if desired. The competitors in the Doubles Event must be from the same branch within the command they represent; and
- c. **Singles Event**—Each command may enter one player in this event. The player may be drawn from the four person or doubles team if desired.

508. Provincial Commands are authorized to substitute players should any provincial winners be unable to attend the championships due to injury, illness, or extenuating circumstances. Substitutes must be from the same branch as the person being replaced and meet the eligibility criteria shown in Chapter 2, unless the entire “event contingent” (singles, doubles or four person) is being replaced. In that case, the replacement(s) will be the next available competitor(s) from the Provincial Command Championships, in the same event and based on their final placement. After registration at the event site, substitutions must be made as per Items 509 and 609.

509. Should it be necessary to request a substitute player during the championships, the following procedure will apply:

- a. if the appropriate Provincial Command Sports Representative is in attendance, he may play as the substitute;
- b. if the above person does not wish to participate, the host branch will provide the substitute; however, the host branch substitute must meet the eligibility criteria described in Chapter 2; and
- c. the person who was replaced shall not re-enter the championships until a “game” has been completed, (see Item 515 for the definition of a game).

510. The Tournament Coordinator will determine the schedule for teams moving after each set. The team schedule will be presented for confirmation at the Captains' meeting.
511. Official score cards and sheets will be designed by the Tournament Coordinator and are the only ones to be used during the championships. The score cards and sheets will be collected after each set.
512. Captains are responsible for the conduct of the competitors and are the only persons who may approach the Tournament Coordinator concerning disputes or technical interpretations of the rules. Each Command will identify a Captain from their contingent. The Captains' meeting will be held prior to the commencement of play and will be under the direction of the Dominion Command Sports Committee Chairman.
513. A set will consist of two "games" and one point will be awarded for each game won. A game is completed when the first team/player obtains or exceeds 121 points. One additional point will be awarded for a "skunk", and a second additional point will be awarded for a "double skunk".

## **FORMAT**

514. The format for the championships shall be round-robin play, each group competes against all other groups once. If an uneven number of Commands are entered into the event, a bye shall be scheduled into the round-robin play.

## **TIES/EVENT WINNERS**

515. The Team Event winner will be the team with the greatest combined total points from the A and B sections. In the event that two or more teams are tied for first place, a play-off will be held to determine the first and second place winners. The tie-breaking set will consist of three "games". In order to break a tie, the winner must win two out of three games. The format will be determined by the Tournament Coordinator and Captains, prior to commencement of play. This is especially crucial for the Four Person Team and decisions should be made ahead of time at the Captains' meeting if it is a combined total of A+B, or if any two representatives could play off, or if a combination total of pegging points could be used, etc..

516. Should there be a tie for second place, a play-off will be held. The play-offs will consist of three “games” and the format will be as outlined in Item 515 above. Should teams be tied for third to tenth place, their final positions will be determined by which team defeated the other during round-robin play.
517. The Doubles Event winner will be the team which accumulated the greatest number of points. Procedures to be followed in the event of a tie are the same as for team play.
518. The Singles Event winner will be the competitor who accumulated the greatest number of points during round-robin play. Procedures in the event of a tie are as written for team play.

## **TECHNICAL RULES**

### **THE DEAL**

519. When playing the Team and Doubles Event, one player from each pair will be designated to keep the score. The other member of the team will cut the deck of cards to determine who has first deal. The player cutting the lowest denomination card will deal first and the Ace is defined as the lowest possible card.
520. The player winning the deal will shuffle the cards and offer the player on his immediate right the opportunity to cut the deck. The playing cards will be dealt one at a time commencing with the player on the left of the dealer until each person has been dealt five cards. Upon completion of the deal, the deck of cards is to be placed on the table and not touched until all players have discarded one card to form the crib.

### **THE CUT**

521. The dealer will offer the deck of cards to the player on his left to perform the cut. Upon completion of the cut, the dealer will take the top card off the portion of the deck remaining on the table and the player who performed the cut will replace the portion of the deck that had been cut. The dealer will place the playing card removed from the deck face up on the top of the deck of cards. The person performing the cut will not “flash” or look at the bottom playing card of the portion of the deck that

was picked up during the cut. Should this card be “flashed” or looked at, the opponents may call a misdeal and the dealer will re-deal the playing cards. A penalty of two pegging points will be imposed against the person cutting the cards and his partner.

522. The above procedure is to be followed during the Singles Event; however, six cards are to be dealt.
523. The deal moves to the left.

## **THE COUNT**

524. The recognized standard counting procedure will apply. A “Jack” turned up on the cut will count as two points for the dealer at all times and a game may be finished in this manner.
525. All players are responsible to check the scoring (pegging and card count) at all times. Any scoring irregularities must be pointed out immediately prior to the resumption of play. Players must place their cards face up on the table when counting in order to permit all other players to verify the count. The card count begins with the player on the left of the dealer and moves to the left, ending with the dealer. The dealer will count the points in his hand and the crib.
526. A player deliberately causing the count to be confused by knocking the cribbage board to the floor, turning the cribbage board over so the counting pegs fall out, or pulling counting pegs, will forfeit the game to the opponent regardless of the score at the time of the infraction.

## **THE GO**

527. A player who calls “go” to an opponent when able to play a card may not correct this error after the next card is played.
528. A player who gains a “go” and fails to play additional cards when able to do so, may not correct this error after the next card is played.
529. In both instances, the cards withheld are “dead” as soon as seen by the opponents and the offending player may not play or peg with them. The offending player will be assessed a penalty of two pegging points.

## **THE MOVE**

530. Competitors playing in the Team and Doubles Events will be designated as per a schedule set up by the Tournament Coordinator and agreed upon at the Captains' meeting. At the end of each set (two games), players will move as per the schedule to the appropriate tables.
531. In order to prevent confusion, all even-numbered players will use one colour of peg and all odd-numbered players will use another colour.
532. At the end of each set (two games), the playing cards will be passed to the next lowest numbered table at the same time as the players move. The playing cards at Table 1 will move to Table 10.

## **SCORE CARDS**

533. Competitors designated as sitting players are responsible to complete and initial their score card. Moving players are required to ensure that the recorded score is correct.

## **COMMENCEMENT OF PLAY**

534. The Tournament Coordinator or appointed representative will call for each set to commence simultaneously. Any competitors not present will forfeit the set to the opponent.

## **TIME LIMIT**

535. The Tournament Coordinator or appointed representative may impose a playing time limit should such action be deemed necessary. The time limit may only be imposed prior to the commencement of a set and not prior to the commencement of a game. The time limit may be imposed for any or all sets. Upon expiration of the time limit, play will cease; the players will calculate their points, peg their score and the players with the highest score will be declared the winners. Should the score be tied, the cards will be cut and the players cutting the lowest value card will be declared the winners.

## **INTERFERENCE**

536. No person will be allowed to interfere with play. If any competitors are being interfered with, the Tournament Coordinator is to be notified immediately.

## **PROTESTS**

537. All protests are to be in writing, signed by the respective Captain and submitted to the Tournament Coordinator prior to the commencement of the next game.

## **HOYLE'S RULES OF GAMES**

538. Should situations occur not addressed in these rules, the Tournament Coordinator shall make rulings in accordance with Hoyle's Rules of Games.

# CHAPTER 6

## REGULATIONS AND TECHNICAL RULES

### DOMINION DARTS CHAMPIONSHIPS

#### REGULATIONS

##### PARTICIPATION

601. Each Provincial Command is invited to participate at the Dominion Darts Championships. Commands are to ensure that provincial finals have been completed at least three weeks prior to the Dominion Championships.
602. Provincial Commands must provide written proof that the persons who won the Provincial Championships are either Ordinary, Life, Associate, or Affiliate members and their membership dues have been paid. In addition, the branch that the competitors belong to must also be shown. Dominion Command provides a registration form that is to be used to record the above information.
603. Competitors must have their membership card for the year in which the championships are being held in their possession at the site of the championships.

##### ELIGIBILITY

604. The eligibility criteria a member must meet in order to compete at the Dominion Darts Championships is described in Chapter 2 of this Sports Guide.

##### RULES COMMITTEE

605. A Rules Committee, comprised of the Dominion Command Sports Committee Chairman or his representative, the Local Arrangements Committee (LAC) Chairman and the Tournament Coordinator will resolve any dispute referred to them. The decision of the Rules Committee is final.
606. The championships will be under the control of the Tournament Coordinator during play. This person is appointed by the LAC Chairman and is responsible to ensure that the championships are conducted fairly, the rules are followed and disputes are resolved as quickly as possible.

## CHAMPIONSHIPS STRUCTURE

607. Competitors will be grouped as follows:

- a. **Four Person Team Event**—The team will consist of four players. All members of the team must be from the same branch within the command they represent except as provided for in Chapter 2. Each command may enter one four person team;
- b. **Doubles Event**—Each command may enter a two person team in this event. The players may be drawn from the four person team if desired. The competitors in the Doubles Event must be from the same branch within the command they represent; and
- c. **Singles Event**—Each command may enter one player in this event. The player may be drawn from the four person or doubles team if desired.

608. Provincial Commands are authorized to substitute players should any provincial winners be unable to attend the championships due to injury, illness, or extenuating circumstances. Substitutes must be from the same branch as the person being replaced and meet the eligibility criteria shown in Chapter 2, unless the entire “event contingent” (singles, doubles or four person) is being replaced. In that case, the replacement(s) will be the next available competitor(s) from the Provincial Command Championships, in the same event and based on their final placement. After registration at the event site, substitutions must be made as per Items 509 and 609.

609. Should it be necessary to request a substitute player during the championships, the following procedure will apply:

- a. if the appropriate Provincial Command Sports Representative is in attendance, this person may play as the substitute;
- b. if the above person does not wish to participate, the host branch will provide the substitute; however, the host branch substitute must meet the eligibility criteria described in Chapter 2; and
- c. the person who was replaced shall not re-enter the championships until a “game” has been completed (see Item 612 for the definition of a game).

610. A Captain is to be named for the Team and the Doubles Event and may be the same person. Captains are responsible for the conduct of the competitors and are the only persons who may approach the Tournament Coordinator concerning disputes or technical interpretations of the regulations and rules.
611. An official scoreboard will be designed by the Tournament Coordinator and is to be the only one used during the championships. The scoreboard is to be of sufficient size to be easily seen by competitors and spectators.
612. A set will consist of three “games” and one point will be awarded for each game won. A game is completed when the first team/player has “doubled out”.

## **FORMAT**

613. The format for the championships shall be round-robin play, each team/player competes against all others once. If an uneven number of Commands are entered into the event, a bye shall be scheduled into the round-robin play.
614. The rotation of team members may be changed at the completion of each set.

## **SCORING**

615. The point count at the beginning of each game is as follows:
  - a. Team play—701 points;
  - b. Doubles play—501 points; and
  - c. Singles play—301 points.
616. All games shall start and finish by scoring a double.
617. The “bull”, double 25, may be used to start or finish a game.
618. A competitor throwing three consecutive darts in a double or triple space does not end the game, unless the three doubles end the game with the correct score on going out.
619. Chalkboards or a similar method will be used to keep the score of each game. Markers, who are responsible for scoring each game, will be provided by the host branch.

## **TIES/EVENT WINNERS**

620. The Team Event winner will be the team with the greatest number of points. In the event that teams are tied for first place, a play-off will be held to determine the first and second place winners. The play-off set will consist of three "games". In order to break a tie, the winner must win two out of three games. The format will be determined by the Tournament Coordinator and Captains, prior to commencement of play.
621. Should there be a tie for second place, a play-off will be held. Procedures to be followed in the event of a tie are the same as in Item 622. Should teams be tied for third to tenth place, their final positions will be determined by which team defeated the other during round-robin play.
622. The Doubles Event winner will be the team which accumulated the greatest number of points. Procedures to be followed in the event of a tie are the same as for team play.
623. The Singles Event winner will be the competitor who accumulated the greatest number of points. Procedures in the event of a tie are as written for team play.

## **TECHNICAL RULES**

### **THE DART BOARD**

624. The dart board used during the championships is to be the "clock the bull" pattern. It is to be fastened in such a manner that the centre is 173 cm (5'8") high.

### **THROWING DISTANCE**

625. The minimum throwing distance, measured horizontally from the face of the dart board, shall be 237 cm (7'9 1/4").
626. A "toe line" shall be clearly marked and is to be at least 46 cm (18") in length.
627. Players must "toe the line" or stand behind it. The line must not be stepped on. Should a player step on this line, the turn at throwing will be lost and no score counted.

## **ORDER OF PLAY**

628. Order of starting play shall be by the toss of a coin to decide which captain or player shoots first for the "bull". The loser of the first game starts the second. The start of the third game shall be determined as for the first game.

## **DARTS**

629. The darts used by the players are to conform to recognized standards.

## **THE THROW**

630. A throw consists of three darts unless a game ends in less throws.

631. The score value of the dart is determined at the location where it penetrates the surface of the dart board. The darts must be in the dart board when the marker calls the count at the end of the throw. Any dart falling from the board does not count.

632. A dart may not be re-thrown.

## **THE SCORE**

633. A player's score will be determined by subtraction.

634. Players are to throw in rotation and it is the responsibility of the marker to ensure that the rotation is maintained.

635. If the number a player requires to end a game is exceeded, the throw is terminated and no score will be marked.

## **ADVICE**

636. A player may request the marker to provide the point value obtained and the number required to end a game. The marker shall not tell the player how to achieve the required number.

637. A player may request that the Team Captain advise him of the double required to end a game.

## **CONDUCT**

638. When a player is throwing, no one shall be allowed within three feet of the player. No remarks concerning the throw shall be made to the player.
639. Any player demonstrating unsportsmanlike conduct shall be prohibited from completing the game.

## **PROTESTS**

640. All protests are to be in writing, signed by the respective Captain and submitted to the Tournament Coordinator prior to the commencement of the next game.

## **NATIONAL DARTS FEDERATION OF CANADA RULES**

641. In situations not addressed in the Regulations and Technical Rules, the Tournament Coordinator will abide by the National Darts Federation of Canada rules.

# **PART TWO: LEGION NATIONAL TRACK AND FIELD CHAMPIONSHIPS**

## **CHAPTER 7 ELIGIBILITY AND ORGANIZATION**

### **GENERAL**

701. The Legion National Track and Field Championships are an annual event, normally held at the beginning of August and staged at track and field complexes throughout the country.

### **AIM**

702. The aim of the Championships is to encourage participation, the development of leadership and the achievement of the best personal performance. The championships also encourage the fostering of friendships, awareness of The Royal Canadian Legion with the youth of Canada and the experiencing of different Canadian cultures.

### **ELIGIBILITY—ATHLETES**

703. The championships are open to both boys and girls in the following age categories:

- a. 15 years and under, as of 31 December in the year of the championships; and
- b. 17 years and under, as of 31 December in the year of the championships.

## **ORGANIZATION**

### **ACTIVITIES**

704. The Championships include practice sessions, selected training activities, a two-day track and field meet and various social or cultural activities.

### **TEAM STRUCTURE**

705. Each Provincial Command is authorized to send a team to a maximum of 48 persons. The approved structure is as follows:

- a. a maximum team of 48 shall consist of: 40 athletes, four chaperones and four coaches;
- b. provincial chaperones shall be at a ratio of one chaperone to 10 athletes, or a major portion thereof, evenly distributed between the sexes;
- c. commands with more than 25 athletes **MUST** send a minimum of two coaches;
- d. commands with 25 athletes or less **MUST** send a minimum of one coach;
- e. commands are restricted to bringing no more than 25 athletes in any one age category;
- f. commands are not permitted to send persons acting in the dual role of coach and chaperone; and
- g. commands wanting to increase their chaperone or coach positions must first obtain authorization from Dominion Command.

### **CHAPERONES**

706. The criteria for chaperones are as follows:

- a. each Provincial Command may have a maximum of four chaperones, who should be members of the Legion, to accompany the team;

- b. the number of chaperones is not to be reduced in an effort to increase the number of athletes;
- c. each Command should name one head provincial chaperone; and
- d. ensuring that chaperones are physically fit to handle the responsibilities of their position, taking into account the age and exuberance of the athletes, the rigorous schedule of events and the challenging terrain.

## **COACHES**

707. The criteria for coaches are as follows:

- a. each Provincial Command may have a maximum of four coaches accompany the team;
- b. each Provincial Command must name one coach as the Head Coach and that person should be fully certified at Level 3. All remaining team coaches should require a Level 2 certification. There may be exceptions to this rule; and
- c. each provincial athletic association is permitted to designate no more than two additional coaches of Level 1 or 2 to accompany their team for certification purposes. Further, these individuals would benefit from the experience of helping in the coaching clinics in a major event. All associated expenses are to be paid by the provincial athletic association or the coach, but not by Dominion Command.

## **PROVINCIAL TEAMS COST COVERAGE**

708. Dominion Command will cover 70% of the costs for Provincial Teams as follows:

- a. When traveling by air transportation from the designated departure airport (as authorized by Dominion Command) to the event location and return;
- b. When traveling by ground transport from the designated departure point(s) to the event location and return;
- c. Rations and accommodations, as arranged by Dominion Command at the event location; and

- d. Provincial team coverage will extend to a maximum team of 44 personnel with ratios as follows:
  - i. maximum of 40 athletes.
  - ii. maximum of 1 chaperone for the initial 10 same gender athletes or two chaperones (male & female) for the initial 10 mixed gender athletes to an overall maximum of 4 chaperones equating to 1 chaperone for each 10 athletes.
  - iii. maximum of two coaches.

## **PROVINCIAL COMMAND REPRESENTATIVE**

709. Provincial Commands are encouraged to send a representative to the championships. The expenses incurred by this person are the responsibility of the respective Provincial Command.

## **POLICE RECORD CHECK**

710. Upon initial participation in the Legion National Track and Field Championships, Dominion Command requires written proof of a police record check for all Legion coaches and chaperones prior to their arrival at the Legion Nationals. Thereafter a police record check is required every three years. All of the aforementioned persons are to report any incident that may have occurred during the validated three year period, to their Provincial Command and to Dominion Command.

711. Legion coaches or chaperones who arrive at the Legion Track and Field Championships without the required police record check will be immediately denied contact with the athletes and as soon as possible returned home at the expense of the applicable provincial command.

712. As it takes many personnel to conduct an event of this nature all other event affiliated staff are encouraged to provide a police records check. However as a precaution the following rules apply;

- a. no athlete is to be left alone with a single adult, and
- b. no athlete is to be left in the charge of a non-police record checked individual

# CHAPTER 8

## RESPONSIBILITIES AND DUTIES

### DOMINION COMMAND

801. The Legion National Track and Field Championships are conducted under the authority of the Dominion Command Sports Committee of Dominion Executive Council. The Committee determines the location of the championships but Council and/or Dominion Convention authorizes policy.

802. The Dominion Command Sports Committee is responsible for the following:

- a. staging the National Track and Field Championships;
- b. selecting sites and dates;
- c. appointing a Technical Coordinator to oversee the competition and clinics;
- d. ensuring sufficient accommodation is available for the athletes, coaches and chaperones;
- e. negotiating and finalizing the daily accommodation/meals cost with the host university or other facility;
- f. making initial arrangements with the facility for classrooms, weight room, pool, etc., for clinic days;
- g. approving the program of events;
- h. approving the rules and regulations;
- i. enforcing disciplinary action as necessary;
- j. ensuring that the track and field meet is run in accordance with the IAAF (International Amateur Athletic Federation) rules, as overseen by the Legion's Technical Coordinator;
- k. liaising with Athletics Canada to ensure that the necessary persons are available to conduct clinics for the athletes;

- l. maintaining close liaison with the Local Arrangements Committee (LAC) and providing organizational and administrative support and advice/guidance as required;
- m. inviting and hosting a guest of honour who will officially open the championships;
- n. providing an accountable and repayable advance to the LAC, upon request, to assist in offsetting initial costs to stage the event;
- o. providing the necessary funding to offset 70% of the cost of transportation, accommodation and meals for a maximum team of 44;
- p. absorbing all other necessary and pre-approved costs incurred to organize and stage the championships;
- q. planning and coordinating air travel for the persons attending the National Championships, from their homes to the airport of departure/return;
- r. appointing a male and female head chaperone who will be responsible for supervision and enforcement of the disciplinary rules adopted by the Dominion Command Sports Committee. These positions are renewable annually and the individuals should be Legion members;
- s. providing all awards, regalia and associated material; and
- t. providing a plaque to the host branch in recognition of their effort.

## **PROVINCIAL COMMANDS**

803. Provincial Commands are responsible for the following:

- a. advising Dominion Command that the Provincial Command will participate in the championships;
- b. ensuring that the athletes, coaches and chaperones are selected on a fair and equitable basis;
- c. ensuring that chaperones are physically able to meet the challenges of the rigorous schedule of events and the terrain.

- d. providing the necessary funds to offset 30% of the cost of transportation, accommodation and meals for a maximum team of 44;
- e. absorbing all expenses incurred by the extra coaches attending the championships (over and above team of 44);
- f. absorbing the expenses of the Provincial Command Representative attending the championships;
- g. planning and coordinating, in certain cases, transportation for the persons attending the National Championships from their homes to the airport of departure/return;
- h. providing a name list of the athletes, coaches and chaperones to Dominion Command prior to the deadline date;
- i. submitting completed entry forms to the Meet Director, with a copy to Dominion Command, prior to the deadline for entries; and
- j. conducting any necessary liaison with provincial authorities.

## **HOST BRANCHES/COMMITTEES**

804. Branches/Committees interested in hosting the Legion National Track and Field Championships are required to submit a letter of intent and a Host Application Form (supplied by Dominion Command) directly to their Provincial Command three years before the championships in question. The championships normally take place at the beginning of August.

805. Interested branches/committees should provide its Provincial Command with complete details of the facilities available. Specifically, a bid must indicate that:

- a. the bid to host the Championships be from a major city;
- b. a facility is available, capable of accommodating up to 450 people; and
- c. a track and field complex, including an eight lane, all weather surface track is available in close proximity to the facility.

## **HOST COMMAND**

806. The Host Command is responsible for the following:

- a. ensuring that a qualified Local Arrangements Committee (LAC) Chairman is appointed;
- b. advising Dominion Command when the Committee is in place in order to facilitate direct liaison; and
- c. providing support to the LAC as required.

## **LOCAL ARRANGEMENTS COMMITTEE (LAC)**

807. Upon approval of an application to host the Championships, a Local Arrangements Committee (LAC) Chairman is to be appointed and approved by Provincial Command. The LAC Chairman will then form a committee comprised of members with the responsibilities and duties as indicated below (ideally, each appointed member should be responsible for only one responsibility/duty):

- a. Chairman;
- b. Vice-Chairman;
- c. Secretary;
- d. Treasurer;
- e. Meet Director;
- f. Transportation;
- g. Communications;
- h. Registration;
- i. Entertainment;
- j. Public Relations
- k. Sponsorship/Fundraising;
- l. Security;
- m. Presentation of Medals; and
- n. Sergeant-at-Arms.

## **CHAIRMAN**

808. The Chairman is ultimately responsible for all aspects of the event and should know exactly what is going on at all times. However, he must also delegate authority to the members of the Committee and permit them to carry out their duties. He has the following specific duties:

- a. maintaining close liaison with Dominion and Provincial Commands ensuring that copies of all relevant correspondence and minutes of all meetings are forwarded to both commands;
- b. maintaining close liaison with the Secretary, Dominion Command Sports Committee;
- c. if an accountable advance, which is repayable, is required, forward a written request to Dominion Command;
- d. providing the staff required to conduct the championships;
- e. advising LAC members of their precise responsibilities and duties;
- f. reacting to requirements as they are identified and taking appropriate action; and
- g. being available at all times during the championships.

## **VICE-CHAIRMAN**

809. The Vice-Chairman must be aware of all preparations and be able to replace the Chairman at any time. He and the Chairman must work as a team. He should also be available to carry out any task considered necessary by the Chairman.

## **SECRETARY**

810. Responsible for:

- a. preparing an agenda for each meeting;
- b. taking detailed notes at meetings;
- c. preparing minutes of the meetings and ensuring they are distributed to LAC members, Provincial and Dominion Commands and the Provincial Athletic Association; and
- d. confirming, by letter or memorandum, events that have been planned. The confirmation should describe the event, cost, when it will occur and who is responsible.

## **TREASURER**

811. Responsible for:

- a. preparing and distributing a budget;
- b. ensuring that the LAC members report any changes in their budgets;
- c. keeping all committee members informed of revenues and expenditures;
- d. settling invoices as soon as possible;
- e. obtaining authority from Dominion Command to expend funds on non-budgeted items required to operate the championships; and
- f. maintaining records of LAC revenue and expenditures. After the event has been completed, all bills paid and the accounting has been finalized, an audited statement is to be prepared and distributed to the LAC, Provincial and Dominion Commands. Any monies remaining after the repayment of the Dominion Command accountable advance (as applicable) are to be directed into the local/community track and field program.

## **MEET DIRECTOR**

812. Responsible for:

- a. running the track and field meet in accordance with the IAAF (International Amateur Athletic Federation) rules as overseen by the Legion's Technical Coordinator;
- b. making the initial booking for the track and field stadium;
- c. keeping the Legion's Technical Coordinator apprised of all technical arrangements;
- d. ensuring that all aspects of the two-day track and field meet are coordinated thoroughly. This includes facility, equipment and personnel requirements;
- e. recruitment of the required number of officials with the necessary qualifications; and
- f. the coordination of an Appeals Committee, with representation from Dominion Command.

## **TRANSPORTATION**

813. Responsible for:

- a. arranging transportation requirements throughout the week for all participants for: airport arrivals and departures, tour day, shuttles and receptions; and
- b. arranging for the required courtesy vehicles for use during the championships.

## **COMMUNICATIONS**

814. Responsible for obtaining the necessary communication devices for use throughout the week, by securing one or more sponsors to donate cellular phones and walkie-talkies.

## **REGISTRATION**

815. Responsible for:

- a. identifying personnel to obtain, assemble and distribute souvenir kits to all participants;
- b. contacting the provincial and local tourist offices to obtain souvenir items of interest;
- c. purchasing, or securing a sponsor, who will provide carrying cases and imprinting them with the championships' crest;
- d. arranging for other sponsors to provide general items and items unique to the region;
- e. assembling the material prior to the championships; and
- f. arranging for name tags which identify the persons in attendance as competitors, guests or Committee members.

## **ENTERTAINMENT**

816. Responsible for:

- a. organizing nightly entertainment for the athletes;
- b. organizing a sight-seeing tour for the athletes, coaches, chaperones and Dominion and Provincial Command representatives; and
- c. coordinating branches to host evening receptions as required.

## **PUBLIC RELATIONS**

817. Responsible for all advance publicity and the following specific duties:
- a. producing an official Opening Ceremony brochure, outlining the program and invited guests, for distribution at the opening ceremony;
  - b. producing a souvenir booklet;
  - c. obtaining material for the souvenir booklet such as letters of greeting and photographs from the Provincial Premier, the Mayor, the Dominion President, the Provincial President, the Chairman of the Dominion Command Sports Committee and the Chairman of the LAC;
  - d. arranging for local media coverage;
  - e. ensuring space and equipment, such as telephone lines, within the track and field facility are available to report the results to Canadian Press and all local media outlets; and
  - f. maintaining close liaison with the Dominion Public Relations Officer.

## **SPONSORSHIP/FUNDRAISING**

818. Responsible for the soliciting and generation of funds at the local and provincial level required to meet the financial commitments of the LAC.

## **SECURITY**

819. Responsible for the control and access of personnel into the competition area during the conduct of the meet.

## **PRESENTATION OF MEDALS**

820. Responsible for the coordination of all aspects regarding the presentation of medals to athletes over the two days of competition.

## **SERGEANT-AT-ARMS**

821. Responsible for:

- a. in consultation with Dominion Command, arranging the official Opening Ceremony parade, which normally takes place on Friday evening. Should the weather be inclement, the ceremony may be held at a suitable indoor facility. Outdoor and indoor programs should be prepared;
- b. inviting one or two bands to participate;
- c. the Provincial flags and parade signs, supplied by Dominion Command, may be carried by Provincial Command representatives in attendance, athletes or cadets; and
- d. ensuring that all participants in the parade, with the exception of the team members, wear the approved Legion dress.

## **COST SHARING**

822. Costs to stage and operate the championships are shared, based upon the following formula:

- a. Dominion Command is responsible for the payment of 70% of transportation (from departure airport to the facility and return), accommodation and meal costs for each Provincial Command team to a maximum of 44 persons;
- b. each Provincial Command is responsible for the payment of 30% of transportation, accommodation and meal costs for its team, up to a maximum of 44 persons; and
- c. Dominion Command is responsible for all other pre-approved costs incurred to stage the championships.

823. Dominion Command will ensure all costs are paid and upon completion of the championships, will invoice Provincial Commands their share.

824. Cost sharing is based on the official record of attendance at the championships.

# CHAPTER 9

## PROGRAM AND EVENTS

901. The Local Arrangements Committee (LAC), in consultation with Dominion Command, is responsible for organizing and implementing the program for the Legion National Track and Field Championships.
902. Guidelines to assist in scheduling events have been developed and are provided to the LAC by Dominion Command

### **EVENTS**

903. The following is a list of the track and field competition events. The specifications for outdoor hurdling and throwing events are attached as Annex A to this Chapter.

**a. Girls—15 years of age and under:**

TRACK	FIELD
80 metre Hurdles—(76 cm - 30")	Long Jump
300 metre Hurdles—(76 cm - 30")	High Jump
100 metres	Triple Jump
200 metres	Discus—1 kg
400 metres	Javelin—600 gms
800 metres	Shot Put—3 kg
1500 metres	
3000 metres	
4 x 100 metre Relay	
Medley Relay— 400m, 200m, 200m, 800m	

**b. Girls—17 years of age and under:**

TRACK	FIELD
100 metre Hurdles—(76 cm - 30")	Long Jump
400 metre Hurdles—(76 cm - 30")	High Jump
100 metres	Triple Jump
200 metres	Shot Put—4 kg
400 metres	Discus—1 kg
800 metres	Javelin—600 gms
1500 metres	Hammer Throw—4 kg
3000 metres	Pole Vault
4 x 100 metre Relay	
4 x 400 metre Relay	
2000 metre Steeplechase—(76.2 cm)	
1500 metre Race Walk	
Heptathlon Day 1: 100m Hurdles (76 cm - 30"), High Jump, Shot Put, 200m Day 2: Long Jump, Javelin, 800m	

**c. Boys—15 years of age and under:**

TRACK	FIELD
100 metre Hurdles—(91 cm - 36")	Long Jump
300 metre Hurdles—(84 cm - 33")	High Jump
100 metres	Triple Jump
200 metres	Discus—1 kg
400 metres	Javelin—600 gms
800 metres	Shot Put—4 kg
1500 metres	
3000 metres	
4 x 100 metre Relay	
Medley Relay— 400m, 200m, 200m, 800m	

**d. Boys—17 years of age and under:**

TRACK	FIELD
110 metre Hurdles—(91 cm - 36")	Long Jump
400 metre Hurdles—(84 cm - 33")	High Jump
100 metres	Triple Jump
200 metres	Shot Put—5 kg
400 metres	Discus—1.5 kg
800 metres	Javelin—700 gms
1500 metres	Hammer Throw—5 kg
3000 metres	Pole Vault
4 x 100 metre Relay	
4 x 400 metre Relay	
2000 metre Steeplechase—(91.4 cm)	
1500 metre Race Walk	
Octathlon Day 1: 100m, Long Jump, Shot Put, 400m Day 2: 110m Hurdles (91 cm - 36"), High Jump, Javelin, 1000m	

## **EVENTS—COMPETITORS' LIMIT**

904. A limit has been established concerning the number of competitors who may be entered in each of the age categories established for the athletes. The limit is as follows:

- a. relay races—one team per command; and
- b. all other events—two athletes per command.

905. An individual athlete may enter a maximum of three individual events and the relay races.

906. At the team coaches discretion an athlete from the 15 and under age category may run on his provincial 17 and under relay team(s) without jeopardizing his status as an individual athlete in the 15 and under category, with the proviso that he or she may not participate on more than one relay team per day.

907. Athletes entering the heptathlon or octathlon are not eligible to enter or compete in any other event with the exception that they may be allowed to participate as active members of their provincial relay team(s) if so chosen by their provincial coaches.

## **AWARDS**

908. A medal will be presented to each athlete finishing first, second and third in each event.

909. Medals will be presented each day, at the end of the morning and afternoon sessions. Additional presentations maybe scheduled with the approval of Dominion Command.

910. A Certificate of Participation will be presented to all individuals participating in the championships.

**PREPARED BY:**  
**THE ROYAL CANADIAN LEGION**  
**DOMINION COMMAND**  
**86 AIRD PLACE**  
**OTTAWA, ON**  
**K2L 0A1**  
**WWW.LEGION.CA**

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# ANNEX 9A

## SPECIFICATIONS FOR OUTDOOR HURDLING AND THROWING EVENTS

Age Group	Hurdles Events	Number of Hurdles	Height (m/in.)	Start to 1st Hurdle	Distance Between	From Last Hurdle
Girls 15 & under	80 m	8	.76 m /30 in	12 m	8 m	12 m
Girls 15 & under	300 m	7	.76 m /30 in	50 m	35 m	40 m
Girls 17 & under	100 m	10	.76 m /30 in	13 m	8.5 m	10.5 m
Girls 17 & under	400 m	10	.76 m /30 in	45 m	35 m	40 m
Boys 15 & under	100 m	10	.91 m /36 in	13 m	8.5 m	10.5 m
Boys 15 & under	300 m	7	.84 m /33 in	50 m	35 m	40 m
Boys 17 & under	110 m	10	.91 m /36 in	13.72 m	9.14 m	14.02 m
Boys 17 & under	400 m	10	.84 m /33 in	45 m	35 m	40 m

Age Group	Throwing Events	Weight of Implement
Girls 15 & under	Shot Put	3 kg
	Discus	1 kg
	Javelin	600 gms
Girls 17 & under	Shot Put	4 kg
	Discus	1 kg
	Javelin	600 gms
	Hammer	4 kg
Boys 15 & under	Shot Put	4 kg
	Discus	1 kg
	Javelin	600 gms
Boys 17 & under	Shot Put	5.0 kg
	Discus	1.5 kg
	Javelin	700 gms
	Hammer Throw	5 kg