



# BC Wrestling Association Procedures for Event Sanctioning

Updated: April 4, 2025

*Please note: The BCWA reserves the right to update this document at any time as required*

## **MEMBERSHIP: What does your BCWA membership & insurance cover you for?**

- Regular Training programs (practices, etc.).
- Use of Facilities (rental/other) – Proof of insurance certificates available upon request
- Participation in BCWA Sanctioned Events – see Information on Sanctioned Events section below.
- Out of Province coverage, within Canada, when participating in Sanctioned events
- BCWA Member Insurance & Event specific Insurance covers: Commercial General Liability, Abuse Liability, and Participant Accident

Please note that this insurance is for BCWA member programs which are training and participating in amateur wrestling styles as recognized by Wrestling Canada Lutte. This includes Freestyle Wrestling (both men & women), Greco-Roman (both men & women), and Beach Wrestling (both men & women).

All registered programs need to be aware that if they participate in any activity beyond amateur wrestling that they do so at their own risk as the BCWA membership insurance is void in these cases.

Of course, there are activities which are acceptable for use in cross-training for amateur wrestling (running, swimming, for example). These are generally commonly referred to in coaching instruction manuals.

However, this does not include instruction of or competition/participation in other combative activities such as Judo, Jiu Jitsu, and so on. In particular, any participation in Mixed Martial Arts, or what is currently being referred to as "Ultimate Fighting" or any other related combative activity nullifies your BCWA Insurance coverage. If you are unsure, please consult BCWA for confirmation of what are and are not approved activities.

**All events must comply with applicable BCWA policies, rules, procedures, and guidelines.**

## **Sanctioned Events:**

The following are types of events where Individual BCWA membership and hence BCWA insurance covers members for participation in:

- Wrestling Canada Lutte National Championships
- BCWA Regional Sanctioned Tournaments – High school and Elementary
- Events hosted outside British Columbia which are sanctioned by the recognized Wrestling PSO in that Province/Territory (recognized PSO = recognized by Wrestling Canada Lutte).
- Events (i.e., Practices, camps, special events) which require Individual BCWA Memberships to participate in the event

Please Note:

**BCWA Membership insurance coverage is extended only for members of recognized BCWA member clubs and unaffiliated members and who have paid their Annual BCWA Membership Fees.**

## **Event Sanctioning:**

Events sanctioned by BCWA must adhere to BCWA/BC High School modified rules or Wrestling Canada Lutte rules (as per appendix A of the Wrestling Canada Lutte rule book [http://www.wrestling.ca/officials/rule\\_book.php](http://www.wrestling.ca/officials/rule_book.php) kids wrestling page 39) which establishes guidelines for safe and controlled participation in wrestling.

To be sanctioned by the BCWA, the event must follow these guidelines, including ensuring that **all participants in these events (Coaches, athletes, officials, event organizers) are members in good standing of the BC Wrestling Association, a wrestling Provincial/Territory Sport Organization (PTSO), or USA Wrestling.**

To assist with this process, this document has been produced both to outline the process for obtaining sanctions for events, and also to clearly outline what is expected of sanctioned events.

Written requests for sanctions are required for all events where registered BCWA Members are participating as members. All requests for Sanction are to be made using the **BCWA Request for Event Sanction Form** and sent to the BCWA office as noted on the form.

Sanction forms are available on the BCWA website or from the BCWA office and, after completed are to be returned to the office with PAYMENT of \$50.00 (unless otherwise specified).

Registered Club programs are pre-sanctioned for:

- routine club activity such as weekly training/practices where Wrestling coaching certification guidelines are met.

Clubs are not sanctioned for any activities (eg. banquets) involving alcohol and drugs.

**RULES:** The rules for BCWA Sanctioned events are those outlined in the current Wrestling Canada Lutte rule book. Rule modifications as endorsed by the BCWA for events being sanctioned are acceptable.

## BC WRESTLING - EVENT SANCTION REQUEST FORM

**PROCESS FOR SANCTIONING: REQUESTS FOR SANCTIONING MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF YOUR EVENT. PAYMENT of \$50.00 IS REQUIRED AT THE TIME OF REQUEST.**

- It is the responsibility of the Tournament convener for an event to have BCWA Sanctioning. **Only sanctioned/paid (\$50) events will be posted on BCWA's website in the Event Calendar.**
  - Additional marketing services available with a service fee if requested.
- For Sanction Requests, please include a Copy of the event information (in Word Format) flyer including weight classes & entry fee.
- **All tournaments requesting sanctioning must have tournament registration processed through the Interpodia on-line event registration (2MEV) to ensure participants are members. BCWA will be granted administrative access to verify.**
- The Tournament convener will be notified by email when sanction request is received.
- Meet MINIMUM standards for events:
  - Use a minimum of one BCWA-recognized BC-3 on mat official for each mat
  - Employ a Skin Check
  - Use a weight verification system
  - Use the recognized Wrestling Canada Lutte rules with the approved BCWA modifications.
  - Ensure all participants are current BCWA, PTSO, or USA Wrestling members. Provide proof if requested.
  - No day of event registration permitted. Must be communicated in the event technical package.
  - Attempt to commit to the posted start time for the event.
- Events granted Sanctioning by BCWA must include the following on their promotional materials (brochure, web-site, etc.: "This event is sanctioned by the BC Wrestling Association (BCWA),
- Following the Sanctioned event, the Tournament Convener is asked to send the BCWA ([info@bcwrestling.com](mailto:info@bcwrestling.com))
  - Complete copy of the event Individual and Team results (typed and website ready in MSWord or Excel)
  - All participants' full name and registered team lists.

### Applicant Information:

Club Name: \_\_\_\_\_ Tournament Convener Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Contact Phone (home): \_\_\_\_\_ (cell) \_\_\_\_\_

Contact/Club Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### General Event Information:

Event Name: \_\_\_\_\_ Club or School Event: \_\_\_\_\_

Location (city): \_\_\_\_\_ Event Date(s): \_\_\_\_\_

**Detailed Event Information (check all that apply):**

- Event will use BCWA recognized Officials – head official: \_\_\_\_\_ Pairing Master: \_\_\_\_\_
- Event will use weight verification as follows (check one): Random weight checks \_\_\_\_\_  
Full weigh-in \_\_\_\_\_ (Yes/No)
- All participants will be BCWA members. \_\_\_\_\_
- Event will be hosted under rules and safety guidelines as outlined by Wrestling Canada Lutte, including approved BCWA rule modifications where applicable. \_\_\_\_\_
- Is there a need for Event Specific Certificate of Insurance. \_\_\_\_\_
- If yes, please provide details on Facility host / requesting COI (full name and address), limit of liability (ex. 2mil, 5mil etc.) and any other additionally insured Parties:

I hereby request that the event described above receive sanction from the BC Wrestling Association. I am aware that this request obligates me to follow the BCWA guidelines and requirements for hosting this event.

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

BCWA use only:

Event Sanction is: \_\_\_\_\_ Granted \_\_\_\_\_ Rejected PAYMENT of \$100 Received \_\_\_\_\_ Outstanding: \_\_\_\_\_

Confirmed by: NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BC Wrestling Office Mailing Address:** 3692 W. 17th Avenue, Vancouver, BC, V6S 1A2  
Phone: 604-737-3092 email: [info@bcwrestling.com](mailto:info@bcwrestling.com)

# Tournament Hosting Guidelines for Hosting an BCWA Sanctioned Event

## MEMBERSHIP

For BCWA Sanctioned events, all participants must be current members in good standing of the BCWA. Conveners are asked to ensure that all participants participating as a school team member are participating with the permission of their school and that the event host school's School Board is aware that BCWA members are participating under their club. **BCWA Clubs are responsible for ensuring that all club members participating in such events are current BCWA members.**

## HEAD OFFICIAL

- To be a BCWA Sanctioned event, the competition must have a Head Official. For Provincial level events, the Head Official will be appointed by the BC Wrestling Official Association's VP Provincial.
- **The Head Official will report any incidents to BCWA's Executive Director.**
- The Head Official is responsible for ensuring that a sufficient number of trained officials are available to officiate the event. The Head Official will also negotiate the cost and other details for the officiating team (accommodations, meals, etc. as required).
- ALL OFFICIALS WORKING BCWA SANCTIONED EVENTS MUST BE CERTIFIED AND CURRENT MEMBERS OF THE BCWA.
- The following should also be available:
  - A designated area for the pairing masters with the appropriate number of tables and chairs and office equipment.

## FINAL REPORT

**Following the Sanctioned event, the Tournament Convener is asked to send the BCWA ([info@bcwrestling.com](mailto:info@bcwrestling.com))**

- Full DIGITAL Complete copy of the event Individual and Team results typed and website ready (MSWord or Excel)
- Copy of the weight verification sheet(s) – to verify tournament participant numbers
- Copy of Injury reports and disciplinary reports from the event

## VENUE

- The Head-Official and the Tournament Convener are responsible for a safe competitive area. The immediate competition area is reserved for registered officials, registered coaches, competing athletes, and volunteers. If this is not the case, the competition will be halted at their discretion until the problem is rectified.
- In an effort to ensure a safe competition area, **ALL SPECTATORS** are expected to remain in the designated spectator area. A maximum of 2 coaches per athlete will be permitted to be mat side during the competition. The coaches must be registered members in good standing with BCWA.
- The venue must provide for adequate space for all competition surfaces and allow for adequate protection area outside the competition circle on each mat, and also allow for enough space between mats. Mats should not be placed in such a way that the competition circles are too close – a meter apart is a suggested bare minimum, two meters preferred. The mats must also not have any dangerous projections or objects nearby – pillars, bleachers, and so on.

## MATS

- All mats used for the competition should be wrestling mats manufactured for wrestling and in good repair. For competitions, mat sections should be joined using mat tape or a like product. There must be an adequate protection area around each mat.
- For health purposes, the Organizing Committee is responsible for washing the mats with a 10% bleach solution prior to the event, at the end of each day for multiple day events, and between wrestling sessions if applicable. Each mat should have a supply of bleach/water (10% bleach) in a spray bottle (if volunteers are cleaning blood off of the mats, rubber gloves are recommended).
- **The gym must be laid out in such a way as to allow for good visibility for the spectators and to allow for adequate crowd control, and lastly to allow Medical Staff an adequate view of the competition areas.**
- As part of the pre-event inspection, the Head Official and Convener shall inspect all mats. Any concerns are to be addressed before the competition is allowed to start.

## WEIGH-INS

Depending on the type of weigh-in used (either a full weigh-in on site or a remote weigh-in with on-site random verification, there must be some form of weight verification used.

## WEIGHT LOSS

Conveners are reminded of the BCWA and CAWA Excess Weight Loss Policies. These Policies are to be followed at all BCWA Sanctioned events. For weight loss policy, please go to the Policies section of the Wrestling Canada Lutte web site [www.wrestling.ca](http://www.wrestling.ca). The Wrestling Canada policy is noted in the Wrestling Canada Lutte Rulebook. The following is an excerpt: "The use of plastic bags, saunas or any form of artificial weight loss is strictly prohibited at the Bantam Festivals and Cadet/Juvenile National Championships....."

## MEDICAL SUPPORT

Tournament Conveners are to have trained medical personnel on hand. (Access to a phone & contact numbers for medical personnel).

**Open /Local Events** Volunteer with emergency medical training (St.John's Ambulance training, Red Cross First Aid Training, etc.). As an alternative, a volunteer with medical training (off duty nurse, ambulance personnel, paramedic, for example).

**Provincial Championships** A trained Athletic Therapist or Therapists.

**National Championships** Trained Athletic Therapist(s) under the guidance of a Medical Doctor.

## PRE-EVENT & FACILITY WALK THROUGH CHECK SHEET

### OUTSIDE:

1. Does the parking lot surface and/or drop off area appear adequate, well lit, (if your activity will be held after dark) and free of any dark areas and pot holes Yes No

### INSIDE:

2. Are there any obvious trip and fall hazards? (i.e. torn carpet, wet floor in restrooms or elsewhere in the facility, poor lighting, non highlighted steps) Yes No

3. Are all exits clear and well marked with lighted signs? Yes No

4. Are the signs in working order? Yes No

5. Are all required exit doors unlocked? Yes No

6. Do all fire extinguishers have visible signage and current inspection tags? Yes No

7. What is the visible general condition of any bleachers that may be used during your event? Good Fair Poor

8. Are the areas that your organization may require access to open, including first aid areas? Yes No

9. Are areas that your organization will not require access to locked or otherwise secure? Yes No

10. Are dressing rooms, if required, clean, well lit, and secure? Yes No

11. Are the first aid rooms available, clean and stocked? Yes No

12. Have local emergency medical services been notified? Yes No

What is the anticipated emergency vehicle response time to the facility? \_\_\_\_\_ Minutes

13. Is the PA system in good working order? Yes No

14. Are emergency lights in working order? Yes No

Has an emergency plan been implemented and discussed with all staff and volunteers? Yes No

Are signs posted? Yes No

15. Arrangements made about how to close the facility and who is responsible for this being established? Yes No

Have tear-down arrangements been made? Yes No

16. What is the general condition of supplied protection equipment? (i.e. padding, mats, etc.) Good Fair Poor

17. Are restricted area, caution, etc. signs posted and visible? Yes No

18. Has all event set-up equipment been stored and secured properly away? Yes No

19. If temporary changes were made during the set-up of an event (ie: all mats secured to wall, if doors were taken off to bring in equipment have they been properly installed back to working order), were these changes returned back to their proper working and safe condition? Yes No

20. Have waiver and release forms been obtained from all participants? Yes No

Have they been stored and secured properly? Yes No

21. Have all of Wrestling Canada Lutte /BC High School Wrestling's rules and regulations been reviewed and implemented? Yes                      No

Signature of Coach \_\_\_\_\_ Date \_\_\_\_\_

Signature of Head Official \_\_\_\_\_ Date \_\_\_\_\_