WCA Lead Organizer Requirements Policy

Version 1.0

Scope

The current version of this policy is only applicable to areas that are in scope for the pilot implementation of this policy, which includes Canada, Oceania, United Kingdom, and the United States.

Purpose

This policy outlines the requirements for organizers of WCA recognized competitions to be accredited organizers by the WCA, and the process for gaining that accreditation.

Policy

1. The Lead Organizer of a WCA competition is responsible for the competition. This includes responsibility for all organizational aspects of a given competition, including finances, venue and equipment logistics, competitor safety, management of competitors and spectators, compliance with relevant local laws, and ensuring the competition complies with the components of WCA policies and Regulations which relate to competition organization.
2. All official WCA competitions taking place solely in a country listed in the Scope section of the policy must have exactly one Lead Organizer.
    2.1 Exception: for multi-location competitions with location(s) in an in-scope country, each such location must have exactly one Lead Organizer. The same Lead Organizer may cover multiple locations.
3. The Lead Organizer may be an organization (e.g. a not-for-profit organization, or a limited liability company), or an individual.
4. Additional organizations or individuals may be listed as organizers on the WCA website for a given competition if they are volunteering or are assisting with the competition; however all requirements remain the responsibility of the Lead Organizer.
5. Individual WCA Delegates or other WCA Volunteers may be Lead Organizers. When such individuals carry out the responsibilities associated with the Lead Organizer they do so as an individual and not in the capacity of their WCA role.
6. All Lead Organizers must be accredited by the WCA. Accreditation is assigned to the organizer themselves, and is not done on an individual competition basis.
7. To be accredited, a Lead Organizer must have:
    7.1 A bank account dedicated to managing all funds related to WCA activities
    7.2 An expense and reimbursement policy
    7.3 A Stripe (or similar payment processing tool) account for collecting WCA registration fees
8. Meeting the requirements in point 7 does not guarantee accreditation. The WCA Executive Assistants Team (WEAT) may approve or reject an application at its discretion.
9. Lead Organizer accreditation is granted via the following process:
    9.1 Step 1: The Organization or Individual applies for Lead Organizer accreditation by completing the application form and providing necessary information:
        9.1.1 Lead Organizer Application - Organization
        9.1.2 Lead Organizer Application - Individual
    9.2 Step 2: The WEAT reviews the application against the requirements in point 7 and makes a determination. This review may involve additional requests of information to be submitted by the applicant, consultation with other WCA Teams or Committees, or an endorsement of the application by a relevant WCA Delegate.

9.3 Step 3: Should the WEAT make a favourable determination, the applicant must sign or otherwise certify a Lead Organizer Accreditation Agreement agreeing to the terms of this policy.

10. Lead Organizer accreditation will be granted for a given country, region, or group of countries or regions, authorizing an organization or individual to act as the Lead Organizer for WCA competitions in that area only. Existing Lead Organizers may apply for additional accreditations for other countries or regions.
11. Lead Organizer accreditation may be granted with conditions, which will be reflected in a modified form of the Lead Organizer agreement. Such conditions include but are not limited to restricted use of WCA website functionality (e.g. Stripe connectivity), and a specific timeframe to achieve an accreditation requirement.
12. Accredited Lead Organizers must:
    12.1 Be responsible for all WCA dues associated with competitions they are the Lead Organizer for.
    12.2 Communicate to the WEAT any changes in their organizer status from the original application, including a change in the leadership of a Lead Organizer organization. Such changes may require a review of the Lead Organizer accreditation.
    12.3 Provide the WCA (WEAT and WFC), on an annual basis, a copy of bank and/or financial statements for all WCA related activities. The WCA may also request a copy of these items on an ad hoc basis for periodic review or auditing purposes.
    12.4 Agree to a new version of the Lead Organizer Accreditation Agreement when required by the WCA.
13. Lead Organizer accreditation may be withdrawn by either the WCA or the Lead Organizer.