WCA Competition Requirements Policy

Version 4.3

Purpose

The purpose of this policy is to define the requirements and processes that a competition must meet and follow in order to be recognized as a WCA Competition.

Policy

WCA Competition Requirements

An official WCA Competition must:

1. Be announced at least 28 days (four weeks) before 00:00 UTC of the start date of the competition on the WCA website.
   1.1 WCA Delegates should allow a suitable time frame for competitions to be announced after they are confirmed to the WCA Competition Announcement Team.
2. Comply with the <u>WCA Regulations</u>.
3. Comply with all <u>WCA Policies</u>.
4. Be open to all competitors and spectators who wish to attend, up to the maximum capacity stated on the website or otherwise permitted by the venue.
   4.1 Any restrictions placed on competitors and/or spectators who can attend must be publicly outlined in the competition information section and approved by the WCA Board or WCA Competition Announcement Team.
5. Be held on a single date or on two or more consecutive days.
6. Have at least one official event.
7. Have at least one competitor.
8. Have at least one designated WCA Delegate in attendance.
   8.1 Exception: in case the WCA Delegate cannot attend the competition, the WCA Board may appoint a trusted person to act as a temporary WCA Delegate for the competition.
   8.2 The WCA Delegate for a competition is responsible for:
      8.2.1 Submitting the Delegate Report to the WCA Regulations Committee and the WCA Quality Assurance Committee regarding adherence to WCA Regulations and quality standards during the competition, the overall course of the competition, and any incidents that happened. The report must be submitted within one week of the end of the competition.
      8.2.2 Submitting the competition results to the WCA Results Team within one week of the end of the competition.
         8.2.2.1 Results should be double-checked and free of errors before submission.
         8.2.2.2 All scramble sequences used during a competition must be sent with the results of the competition.
            8.2.2.2.1 All scramble sequences must be labeled with the events, rounds, and groups for which they were used. If there are multiple groups in a round, it is not necessary to identify which competitor was in which group.
         8.2.2.3 Physical records (e.g. score sheets, written solutions from 3x3x3 Fewest Moves) must be retained for a minimum of 90 days. Digital records (e.g. scramble sequences, results) must be retained for a minimum of 7 years.

       8.2.3 Sending corrections of competition results to the WCA Results Team.

       8.2.4 Advising other competition officials when necessary.

       8.2.5 Deciding about disqualifying competitors during the competition.

       8.2.6 Generating, providing, and maintaining the security of the scramble sequences (<u>WCA Regulation 4b2)</u>).

       8.2.7 Ensuring that all outstanding incidents after a competition are resolved.

   8.3 The WCA Delegate may delegate some of their responsibilities to the organization team or other officials.

9. Comply with the rules of "qualified sponsorship" set forth by Publication 598 of the Internal Revenue Service (IRS), as well as any additional rules or laws in the local country of the competition.

   9.1 The competition website may announce and display the business name or logo in connection with the competition.

   9.2 The competition website may link to a website homepage or competition-specific landing page.

       9.2.1 The competition website cannot link to web pages that advertise specific products or services of the sponsor (unless it is the sponsor's homepage).

       9.2.2 The competition website cannot advertise any specific products or services of the sponsor, including any endorsements of quality or price.

   9.3 The competition website may acknowledge the sponsorship contribution.

10. Competitions with proceeds going to a charity must indicate so on the competition website, preferably in the Information section of the 'General info' tab. The name of the charity must be included. Any such charity needs to be recognized in the country where the competition is held.

   10.1 Having this indicated on the competition website must be done as soon as the charity of the proceeds for has been decided. This must be done prior to the competition taking place.

If WCA Regulations are not correctly observed during a competition, results may be modified at the discretion of the WCA Delegate, WCA Regulations Committee, WCA Results Team, WCA Disciplinary Committee, WCA Ethics Committee, or the WCA Board.

Announcement Criteria

The WCA Delegate must submit the following information when requesting approval of a competition:

1. Competition name, nickname, and ID

   1.1 The name must not be too general. It should be related in some way to the competition itself, such as:

       1.1.1 The location of the competition

       1.1.2 The competition venue

       1.1.3 The season or date of the competition

       1.1.4 The events of the competition

       1.1.5 The convention the competition is a part of

       1.1.6 A local cultural reference

       1.1.7 A sponsor of the competition

   1.2 Capitalization of the competition name must be appropriate. The first letter of each word in the competition's name should be capitalized and subsequent letters within words should be lowercase, except articles and prepositions, which should be always lowercase. Acronyms should be capitalized.

   1.3 The name must end with the year of the last day of the competition.

   1.4 The competition name must be in Roman-readable letters and may only contain characters

from A-Z, a-z, 0-9, or similar characters. Only '.:-& are permitted as special characters.

1.5 The competition name must be 50 characters or less, including whitespaces.

1.6 If the competition is named after anyone or anything, they must be persons or things lacking any controversial meaning worldwide.

1.7 Names should contain the location of the competition.

1.8 Competitions may not be named after a living cuber, member of the organization team, or any competition staff.

1.9 Names must not contain possibly offensive parts or memes.

1.10 The name cannot contain website domains or anything susceptible to be interpreted as a link, hashtag or in general an electronic identifier.

1.11 The name cannot contain any trademarks unless the organization team is formally authorized, in writing, to use such names.

1.12 Names should not contain any unnecessary parts in the name, like "competition".

1.13 The competition nickname and ID must resemble the competition name.
  1.13.1 The competition nickname and ID should only be modified if the competition name is too long (more than 32 characters). Exception: groups of competitions may have modified nicknames and IDs to ensure consistency with past and future competitions.

1.14 Abbreviations and acronyms should be avoided unless the competition name is too long (more than 32 characters).

2. Location(s)

2.1 A location consists of the country, city, and venue.

2.2 The location should also include subregions of the country that are common to include with addresses (e.g. the state a U.S. city is located in).

2.3 Competitions will be accepted regarding proximity if there are no other competitions within 10 km driving distance and less than 5 days away.
  2.3.1 Otherwise, the WCA Competition Announcement Team should review the circumstances of the proposed competition. The WCA Delegate requesting approval for such a competition must provide further information on why the competition should still be accepted. Possible arguments that support such a competition being accepted include:
    2.3.1.1 The two competitions don't have events in common.
    2.3.1.2 The two competitions take place in different countries.

2.4 3x3x3 Fewest Moves simultaneous competitions
  2.4.1 3x3x3 Fewest Moves simultaneous competitions are WCA competitions having only the 3x3x3 Fewest Moves event and taking place simultaneously in different locations.
    2.4.1.1 Any location must be announced at least 28 days (four weeks) before 00:00 UTC of the start date of the competition on the WCA website.
    2.4.1.2 If any location of such competitions is closer than 10 km to any other competition, then
      2.4.1.2.1 both competitions should be at least 5 days apart, or
      2.4.1.2.2 the other competition must not have the 3x3x3 Fewest Moves event.
  2.4.2 A 3x3x3 Fewest Moves simultaneous competition cannot be part of any other regular competition.
    2.4.2.1 Time frames when both are held cannot overlap.

2.5 Series
  2.5.1 Series are a special classification that can be assigned to WCA Competitions held less than 33 days apart for which the distance between them is less than 200 km, with the intention to accommodate more competitors to compete in one area.

2.5.1.1 Series may be accepted if the need for competitions in an area is so great that the community will benefit from having multiple competitions held in a short period of time.

2.5.1.2 All competitions within the same series should be submitted and announced together.

2.5.1.2.1 A series may have an additional competition announced at a later time if it has identical events to another competition in the series, and if it still fulfills all other requirements for a regular competition.

2.5.2 Competitions in a series must clearly and publicly show that they are part of a series, and state their special participation terms.

2.5.2.1 A competitor is only permitted to participate in one competition of a series.

2.5.2.1.1 If a competitor competes at more than one competition in a series, only the results from the first competition will be recognized, and all other results will be removed. At the discretion of the WCA Delegate, results from all competitions in the series may be removed, and they may face disciplinary action.

2.5.2.2 A competition may only be part of one series.

3. WCA Delegate(s)

4. Organization team

4.1 Organization teams can be specific persons and/or organizations.

5. Competitor limit

5.1 The competitor limit can be on either a "first come first serve" basis or based upon qualification results or rankings in the WCA world rankings of a previously announced calendar date.

5.1.1 Qualification for an event must be based only on results from the same event.

5.1.2 Qualification for an event must be based on one type of result only (i.e. average/mean or single).

5.1.2.1 Exception: in case of using average/mean results, single results must be used to break ties.

5.1.3 The qualification result is based on the last day of the competition at which it was achieved.

5.2 If the competitor limit for a competition or an event is reached before the competition, the organization team must not approve any additional registrations for the competition or the event.

5.3 The competitor limit is per competition or per event. Per day competitor limits are not allowed.

5.3.1 Exception: for 3x3x3 Fewest Moves simultaneous competitions, the competitor limit is per location.

5.4 The competitor limit is not greater than half the maximum number of people allowed at public gatherings in the competition venue such that each competitor is able to bring 1 guest into the venue.

5.4.1 If such a maximum number is not available, the best estimate from a Delegate may be used.

5.5 The WCA Competition Announcement Team will review the competitor limit and/or qualification results or rankings to ensure that they are utilized properly.

5.5.1 The WCA Competition Announcement Team, together with the Senior Delegate, may set a minimum competitor limit per region and event list.

5.5.1.1 Where a minimum limit is used for series, the total of competitors across all competitions in the series is considered.

6. Registration requirements

6.1 The registration requirements are the set of rules and procedures relevant to the registration process.
- 6.1.1 The registration requirements must be clear and precise.
    - 6.1.1.1 If an occurrence is not covered by the registration requirements, the organization team and Delegate(s) must make a decision based on fair sportsmanship.
- 6.1.2 The registration requirements must be available in English.
- 6.1.3 In addition to the English version, the registration requirements can be available in any other language and should be available in the local language.
- 6.1.4 If the registration requirements are not possible to be fulfilled by an individual due to reasons outside of their control, they are eligible for completing their registration following a suitable alternative approach, at the discretion of the Delegate. In case of such an inquiry, the organization team must involve the Delegate, who must then carefully assess the individual's situation. If deemed appropriate, the Delegate and organization team must make reasonable efforts to provide an alternative approach for the individual to fulfilling the requirements.
    - 6.1.4.1 Possible reasons include, but are not limited to:
        - 6.1.4.1.1 Having an unsupported credit card for paying the registration fee.
    - 6.1.4.2 Exceptions must not be based on:
        - 6.1.4.2.1 Missing the registration deadline.
        - 6.1.4.2.2 Not having enough money to pay the registration fee.

6.2 The registration requirements must include the registration period(s) with a clearly defined time range with a start and end time and date.
- 6.2.1 The first registration period must be announced publicly on the WCA website at least 48 hours before it starts.
    - 6.2.1.1 An active registration period may be extended after request of the Delegate.
    - 6.2.1.2 The competition's WCA Delegate(s) and/or members of the organization team may register for the competition prior to the first registration period, however their registration(s) must not be approved until the first registration period has started.
- 6.2.2 Additional registration periods may be added at least 24 hours before they start.
- 6.2.3 Different registration periods may have different registration requirements (e.g. restricting which events a competitor can register for).

6.3 The registration requirements must include the procedure for completing a valid registration.

6.4 The registration requirements must include the deadline for updating registered events for competitors with completed registrations.
- 6.4.1 This deadline must not be earlier than the time registration is set to close.
    - 6.4.1.1 The deadline may be set to be just before an event is scheduled to take place.
- 6.4.2 Competitors may choose not to compete in an event they are registered for.
- 6.4.3 Exception: for competitions with only one event, the deadline for updating registered events may be omitted.

6.5 The registration requirements must include the conditions of the waiting list.
- 6.5.1 If a waiting list is in place:
    - 6.5.1.1 Registrants will be placed on the waiting list if they have completed all requirements for a valid registration, but the competitor limit has been filled. Registrants from the waiting list will be accepted in the order that their registration was completed once a spot becomes available.
    - 6.5.1.2 It must be stated what the deadline is to be accepted for a registrant on the waiting list.

                        6.5.1.2.1 This deadline should be the same as the deadline for refunds for competitors canceling their registration, if (partial) refunds are to be given.
                6.5.1.3 The organization team may specify a limit to the waiting list. Once the limit of the waiting list has been reached, the Delegate should inform the WCAT to close the registration period.
                        6.5.1.3.1 In case a limit was not set in advance, the Delegate may contact the WCAT to request to have the registration period closed if the waiting list has become unreasonably long.

    6.6 Different locations for multi-location competitions may have different registration requirements (e.g. competitor limit).

7. Events

    7.1 Each event must have a planned number of rounds.

        7.1.1 Each round of each event must have a planned format and time limit.

        7.1.2 A round of an event must have planned advancement conditions if there is a subsequent round of the event.

        7.1.3 A round may have a cutoff. A round with a cutoff is a cutoff round, with the formats as per WCA Regulation 9b).

    7.2 Only results from events that appear on the competition website in the Events tab and Schedule will be recognized.

        7.2.1 Other events may only be held unofficially.

    7.3 The main event of the competition should be publicly mentioned on the competition website.

        7.3.1 The main event should be recognizable in the competition schedule and having an appropriate proportion of rounds and attempts.

        7.3.2 Only WCA sanctioned events may be considered the main event of the competition.

        7.3.3 There may be no main event of the competition.

    7.4 An additional event may be added upon the WCA Delegate's request at the discretion of the WCAT. The competition must meet the following requirements for an additional event to be added:

        7.4.1 The competition is at least 5 days away.

        7.4.2 A registration period for the competition must have a minimum of 24 hours before it closes.

        7.4.3 The competitor limit must not be completely filled.

8. Schedule

    8.1 The schedule must be published on the WCA website using the WCA schedule tool.

    8.2 The schedule should be manageable by the competition's WCA Delegate(s) and adhere to the WCA quality standards.

    8.3 An additional day may be added to the competition after the originally planned days, if the orgnization team wants to offer additional events (see 7.4).

        8.3.1 None of the originally announced events may be held on this new day.

            8.3.1.1 Exception: A siginificant delay on the previous day, if every affected competitor agrees.

9. Championships

    9.1 A championship type is assigned to competitions that are National, Continental, or World Championships.

        9.1.1 A competition must be located entirely within the region where the championship type is selected.

        9.1.2 A competition may have multiple championship types.

        9.1.3 A championship type for a region must only be assigned to one competition in a year.

9.1.3.1 Exception: Two competitions may have the same Championship status if one of the competitions has only 3x3x3 Fewest Moves as an event and the other competition does not hold the event 3x3x3 Fewest Moves. The two competitions must be held in the same calendar year.

9.1.4 An additional selection process is conducted by the WCA Board for organizing Continental and World Championships.

9.2 Naming

9.2.1 Continental and World Championships names must begin with "WCA".

9.2.2 If used, the word "Championship" must be singular in the competition name.

9.2.3 Competitions which are not National, Continental, or World championships should avoid names that are similar to championship names.

9.3 Date(s)

9.3.1 National Championships should not be held on the same date(s) as Continental or World championships.

9.3.2 Continental Championships must not be held on the same date(s) as World Championships.

9.4 Championships should have all the officially recognized WCA events.

9.5 Championships must recognize and award champion titles and their respective prizes to the winners in the region.

9.6 Organization teams of National Championships should involve all the WCA Delegates of the respective countries, at the discretion of the Senior Delegate.

10. Optional requirements

10.1 The organization team may request to require competitors to submit puzzles at a specific time before an event is scheduled to begin.

10.2 The organization team may request to prohibit competitors from participating in specific combinations of events.

10.3 Approving optional requirements is at the discretion of the WCA Competition Announcement Team.

Amendments to WCA Competitions

The following information can be changed by the competition WCA Delegate without approval, within the confines of the relevant WCA Regulations. Changes to any of the below points must be clearly communicated to all registered competitors:

1. Number of rounds (WCA Regulation 9m))
2. Round formats (WCA Regulation 9b))
3. Time limits (WCA Regulation 9s))
4. Cutoffs (WCA Regulation 9g))
5. Advancement conditions (WCA Regulation 9p))
6. Scheduled time of a round

Tabs on the competition website may be modified without the approval of the WCAT. This can be done as long as there is no contradicting information added. These tab edits may be modified without informing all registered competitors at the discretion of the Delegate.

The main event may be rejected and set to "no main event" upon submitting results if it does not meet the suitable guidelines outlined.

All other information submitted as part of the competition approval process may only be changed at the discretion of the WCA Competition Announcement Team or the WCA Board.