

Schedule A

WFTDA CONTINENTAL CUPS: Division of Responsibilities for Hosting, Organizing, and Executing the Events

Host Responsibility	WFTDA Responsibility
FINANCIAL	
Pay venue and all other operating costs of the event not assigned to WFTDA.	<ul style="list-style-type: none"> • Provide the host payment specified in the Hosting Agreement for operating the event, payable 14 days after signature of this hosts agreement. • Cover broadcast-specific costs as well as any other costs assigned to WFTDA in this contract.
Provide financial report within 8 weeks of the tournament's completion.	Provide financial information from prior events for reference.
Host may charge participating teams up to \$500 US to participate in the event. Any team participating from another continent should not be charged.	Provide Host with list of teams and contact information.
EVENT MANAGEMENT	
Negotiate with, contract, and manage venue and event.	Provide requirements for competition, broadcast and other WFTDA requirements.
<ul style="list-style-type: none"> • Select and contract ticket agent. • Set ticket prices and policies. • Sell tickets and retain all ticket revenue. 	Provide historical information on Cups ticket sales.
<ul style="list-style-type: none"> • Provide an adequate number of volunteers to operate the event, with the exception of positions listed as the responsibility of WFTDA. • Provide the required league liaisons per the <i>WFTDA Continental Cup Staffing and Responsibilities</i> document. 	Provide the staffing per the <i>WFTDA Continental Cup Staffing and Responsibilities</i> document.
<ul style="list-style-type: none"> • Provide all technical equipment listed in the <i>Tech Requirements for WFTDA Tournaments</i> document. • Provide all supplies listed in the <i>Continental Cups Supply List</i>. 	<ul style="list-style-type: none"> • Provide all technical equipment listed in the <i>Tech Requirements for WFTDA Tournaments</i> document. • Manage the <i>Continental Cups Supply List</i>.
Provide meeting space for 150 people for 8:00 PM-10:00 PM pre-tournament meeting at a space convenient to the hotel or venue. Please be aware of audio needs for participants and supply microphone, if needed.	Run pre-tournament meeting.
COMPETITION	

<ul style="list-style-type: none"> • Set up the track per the requirements of <i>The Rules of Flat Track Roller Derby</i>, the <i>WFTDA Risk Management Guidelines</i>, the <i>WFTDA Sanctioning Policy</i>, and the <i>WFTDA Tournament Track Setup Guidelines</i>. • Provide dais or officiating table space with internet access and electricity and an unobstructed track view for Tournament Head Referee (THR), Tournament Head NSO (THNSO), GTO, Tournament Head Announcer (THA), 2 scorekeepers and scoreboard operators. • Provide all seating, audio-visual equipment, track and officiating supplies required to meet the requirements of sanctioned game play. 	<ul style="list-style-type: none"> • Create tournament brackets and structure. • Invite teams, officials and a trained GTO. • Manage sanctioning, scores and stats submission. • WFTDA staff and tournament support will be available pre-event to consult on setup needs. • Head Officials and GTO have final approval on track setup upon arrival at the event.
<ul style="list-style-type: none"> • Awards ceremony may be structured per Host event requirements. • Work with the WFTDA Director-on-site to facilitate the awards ceremony. 	<ul style="list-style-type: none"> • Provide winner trophy, medals for the top three teams, and patches for participating officials. • WFTDA will provide the template for the awards ceremony and the WFTDA Director-on-site will facilitate the ceremony with the host.
SAFETY/INSURANCE	
<ul style="list-style-type: none"> • Collaborate with the facility to develop security protocols and emergency plans. • Submit Emergency Action Plan to WFTDA Insurance. • Staff EMTs or other medical staffing in compliance with state, local, venue, and <i>WFTDA Risk Management Guideline</i> requirements and submit staffing plan to WFTDA Risk Management Chair. 	<ul style="list-style-type: none"> • Provide support and guidance on safety and medical requirements and processes. • Review Emergency Action Plan and medical staffing plan within 14 days or receipt of plan.
<p>Arrange liability insurance and athlete injury coverage at the event.</p>	<ul style="list-style-type: none"> • Provide support for insurance needs. Confirm insurance for all participating teams, skaters and skating officials. • Provide participation waiver for all Participants.
BROADCAST	
<p>WFTDA must be able to broadcast online, retain broadcast rights, no broadcast restrictions (rights, ownership, costs) or origination fees.</p>	<ul style="list-style-type: none"> • Produce the broadcast of the event. • We can deliver video feed to house for concourse and external TVs.
<ul style="list-style-type: none"> • Three 8' tables minimum and 6 chairs located behind the stage/dais. • Dedicated 20 amp circuit at Broadcast Center. • Drop for two static cameras behind the team benches and penalty box. Drop for one static camera at turn 1. • Dedicated 20 mbps hardline. • House Audio line level XLR delivered to table. 	<ul style="list-style-type: none"> • Manage broadcast setup with venue technical managers. • Incur all additional venue, staffing, internet and other costs required for broadcast production.

<ul style="list-style-type: none"> Optional: forklift rental from venue or third party for static cameras behind penalty box. 	
HOTELS	
Negotiate and contract hotel room block(s) or discounts, as per regional practice and provide to all tournament participants, including WFTDA support staff listed in this document.	Provide historical information on Cups room night usage.
ENTRY BADGES AND HOSPITALITY	
<p>Provide entry and reasonable hospitality support and preparation space for the following:</p> <ul style="list-style-type: none"> minimum of 24 per team for skaters and support staff approximately 75 officials 1 GTO 10 broadcast production staff Approximately 15 announcers 2 WFTDA photographers 1 WFTDA Board of Directors representative 	<ul style="list-style-type: none"> WFTDA will provide team charters and lists of all officials and WFTDA-staffed tournament support at least 14 days prior to the event for use at registration. WFTDA will manage online participation waivers for teams and officials and will provide participation waiver for in-person registration as well as list of any unsigned waivers.
MERCHANDISE	
Design and produce event merchandise. Set pricing.	
SPONSORSHIP	
Solicit and manage all event sponsorships and vendors.	Solicit and manage all broadcast sponsorships.
MARKETING	
Set guidelines for, hire, credential, and work with event photographers/videographers and create an agreement that aligns with WFTDA's agreement.	<ul style="list-style-type: none"> Select two photographers to provide material for WFTDA's use. Provide photography/video waiver for all participants.
Key spokespeople must complete online brand management training.	Provide brand management training (will be live and a recording made available)
Create a website exclusively for the Continental Cup that will house the marketing and promotional information for the event, including but not limited to ticket sales links, brackets, hospitality packages, etc.	Provide WFTDA Continental Cup digital assets and logo use standards.
Set up a Facebook event page and invite WFTDA as co-host for recognition on our WFTDA Facebook events list. Event name must contain 'A WFTDA-Continental Cup' either as part of the Facebook event name OR on the creative images for the event	Advertising support on WFTDA media channels including social media posts at various intervals prior to and during the tournament.
Set guidelines and requirements for, credential, and work	Support on media and photographer guidelines best

with media and photographers.	practices.
If the Host produces a program, two free full-page ads must be made available for use by WFTDA.	If the Host produces a program, WFTDA will provide all ready-made assets for the two full-page ads by the deadline provided or will forfeit the ads.
All spokespeople must use the key mentions document in social media or any interviews surrounding the event.	Provide key mentions document outlining other WFTDA Continental Cups and WFTDA assets and events for announcers, Host social media teams or any interviews surrounding the event.
<ul style="list-style-type: none"> • Provide WFTDA THNSO with all scoreboard advertising to be added to the scoreboard computer. • Provide WFTDA with space for scoreboard advertising. 	Provide all ready-made assets for the scoreboard advertising 48 hours prior to the event.
Provide house announcers with content for event sponsorship spots.	Provide broadcast announcers with content from broadcast sponsor spots.

The following documents are attached with specific items referenced above.

- Tech Requirements for WFTDA Tournaments
- Continental Cups Supply List
- 2019 WFTDA Continental Cups Marketing Care Package
- WFTDA Continental Cup Staffing and Responsibilities