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## ASAA PROVINCIAL CHAMPIONSHIPS

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### *Goals of an ASAA Provincial Championship*

To foster, facilitate and coordinate provincial championship events in a manner that encompasses educational and recreational values that are beneficial to all athletes, coaches and spectators.

To maintain good sportsmanship, integrity and goodwill within and between high schools participating in ASAA championship events.

To instill a feeling of community, encourage competition at its best and provide a unique experience for all involved.

### *Privilege of Hosting*

To host an ASAA championship allows for you to showcase your school and community. You have the privilege of making a memorable experience possible for high school athletes, coaches and others.

### *Expectations*

It is expected that hosts will strive to offer the best championship possible and that you will follow all directives issued by the ASAA office. Timely submission of information both before and after the championship is also an expectation.





## **ASAA**

### Mission

To advocate involvement in school sport as an integral part of education and to provide governance of interschool sport activities for high school students through fair play and equal opportunity.

### Vision

School Sport...Empowering Alberta Youth

The Alberta Schools' Athletic Association is a voluntary, non profit organization that has been established to coordinate a program of worthwhile athletic activities for the young people of Alberta in an educational setting. It is the volunteers administering, coaching and promoting the program that are responsible for its success.

Thank you for dedicating your time to student-athletes across Alberta by hosting an ASAA High School Provincial Championship. Your work is greatly appreciated.

### *ASAA Contact Information*

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## ASAA RESPONSIBILITIES

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The ASAA office provides the following:

- Provincial Host Handbook
- On-site meeting with ASAA rep and commissioner (when possible)
- Dedicated ASAA staff member to offer advice, guidance and assistance before, during and after event
- Attendance by ASAA staff member, Executive member, or ASAA designated representative at the Provincial Championship event
- Provincial Championship information on the ASAA website
- Gold, Silver and Bronze medals with ribbons
- Keeper plaques
- Championship banners and Host School banner
- Perpetual plaques/trophies
- T-shirts for champion athletes/teams
- Sponsorship banners and ASAA banners
- Championship program covers & \$500 printing subsidy (where applicable)
- Scorepads (where applicable)
- ASAA Policy Handbook and School Directory
- Sport Specific excerpt from the Safety Guidelines for Secondary Interschool Athletics
- Championship website template

## HOST RESPONSIBILITIES

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As host/tournament chair you should oversee:

- Liaisons with ASAA office
- Set-up and coordination of all sub-committees
- Booking of facilities (including banquet, gyms, playing fields and accommodations)
- Schedule and officials (where applicable)
- Preparation and production of Provincial Championship Information package, championship programs and website
- Responsible for advocating and enforcement of ASAA Bylaws and Policies
- Submission of final reports by the deadline set out by ASAA
- School community involvement—staff, students and principal support

**Make sure you and your committee is familiar with ASAA Bylaws and Policies as they MUST be followed.**

*Helpful suggestions from past ASAA hosts:*

- Start planning early and check all details carefully
- Have regular committee meetings and be sure communication is open
- Get your school principal involved as he/she can be extremely helpful
- Talk to past hosts to get as many ideas as possible
- Make use of your school staff members (particularly your tech staff) and students—students especially enjoy the experience



- Keep your school office staff well informed of the provincial championship event so that they can field questions for you
- Avoid assigning yourself (as tournament chair) any specific duties on the day(s) of the championship so that you are free to handle unforeseen problems

## COMMITTEE RESPONSIBILITIES

These sub-committees are directly responsible to the Tournament Chair and should develop a framework that best suits its own needs. All communication should be sent directly to the chairperson. When recruiting your committee members, it is essential to select a committee head for each area of responsibility. It is strongly suggested that committee members not be involved in the championship as coaches, managers or players.

### *Tournament Chair*

- oversee the coordination of all aspects of the championship
- liaise with ASAA office
- select committees and determine meeting dates and locations
- set timelines for completion of tasks
- creation of information package
- coordination of coaches meeting to review and clarify all events
- deal with unforeseen problems during championship
- sit on grievance committee
- oversee and coordinate the collection and compilation of final reports
- send thank you cards to volunteers, sponsors and delegates after event

### *Assistant Chair/Co-Chair*

- assist tournament chair in organizing and planning of championship
- assume the role of the tournament chair if the chair is coaching
- assist the tournament chair in dealing with any issues
- assist in collecting and compiling of final reports

### *Finance/Treasurer*

- prepare a preliminary budget based on committee requirements & ASAA recommendations
- send a copy of budget to ASAA staff liaison
- write cheques as required
- handle all monies (receipts and disbursements)
- prepare final financial statement and submit to ASAA office

### *Facilities/Equipment*

- book all competition support facilities (coaches room, officials room)
- check competition area to ensure regulations and safety
- determine and prepare equipment required
- organize volunteers to set up and take down equipment & facility
- coordinate site managers of multiple sites are being used
- coordinate custodial staff

### *Safety/Security*

- decide upon entrances to be used for spectators and set up blockades (within allowable fire code restrictions)
- observe and police competition to be sure area is safe
- monitor spectator behavior and control any disruptions if necessary
- supervise the use of noisemakers and remove where appropriate
- remove any unruly or discourteous spectators
- assist the tournament chair with any issues where necessary
- provide support/protection for officials if required

### *Gate/Concession*

- handling of monies should be accountable to adult supervisor
  - determine admission ticket prices and concession prices,
  - decide upon entrances to be used for spectators and set up at these locations
  - obtain volunteers to work these stations, remember to have adult supervision
  - special 'Guest passes' should be recognizable to all working gate

### *Hospitality*

- book rooms at all sites for coaches, officials, dignitaries and committee
- these rooms should be available during the entire competition
- should include a regularly replenished supply of beverages and snacks
- you are not expected to provide meals, but always a nice touch
- ensure signage is clearly marked and visible
- computer/internet access should be made available, whenever possible

### *Coaches Meeting*

- used to provide an opportunity to review and clarify all events/activities
- used to provide an opportunity for coaches to discuss policy, improvements and any feedback regarding event
- should be held prior to commencement of competition and no longer than one hour in duration
- mandatory for all coaches, invite head official, ASAA Commissioner and ASAA representative
- to be chaired by Tournament Chair and/or Commissioner
- General Outline should include but is not limited to:
  1. welcome comments on behalf of host school and the ASAA
  2. introductions of committee members, commissioner and ASAA representative
  3. review pertinent information (sport specific rules, competition procedure and schedule, eligibility, code of ethics) and allow officials rep an opportunity to speak to this
  4. review banquet and opening ceremonies procedure
  5. review rules of local facility and/or other housekeeping items
  6. allow time for commissioner to speak
  7. review sportsmanship criteria and expectations



8. review ejection rule and grievance committee responsibilities
9. hand out coaches questionnaire
10. allow time for questions and/or discussion of any other items

#### *Registration*

- Team registration kits: feel free to be creative in designing own kit but be sure to include the following information:
  1. time schedule for all games
  2. souvenir program (not mandatory)
  3. events calendar (banquet, coaches meeting, opening ceremonies...)
  4. map of immediate vicinity
  5. availability of first aid and Emergency Action Plan (EAP)
  6. team sportsmanship nomination form (where applicable)
- Note:** items from local sponsors cannot be included in team registration kits. Only ASAA sponsor items may be included (which you will be advised of by ASAA)
- Team Host/Hostess: team sports should be provided to each team to provide information and directions. This volunteer acts as a facilitator (carries school/zone sign during opening ceremony). This is an excellent job for students and creates great school community.
- all team registration to be accepted via host website unless otherwise stated (e.g. track & field, cross country...)
- responsible for collecting of team entry fees and writing receipts
- responsible for team check in

#### *Accommodations*

- Coast Hotels & Resorts is the major ASAA sponsor and where available must be contacted first and used as the official hotel of the championship
- block book rooms in as many hotels as required as far in advance as possible (these rooms are reserved for athletes and coaches not fans) and it is suggested you ask hotels to limit rooms per team
- try to obtain special group rates and be sure to try and arrange flexibility on release date of block booking
- arrange with hotel flexibility in check out time
- accommodations information must be included on host website and sent to zone secretaries
- schools to book their own rooms; host only coordinates block booking

#### *Officials (major and minor)*

- Major:
- invite to head official for coaches meeting
  - book accommodations, if requested or supply information
  - provide area for officials to change - provide hospitality room
  - provide officials with special passes for entrance to facility
- Minor:
- solicit students for all minor officiating jobs
  - conduct training sessions
  - provide them with outline of duties
  - arrange for hospitality area (snacks and refreshments)

**Note: Electronic devices including but not limited to ipods/MP3's, cell phones, blackberry's or similar devices are not permitted to be used by minor officials at scorer's table**

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*Photography*

- arrange to have team or individual pictures taken, depending on sport (can be done by professional or school staff member)
- submit all team and individual pictures and good action shots on USB drive to the ASAA office following the championship; labeled correctly in order of appearance to be used for ASAA publications.
- arrange to have action shots taken during the event and include on USB
- upload pictures to the championship website

*First Aid/Medical*

- book trainers or medical personnel for each site
- provide each coach with an EAP (Emergency Action Plan)
- notify nearest hospital and/or EMS of event and number of participants

Please refer to page 30 for more details

*Banquet*

Please refer to page 22 for details

*Grievance/Disciplinary*

Please refer to page 26 for details

*Sportsmanship*

Please refer to page 24 for details

*Media Relations*

Please refer to page 28 for details

*Website/Technology*

Please refer to page 13 for details

*Opening Ceremonies*

Please refer to page 21 for details

*Awards Presentations*

Please refer to page 23 for details

**It is strongly recommended that your committee members are identifiable throughout the whole event, whether it is with a committee shirt/sweater/jacket, or nametag.**



## TIMELINES FOR ASAA PROVINCIAL CHAMPIONSHIPS

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### *Upon receiving the bid*

- select a tournament chairperson that will act as main liaison with ASAA
- book all facilities (this should actually be set when bid is sent in)
- accommodations in area should be contacted and rooms block booked
- conduct an initial committee meeting & designate areas of responsibility
- set subsequent and regular meeting dates for your committee
- start approaching any local sponsors to see if they will help
- \* (but remember to let them know that they cannot be recognized during event, please see ASAA website for sponsor template)
- start to look for banquet facility (your own school is recommended)

### *6 months prior to event*

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- review committee responsibilities and set time lines for completion of tasks
- confirm facility bookings
- confirm banquet facility & meals
- invitation to guest speaker, if applicable
- committees should be submitting cost estimates
- host conference call with the ASAA should be taking place 6 months prior (or host meeting where applicable)
- start to get your staff involved and start recruiting student volunteers
- begin communication with your principal and get their support
- start to prepare information package and draws/schedules
- plan minor official training, if applicable

### *3 months prior to event*

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- Submit first draft of information package & draws to ASAA for feedback
- contact with Gimmicks (souvenir t-shirts) should be made to discuss logistics of set-up
- committees must submit costs
- submit preliminary budget to ASAA for review and approval
- arrange for first aid trainers and medical personnel (where applicable)
- contact previous champion(s) and arrange for them to send you trophies
- arrange for photographer
- shipment of championship items will be sent from ASAA office, once received, INVENTORY OF ITEMS MUST BE DONE
- start to prepare program layout and find a printer
- send requests out to special dignitaries for program letters of welcome
- conference call with ASAA for host website tutorial should be taking place and begin to layout championship website
- invitations sent to special guests and dignitaries to opening ceremonies and/or banquet

### *1 month prior to event*

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- confirmation of officials (where applicable)
- receipt of all ASAA items (banners, championship items) & game balls (where applicable)



## Provincial Host Handbook

- confirmation of student assistants and arrange for another meeting to train as minor officials and team hosts/hostesses
- confirmation of committee members and task timelines
- final approval from ASAA on information packages and draws/schedules
- upon final approval all championship items should be uploaded to championship website
- confirmation of hotel block bookings
- confirmation of guest speakers
- submit any changes to preliminary budget to ASAA
- final layout of program should be ready and only need input of team info
- check on receipt of all championship trophies from previous winners
- perform all inventory checks and equipment inventory at all sites
- confirm medical personnel
- prepare signs for team hosts/hostesses
- commence preparation of coaches meeting agenda

### *1 week prior to event*

- website registration should be complete and program information should be input and programs printed
- with assistance from ASAA office all athlete eligibility should be checked; schools with unregistered athletes will be contacted by ASAA
- last meeting with committee members to confirm all tasks completed
- last meeting with student assistants to review schedules, team assignments & responsibilities
- all ribbons should be attached to medals and final inventory check done
- confirmation of banquet numbers
- assign team change rooms (if necessary)
- prepare team registration kits/coaches packages
- cash boxes for doors and concessions
- reconfirm with officials, guest speakers and special dignitaries

### *1 day prior to event*

- check all sites and equipment
- make sure all ASAA and sponsor banners are hung
- awards display table should be set up in a prominent location to showcase all awards (sort all medals and champion shirts)
- obtain microphone and podium for opening ceremonies and check that it works
- post direction signs (change rooms, gym, hospitality room, Gimmicks...)
- set up all equipment (if necessary), scorer's tables, medical areas, gates...
- set up registration area
- obtain change for cash boxes
- display ticket prices prominently; tape prices and sample of all events pass on table
- meet with student assistants and minor officials to review responsibilities
- check all banquet requirements
- receipt of programs and placement at appropriate areas
- coaches meeting should take place, be sure to have appropriate information and any updates for all coaches



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### *Day(s) of event*

- set up of registration area
- set up of competitive area(s)
- make sure all equipment is ready
- check to see if Gimmics requires anything
- make sure change is in cash box and programs are available at gate
- be sure to fill the stands with students for opening ceremonies
- be sure opening ceremonies set up is done (section designated for special guests and dignitaries)
- appoint an individual to greet and host dignitaries
- post and update results on championship website regularly
- collect any coaches feedback questionnaires on the last day of event

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### *Post event*

- post and update all final results and photos on the championship website
- host post event committee meeting for feedback and recommendations
- prepare and submit final reports to ASAA (all reports need to be filled out and sent to ASAA via USB drive provided no later than 4 weeks after championship)
- prepare final budget/financial statement to ASAA
- return ASAA and sponsor banners to ASAA office (or to next host as directed by ASAA office)
- if loss incurs, submit letter of request for subsidy to the ASAA office
- send out thank you cards to appropriate people

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### *Final Report Submission*

Final report and picture submission to ASAA office should be done no later than 4 weeks after the provincial championship event. All forms included in the final report are to be submitted via USB drive provided to you by the ASAA. All forms are to be submitted at one time.

- provincial report (participating schools, trophy winners, attendance...)
- yearbook write-up (brief summary of provincial championship event)
- sportsmanship pin award recipient summary
- tournament chair's evaluation (recommendations and feedback of the event that can be passed on to subsequent hosts)
- athlete/team photographs: with correct and complete labeling of individuals in photos
- action shots: for use in ASAA publication (do not need to be labeled)
- final financial statement (all receipts should be collected by this point)

## HOST INFORMATION PACKAGE

ASAA Provincial Championship hosts are required to create an information package that will be posted on the host championship website to be available to all schools. The previous year's information package is available on the host website and it is encouraged for hosts to review previous years and customize for your event. **This package must be submitted to the ASAA office and ASAA Commissioner prior to posting on the championship website and this should be done at least one month prior to the championship event.**

Information packages must include the following:

- Location, address, start time & date
- Tournament committee contact information (name, address, email & phone number—school, home and cell)
- Website address for championship—<http://provincials.asaa.ca>
- Schedule or draw
- Registration fee and process (on the website)
- Accommodation information (price, location, codes)
- Coaches meeting time and location
- Banquet location, time, cost and cheque payable to (tickets will be ordered through championship website at time of registration)
- Photography sessions: times and location
- Special events planned (guest speaker, magician...)
- Details for arranging practice times
- Spectator space and admission cost—adult/child/senior/student/family
- Brief description of facility
- House rules
- Awards to be displayed (and these awards should be on display)
- Concession and/or restaurant facilities
- Map with venue and accommodation facilities clearly marked
- Contingency plan for weather
- Location on-site where results will be posted
- Clarification on #'s on roster and home bench information (for all applicable sports)
- Emergency Action Plan (see page 30 for more details)
- Uniform change recommendations (see page 56 for more details)



## CHAMPIONSHIP WEBSITES

All provincial hosts are required to use the ASAA-provided championship website template. These websites are standardized to allow hosts a professional looking website, as well as aid website visitors with easy navigation to obtain relevant information pertaining to each championship. Each host is responsible for customizing the site as appropriate and will have the ability to upload files, photographs and much more. Do not simply provide a link to a locally developed site.

To commence creation of your host championship website you must first create your login and password information. Follow the steps below:

1. Go to <http://provincials.asaa.ca>
2. Click on 'Become A Host' on the left sidebar
3. Register your school information and contact information, then click continue
4. Select your site design/template (this can be changed anytime throughout the process)
5. Enter in your log-in information (be sure to write down your information!)
6. Once all of this is done, you will now need to log-in with the information you just created

This will start the process for you. Feel free to experiment with the site with the knowledge that no site is seen by the general public until the ASAA 'activates' the site. Please take it upon yourself to look through the other websites that have previously been created by other hosts and use this as a reference. Once the ASAA has had a brief tutorial with you via conference call, all hosts will be required to create their sport specific site with all pertinent information.

In order to get back onto your site, after you're initial visit, you'll have to click on the 'Host Login' button on the left sidebar. This will take you directly to your site.

Please use the information that you included in your Information Package to create your championship website. If you follow the checklist provided to you on page 12, then all relevant information will be covered.

It is required that these websites be functional and ready for activation no later than 4-6 weeks prior to your championship. ASAA will only activate the site once there has been a chance to review all of the content.

### *Tips for planning your website:*

- Keep it clean and logically organized
- Review other host websites and use as a reference
- Be patient and ask lots of questions; your ASAA liaison is more than happy to help!
- Remember there is never too much information that can go up



### Updating your website

It is important to keep your website up-to-date with results during your championship. This website will be used as the primary source of results, so ensure immediate updates are made as games are completed and at the end of each day. It is strongly recommended that you have a member of your committee designated to this task throughout your championship.

Results must also be emailed/faxed to the major media outlets at the end of each day. A media list will be provided to hosts by the ASAA, but hosts are encouraged to provide results to any interested media outlet whether on the list or not.

Most of the championship website templates will be equipped with a mechanism to post your results; however it is strongly recommended that you provide a back-up of your results and upload a separate document that tracks your championship results. This will ensure that results get posted in a timely manner.

All website functions will be discussed during the tutorial between host and ASAA office.





## CHAMPIONSHIP PROGRAMS

With the exception of Golf, Cross Country and Rugby provincials, a souvenir provincial championship program is expected to be offered at each provincial championship event.

The ASAA provides the following items:

- program covers (front and back cover in colour and senior sponsor ads printed on the inside front, inside back and back cover)
- \$500 printing subsidy to assist with the cost of printing the program content
- sponsor ads to be included in the program (**These ads are not to be shrunk or modified in any way. Please note that you may not include any local sponsor ads in the program.**)
- welcome letter from ASAA Executive Director
- a copy of previous year's program (to be used as a guideline)

### *Program Contents*

- pertinent information about the competitors and coaches (rosters, team history, town/city of each participating team, school name...)
- photographs of each participating team in team sports (only if you have at least 75 percent of all teams)  
\*(the above information will be submitted directly to host website when teams register)
- background information on the event/competition
- welcome letter from ASAA
- welcome comments from ASAA Commissioner
- sponsor ads which include:
  - three 1/2 page ads (Morgex, Northern Athletic and Coast Hotels)
  - four 1/4 page ads (Cowan, Gimmicks, Elite, and Driving Force)
  - one full page logo garden ad

### *Other 'Filler' Items*

- maps
- welcome comments from special dignitaries (principal, mayor, premier, superintendents...)
- list of committee members
- special thanks to volunteers
- record of past ASAA champions
- athlete's oath and/or coaches creed
- code of ethics/behaviour
- sport related trivia/games
- referee signals



## FINANCES

There should be a committee position that is designated as the Finance Chair. This position is responsible for paying bills and collecting all revenue related to the event. It is important to keep accurate accounting records. The finance chair is also responsible for the development of the preliminary budget and the final budget.

A preliminary budget must be produced early in the planning stages of the championship event, and a copy must be sent to the ASAA for approval and feedback. A financial statement is included in the forms section on the USB drive that is provided to you by the ASAA (included on the drive are the financials and reports from previous host, if available).

The final budget is to be submitted with the final tournament report, no later than 4 weeks after the event.

If the competition shows a deficit or a profit of less than \$1000, the ASAA Executive Committee will consider, when asked, providing a hosting grant to a maximum of \$1000. The Executive will review the financial statement of the host (preliminary and final) and considering all reasonable expenses, determine what, if any, grant money will be provided. See page 17 for more details.

### *Helpful suggestions and strategies for managing your budget*

- Entry fees should only cover the cost of officials and/or facilities, unless otherwise approved. All entry fees must follow the guidelines in ASAA policy (page 129) and must be approved by ASAA prior to event.
- ASAA realizes the need for committee and volunteer recognition. These championships cannot function without the dedication of these volunteers. It is important to treat them as an integral part of the championship, but remember to keep your costs reasonable when dealing with gifts/apparel.
- Banquet tickets should be priced to cover banquet costs only, but you can build in reasonable expenses to cover dignitary & volunteer meals. This is not an area to make a profit and banquet fees must fall within parameters set out in ASAA policy.
- Encourage local sponsors to get involved but remember to advise them that they cannot be recognized during the event, however you are more than welcome to recognize them leading up to the event and post event.
- When possible, hold your banquet at your school or local recreation centre. This gets the school involved, promotes community ties and helps keep costs down.
- Have a lunch or a brunch instead of a dinner banquet, this may reduce your cost and athletes and coaches are still treated to a great meal.
- Involve your local community and volunteers in the event, you would be surprised how many people would donate their time to such a special event.
- Prepare your financial statement as soon as possible and follow-up with outstanding bills or receipts sooner than later.
- Financial statement must be submitted to ASAA office with final reports no later than 4 weeks after the event.

***Please remember, if you are ever in doubt contact the ASAA for guidance.***



### Guidelines for hosts claiming reimbursement from the ASAA

The ASAA allows hosts to claim up to \$500 for a deficit on an ASAA Provincial Championship, or if a profit in hosting an ASAA championship is less than \$500, the host can apply to have their profit level topped up to a maximum of \$500, net of taxes.

*Conditions:*

1. The ASAA expects hosts to be fiscally prudent. However, the ASAA will make reasonable allowances for items that may be considered over and above what is required in host an ASAA Provincial Championship.
2. A detailed preliminary budget, using the format provided by the ASAA must have been provided for review and approval by the ASAA Executive at least ninety (90) days in advance of your event in order for reimbursement to be considered.
3. A detailed final budget, using the format provided by the ASAA must be provided for review and approval by the ASAA Executive within the four (4) week time frame after your event, in order for reimbursement to be considered.
4. Post Event: The ASAA Executive will review all financial statements received from hosts, compare them with the preliminary budget submitted prior to the event and will decide on the level of reimbursement to be provided, if any. If requested, hosts must provide additional detail on financial statements and or receipts. Reimbursement may be reduced or denied altogether if it appears that unreasonable liberties have been taken.
5. Areas where there is potential for expense column items not being approved under the ASAA Provincial Championship Reimbursement Guidelines may include but not limited to:
  - volunteer & committee recognition if unreasonably high
  - teacher substitution costs
  - photography (excessive ID tags are considered an 'over and above' item and up to \$500 may be recognized for such expenses. Other photographic costs must be reasonable, host schools should not be expected to provide free team photos to teams)
  - honorariums should only be provided to guest speakers at banquets and should be nominal. They should not be paid to anyone involved on an organizing committee of an ASAA championship as the ASAA prides itself on being a volunteer driven organization. Honorariums for committee members that are listed as part of budget expenses in the financial report, will be subtracted from any claim submitted.
  - gift items for athletes, reasonable allowance is provided for things like water bottles or other tokens, however costs must be reasonable
  - equipment: cost of equipment that will remain in the school should not be listed as part of your event expenses for reimbursement purposes. These items remain a legacy in the school and the ASAA should not be expected to cover such expenses.
  - miscellaneous: if making a claim for reimbursement, any miscellaneous columns must be detailed

The ASAA has difficulty every year with hosts who are late in submitting final reports and properly labeled photographs. Approved reimbursements will not be sent to host schools until complete final reports, required photos and banners have been received at the ASAA office.



## Gate & Cash Handling Guidelines

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It is encouraged by the ASAA to have some cash handling policies set in place for your championship event. The gate and/or concession is the area that most hosts will see a profit from, which helps offset some of the event expenses.

When setting your admission prices, it is important to set a price which will encourage people to attend. Remember to consider special rates for children, students, seniors and families, and it is always recommended to have a separate admission price for tournament passes. Be sure to advertise these prices on championship website and at the gate.

The ASAA provides sponsors and special dignitaries with an All-Event pass, a sample is sent to every host. It is important to relay this information to your gate crew to ensure that they are aware that anyone presenting this pass should gain entry to the event without hassle or question.

### *Suggestions for Cash Handling*

- An adult presence is always necessary when cash is being handled. Most championships station students at the gate/door and this sometimes leads to unaccounted for money/ticket loss in revenue because people are getting in for free...Therefore it is strongly recommended that you have an adult supervisor working with any students.
- Have an accountability of gate/concession receipts in place. Ensure there is a cash box at the start with the float counted and witnessed by individuals.
- If there is a shift change throughout the day, there should be a reconciliation of cash before handing off. Have the shift that is leaving count cash and then the shift that is starting should count it again before starting their shift.
- At the end of the day, the gate crew should do a final cash reconciliation and they must know the procedure for depositing or for leaving the cash. The finance chair should be responsible for collecting and locking up/ depositing any cash from the gate and concession.
- When/if printing off tickets or passes, please ensure they are numbered to allow for a tracking mechanism. This will help you to reconcile tickets with amount of cash collected.
- Be sure to have your entrance to the facility clearly marked and gates should be set up at each of the entry points to ensure no lost gate revenues.
- Concession booths are also an excellent revenue-generating venture, so be sure to arrange for a concession area away from the competition area.
- It is always encouraged to recruit and train volunteers working the concession and to follow the same cash handling guidelines as listed above.
- It is strongly recommended that nutritious food choices are available throughout the competition.



## SPONSORSHIP

### *ASAA Partner Program Fulfillment Requirements*

Note: sponsors are under no obligation to honour any incremental asks made by hosts

1. Banners and Signage

ASAA provides all banners, ads and logos that are needed for the provincial championship. Only ASAA sponsors can be recognized at the championship.

It is requested that all banners get hung in a prominent place throughout the championship sites. These banners are your responsibility and must be returned to the ASAA (or other requested place) immediately following your event. Any lost, stolen or ruined banners will need to be replaced at a cost of approximately \$300/banner.

2. Announcements

ASAA provides all hosts with Public Announcements for our sponsors to be read over the PA system during your event. Please read one or two during each break in action or stop in play.

3. Local Sponsors

Local sponsors are permitted; however, they cannot be recognized in any fashion during the championship, whether in the program, through banners, or over the PA system. They can however be recognized before and after the event as you see fit.

The ASAA encourages hosts to work with their schools to solicit year round sponsors for their school programs. Please see the ASAA website for a sponsorship template that may assist you.

4. Gimmicks

Gimmicks is the ASAA's official supplier of championship souvenir apparel. Gimmicks will contact the tournament chairperson directly to arrange adequate space and power are available to them at the championship venue. Gimmicks will provide the artwork for the championship (approved by the ASAA) and will heat press the apparel on-site at the championship.

For sports where championships are held at multiple venues on the same weekend, Gimmicks will provide on-site personnel to as many locations as possible and will make the same customized apparel available to the other championships on a pre-order basis. The form for pre-orders must be made available on the host website. The host will receive \$2.50 for each Gimmicks item sold during the championship.

5. Sponsor Presence

The ASAA will act as a liaison between the sponsors that will be present at your championship and the host. Senior Partner sponsors (Milk, Telus and Subway) will be given the option to say a few words during opening ceremonies, so it is important to allocate 1-2 minutes for each of the Senior Partner sponsors that attend your event.



Sponsors should also get an invitation to your banquet and should take part, where possible, in awards ceremonies.

It is strongly suggested that the tournament chairperson or a committee member, greet and welcome the sponsors upon arrival. Sponsors will be easily recognizable because they will be wearing corporate apparel. So please be sure to welcome them, make introductions and provide them with guidance and information as to the program of events during the championship.

Some suggestions from previous hosts to get local sponsorship involved:

- Keep your championship information in the public eye
- Do a letter blitz to local businesses with your championship information, reminding them that they can only be acknowledged prior to and after the event (not during)
- Take out a one page ad in your local newspaper the week leading up to the championship event and an ad the week after the event thanking all that were involved
- Cash donations are always good, but remember that the incidental items are also good to get donated (e.g. ice packs, supplies for coaches rooms, first aid supplies...)
- Recognize them throughout the year and at all other tournaments

**IF YOU HAVE ANY QUESTIONS REGARDING SPONSORSHIP, PLEASE CONTACT THE ASAA OFFICE.**





## OPENING CEREMONIES (where applicable)

Opening Ceremonies usually take place on the first day of the competition prior to the first game of the championship event or preceding the host team's first game. Please be sure to clearly indicate time and location of opening ceremonies during the Coaches Meeting.

The ceremony should include (but is not limited to):

- A march of teams led by a band/music (please put some thought into the parade of athletes—where they will sit, order of march, location of speakers to athletes, direction should be given to team host/hostess...)
- Introduction of teams
- Introduction of dignitaries
- National Anthem
- A short address by some or all of the following—school principal, school board trustee, school board superintendent, mayor, MLA, ASAA representative, senior sponsors
- Athlete's Oath (not mandatory)  
In the name of all competitors, I pledge that we will take part in this championship in the true spirit of sportsmanship respecting and abiding by the rules which govern them, for the glory of sport and the honour of our team.
- School choir and or band
- March out to be coordinated and done to music

It is strongly suggested to check availability of podium and microphone for opening ceremonies.

The opening ceremonies should be impressive, enjoyable and reasonably short (20–30 minutes). **You should make every effort to have the gym full of students and other spectators.**

Opening Ceremonies provide you, as the host school, with an opportunity to be creative and positive. This will allow you to set the tone for the whole championship event and therefore try to make it something unique, entertaining and memorable for all athletes, coaches and spectators.

The ASAA office will advise you of any ASAA or ASAA sponsor representatives that will be attending the opening ceremonies. Please be aware of their attendance and try your best to have someone greet them and feel welcomed.



## BANQUET

A meal function (breakfast, brunch, lunch or dinner) is strongly recommended to be held at each championship event. If a banquet is held, it is mandatory for all teams to attend.

### *Location*

- facility should be large enough to hold athletes, coaches, special guests and committee members
- it is encouraged to use school facilities (gymnasium, cafeteria...) this will promote the school community and keep the cost down
- if using a location other than school, it should be in close proximity to championship event

### *Meals*

- select a menu that keeps the athletes in mind (healthy)
- make sure there will be a sufficient amount of food
- where available, make use of local/community volunteers/caterers or school food services
- all meal tickets should be ordered on line during the registration process, but be sure to keep a count in order to ensure correct numbers are in attendance
- it is suggested to create a designated seating plan for all teams and special guests
- if having a buffet, determine **in advance** the order that tables will go to the buffet line, remember that any special guests should go first

### *Prices*

- it is important to keep the cost of the meal as reasonable as possible, banquet fees should be set so that meal costs are covered and should not be used to make a profit or to subsidize other expenses
- a minimal increase in the fee to cover the cost of dignitaries and committee meals is acceptable
- all banquet fees must be approved by the ASAA prior to team registration

### *Speakers*

- be sure to have a Master of Ceremonies
- if possible, arrange for a guest speaker from your local area (a former athlete or local personality), someone who will add to the banquet
- please be sure to inform any guest speakers to keep their address to 15-20 minutes

### *Invitations*

- please invite all or some of the following people to the banquet as your guests: school board officials, MLA's, ASAA Executive/Staff/Commissioner, ASAA sponsors (All ASAA representation must be coordinated through the ASAA office)
- please ensure that all special guests/dignitaries are acknowledged verbally and thanked for their attendance and support

### *Other suggestions*

Team introductions, some form of entertainment (magician, hypnotist...), videos or slide presentation, team identification centerpieces, decorations.

**The banquet should be designed with the athletes in mind and should promote interaction between teams.**



## AWARD PRESENTATIONS

The ASAA office provides all medals, ribbons, plaques, championship t-shirts, and banners. It is strongly recommended that upon receipt of items, an inventory is taken; this will ensure all items have been received.

### *Plaques*

It is the responsibility of the tournament chairperson to contact the previous year's winners to obtain the perpetual plaques (please see pages 52-56 for the list of last year's winners). Request that the plaques are sent in to your school at least two months prior to the event. Check to see if the plaques have been updated (engraved) and are in good condition. If not, please ensure the plaques are engraved and send the bill to the school last in possession of the plaque, not the ASAA. If the plaque is in need of repair please contact the ASAA office immediately.

*The following **must** be considered when coordinating award presentations:*

- Medals must be assembled and sorted prior to awards
- All banners, medals, plaques and champion t-shirts should be organized and on display and readily accessible for presentation
- Arrangement for dignitaries and/or special guests to be involved in presentation of awards
- Tournament chairperson should be prepared to say a few final words and thank you's, remembering to keep it as short as possible
- Establish the logistics of award presentations—where the athletes will line up, where your dignitaries will stand, where the awards will be...
- Be sure to have enough people available to assist in organizing and handling of awards

### *Award Presentation Protocol*

The following is a list of some of the most commonly overlooked items during your awards presentations:

- know the logistics of your presentations—location of athlete line-up, where your presenters should stand, the location of the medals, banners and plaques...
- your MC needs to know the names of the sponsors that are in attendance (if applicable), the names of the presenters, and the ASAA rep in attendance
- please be sure to remind anyone speaking at the award presentations to keep it very simple and short
- be sure to know who is presenting and always have enough people on hand to help with the doling out of all items (medals, plaques – perpetual and keeper, banners and champion t-shirts)
- a recommendation for the presentation of medals is to have the ribbons already hanging on a dowel or something similar so the presenter can just slide the medal off
- it is strongly recommended to open the banners and roll them out at least an hour prior, so they are flat for your presentation

## SPORTSMANSHIP

Every ASAA Provincial Championship will receive 5 sportsmanship pins to distribute to individuals during their event. For the sports of Basketball, Cheerleading, Curling, Rugby and Volleyball a team award is also given.

The sportsmanship committee is responsible for selecting recipients of the ASAA's sportsmanship pin in all sports, and the ASAA's team sportsmanship award in the sports mentioned above. This committee should be made up of individuals that will have exposure to all teams/ individuals participating, therefore being able to witness and observe every team/individual participating. It is strongly suggested that you have committee members at all locations, if you have multiple venue sites.

### Sportsmanship Pin Award

These pins should be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. These pins may be given to players, coaches, parents and spectators. These individuals should be recognized for bringing positive presence to the championship and demonstrating consistent exemplary sportsmanlike behavior.

Recipients of a sportsmanship pin should show exemplary behavior and display some of the following characteristics.

#### Players/Coaches:

- conduct themselves in a positive nature/manner during, before and after the game
- offer positive feedback to opponents during the game
- shake hands before and after the game
- be courteous, polite and friendly at all times
- show good sportsmanship during the game
- show concern, respect or empathy for an opponent
- display an outstanding act of sportsmanship, ethics or integrity

#### Spectators/Parents:

- consistently give positive feedback to players and others
- welcome opponents
- present positive comments before, during and after the game
- be helpful to others (ie. willingly offer information about the game, score, scheduling, venue locations, etc. to onlookers)

The sportsmanship committee or appropriate representative should personally award players their sportsmanship pin, at an appropriate time. When presenting pins to the players, identify their name, team, behavior and compliment them on their outstanding and consistent good sportsmanship. If possible, present the pin using the PA system and in front of spectators. This presentation should be at an appropriate break in the action, after the game. Please remember that during the game is not appropriate because players and coaches are focused on their performance and therefore the pins should be presented in between games, if possible.





### **Team Sportsmanship Award**

It is encouraged to get input from all participating teams when selecting the team sportsmanship award. By including the criteria for the award in the coaches package, this will give each team a better understanding of what they should be looking for, as well as the behavior that is expected of them. This will also give you a better sense of the opposing team's view on attitude, behavior and overall sportsmanship during the game.

It is important to note that the team sportsmanship award is not meant to be a 'pity' award or an award you give to the team that lost the most, and therefore 'should get something'. The team receiving this award should represent the true spirit of sportsmanship, integrity, ethics and fair play.

All nominations for the team sportsmanship award should be received by the sportsmanship committee no later than midway through the last day of competition. This will give the committee time to review nominations and discuss with all committee members the recipient of the award. It is also strongly encouraged to seek the opinion of referees (where applicable) because their perspective of teams/individuals is different. A final decision should not be made until after the gold medal match.

### **Criteria for Individual/Team Sportsmanship Awards**

Included in the appendix of the Host Handbook on page 57, is a copy of the rubric that is used to select individuals and teams for this prestigious award. This can be used as a guideline for your sportsmanship committee members and it is encouraged to include this rubric in the coaches package. The only sport that may have a differing criteria is Cheerleading which has its own rubric and selection process.

### **Reporting to ASAA Office**

Sportsmanship Pin: included on the USB drive is the sportsmanship form that must be filled out and returned to the ASAA office with your final championship report. It is recommended that your sportsmanship committee carry this form with them in order to record the names of the individuals that receive sportsmanship pins. It is important to submit the list of recipients with the final report because the ASAA publishes the names of the winners in annual publications. The ASAA highly regards sportsmanship and believes that all individuals who show the true spirit of sportsmanship should be recognized, therefore it is important to record all names of individuals presented.

The Team Sportsmanship award is announced and presented to the recipient in the weeks following the championship. It is important to submit your selection to the ASAA office as soon as possible so the ASAA can publish the winners, as well as contact the winning school. When submitting the committee selection it is required that you submit the rationale as to why the team was selected so this information can be provided to the award presenter at the school level. **Submission of team sportsmanship recipient and rationale must be made to the ASAA office within one week of the end of the championship event.**



## GRIEVANCE/DISCIPLINE

There are two key functions of the Grievance/Discipline Committee at ASAA provincials. The first function is to deal with matters that occur during competition, typically discipline/conduct issues, and appeals that may arise from ejections. The second function is to handle any other matters that arise that require dispute resolution.

### *Committee members*

ASAA hosts should appoint at least three individuals to sit on this committee. This committee should be pre-determined and not selected at random when necessary. Members of the committee could include:

- Tournament chairperson (to chair the committee—only if not coaching a team competing in the Provincial Championship. If they are coaching, then someone else from the organizing committee that is not involved with coaching, should sit in)
- Head official or designate
- School administrator
- ASAA commissioner or staff member (if available)
- Two coaches that are not in conflict of issue

All coaches should be informed of who is sitting on this committee during the coaches meeting.

### *Appeals*

If an athlete or coach wishes to appeal an ejection, it is the responsibility of the Grievance/Discipline Committee to address the appeal as soon as possible, and before the next scheduled game, match etc. To handle appeals of an ejection, ASAA Policy (page 26) states:

*All ASAA provincial championship hosts will convene a discipline appeal committee. This committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection. The committee may include, but is not limited to, the tournament chairperson, an official and two coaches not in conflict with the issue. In football, the grievance/discipline committee will be the ASAA Executive Appeal Committee.*

### *Ejections*

Any unsportsmanlike or violent behavior (eg. fighting) that results in an ejection of an athlete or coach from play in an ASAA provincial competition shall result in a suspension from the next scheduled match of the current season, where match is understood to mean game, match, round, bout, etc. as appropriate for the sport. (page 27 in ASAA policy handbook)

### *Conflict of Interest*

Anyone who is on this committee who is perceived to be in conflict of interest to the appeal by the tournament chair should be excluded from the committee. Better to err on the side of caution in this regard. Replacements can be sought, if necessary from individuals who are not in conflict of interest to the teams or issues.



*Protests/complaints regarding other issues*

During the course of a provincial competition, other things may occur that give rise to a protest or complaint. Unless there is a sport specific policy to deal with such matters, the grievance/discipline committee should handle such matters. Examples include but may not be limited to:

1. Team(s) delayed due to weather. Committee needs to weigh what is in the best interests of both the team that had no control over being delayed and all other teams in the competition, with the goal being what is right through compromise.
2. Lockdowns and relocation of games
3. Location of courts
4. Banquet complaints (not enough food...)
5. Abusive spectators/coaches

These are just a few examples of issues that may arise, just remember that the grievance/discipline committee should act reasonably to address any of these issues, keeping the competition in mind and the impact on those involved. Please note that the national/international rules of competition govern each sport and most do not allow protests of final scores.

**Note:** In cross country and track & field, the rules of the IAAF are followed, and for appeals related to competition, the following committee make-up will apply:

ASAA Executive Director (secretary: non-voting)  
ASAA Commissioner (chair: does not vote unless to break a tie)  
3 coaches not in conflict of interest, one official (track)

*Fan's Yellow Card*

This information can be printed on yellow cards and given to your Security, Committee members and Grievance/Discipline Committee to be handed out during the provincial championship (not mandatory but suggested).

This yellow card is being given to you as a warning that your behavior may not be appropriate for this educational setting. Realize that your attendance is a privilege to observe a contest and support high school athletics, not a license to verbally assault players, coaches or officials. High school student athletes helped write the following message for you:

**"It's not your game, it's ours, the athletes that are competing. We hope the spectators will watch, enjoy, encourage and be proud of us, win or lose. We need your support and enthusiasm, not your yelling and criticism."**

Be a Fan – Not a Fanatic

(NB: As host of an Alberta Schools' Athletic Association Provincial Championship, our school has been given the authority to eject from this facility, spectators who violate the Fair Play and Sportsmanship policies of the ASAA)

## MEDIA RELATIONS

Each provincial championship event should have a media chair that is responsible for handling all media relations for your championship. This position should be designated to someone other than the tournament chairperson.

ASAA will provide a media contact list to all championships. This list includes all the major outlets across the province. It is advised that you create your own media contact list including local newspaper, television and radio stations in the area in which the championship is located, and also the areas of participating teams. These media outlets should be informed of all championship information including schedules, seedings and results.

The ASAA will send a news release to all provincial media agencies prior to the championship to promote your event. This general media release will include dates, locations and the media chair's contact information. This will be sent approximately one month prior to championship event.

There should be a total of four press releases sent – a month prior to championship (this will be sent by the ASAA), two–three days prior the championship (sent by media chair), throughout the championship (sent by media chair), and the end of the championship with all results (sent by media chair).

ASAA is always available to assist in any way and can provide additional information pertaining to your specific sport (ie. past results) upon request.

### Responsibility of Media Chair

- have a good plan in place for the media before and during the event. A proper place to sit and view games, access to telephone, fax machine, internet connection is always encouraged.
- have tournament passes readily available for media
- determine which publications, television and radio stations are local to your area and be in contact with them
- produce a media kit for each media personnel who has indicated interest in attending the championship (include nametag or tournament pass, program and any additional information)
- if media is unavailable to attend but would like to have results, make arrangements to provide information
- ensure all media agencies receive timely, up-to-date results throughout the championship. Results should be posted on the host website daily or after each game as applicable.

The ASAA and its member schools are relying on you to have the results available on the host website and sent to major and local media agencies on the evening the event finishes so that these results will appear the next morning.



Press Release #1

Sent by ASAA office one month prior to event

This release will include the dates, location(s), and any other important information regarding the championship. This release will also include the name and contact information of the media chair on your committee.

Press Release #2

Sent by media chair two to three days prior to event

This release should be sent the week preceding the championship when the names of the participating teams/individuals have been determined. This release should once again include the date and location(s) of event along with your contact information. It should also include schedule information, seedings and any specific instructions as to where the media personnel should report on site.

Press Release #3

Sent by media chair throughout the event

Results should be sent out to the media at a regularly set time each day, based on specific schedule of championship (ie. during pool play and playoff games). End of day summaries are also encouraged which may include standings, next game times, and any other stats or information you feel are relevant. A simple email with the link to host website would easily suffice.

Press Release #4

Sent by media chair directly following end of championship

This release should include the final results of the championship (final standings and scores).

All press releases can either be faxed or emailed to media contacts.

Some other important things to remember when dealing with the media is to be aware of their deadlines so that information from championship event can appear in the following day's publication.

It is also mandatory to include the ASAA office (michelle@asaa.ca) in all outgoing releases to the media.

**Please note that it is important that when dealing with the media the championship is promoted as an ASAA Provincial Championship event.**



## FIRST AID & SAFETY

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### First Aid

- every effort should be made to have on-site first aid available at all competitive sites or readily accessible by phone
- please make early written requests with first aid personnel for their services
- make sure you obtain early written confirmation from first aid personnel of their attendance at the event
- be sure to provide first aid personnel reminders prior to event
- local hospital and EMS should also be notified of the event

### Safety

All competitive sites should be checked carefully from a safety viewpoint prior to deciding on the location(s) of the championship and just prior to the actual competition. Consider the following areas when doing a safety check:

- competitive surface
- lighting
- total space available around competitive area to allow for good crowd control
- condition of equipment/facility should be checked carefully just prior to competition for outdoor sports
- extra precautions/back-up plans should be made in case of inclement weather
- emergency exits are clear

Each championship is required to have an Emergency Action Plan (EAP) for each venue. This EAP should include:

- contact information for Tournament Chair, facilities/venue coordinator(s), emergency (hospital, ambulance...), and committee members
- venue emergency exit strategy in case of inclement weather, fire, lock down, etc.
- location of exits, muster points, first aid
- reminders to participants (sunscreen for outdoor sports, access to ambulance, identifiable location for medical concerns)
- be sure to lay-out the communication chain that you would like followed while participants are in attendance at provincials and in each venue

An EAP sample is included in the appendix on pages 58-59. The EAP should be included in all coach packages and talked about during the coaches meeting.

Please refer to your specific sport in the appendix for further details pertaining to sport specific requirements.



### Minimum Provincial Safety Requirements

#### Badminton & Curling

- minimum standard first aid certificate
- access to ice, bandages and training room
- venue coordinators to have a cell phone and phone list posted/available
- trained first aid personnel

#### Basketball, Volleyball & Team Handball

- need to have first aid personnel on-site
- access to ice, bandages and training room
- cell phone access with emergency contact list posted/available

#### Cross Country

- need to have an ambulance on site with oxygen (particularly for asthmatics)
- course marshals along course route
- transportation services (ie. quad, golf cart) to ambulance
- physician on call
- cell phone access or walkie-talkies
- vehicle to follow last runner in each race (bike, quad, etc.) equipped with communication device

#### Cheerleading

- St. John's Ambulance (as required by Alberta Cheerleading Association), must be on-site, particularly for warm up times
- access to ice
- necessary to have proper surfaces for event and warm up area

#### Golf

- availability of ambulance
- two way radios or cell phone access for course chair, event chair & marshals
- phone list at each club house

#### Rugby & Football

- medical personnel on site
- must have one medical staff (min. qualified athletic trainer or therapist) per two fields of competition

#### Track & Field

- communication is important: cell phones and emergency contact list
- medical personnel on site and prepared to deal with heat stroke and dehydration
- need tents for cover and water stations

#### Wrestling

- medical personnel on-site (min. doctor/nurse for skin check)
- must have one medical staff per two mats (min. qualified athletic trainer or therapist)
- access to ice

**For all Provincial Championship events, it is recommended that local EMS and hospitals are notified and on alert and have all relevant information (date, times, location, # of participants...)**

## GOOD LUCK!

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Every year 360 member schools are treated to outstanding provincial championships because of the dedication and hard work of championship hosts like you. On behalf of the ASAA Executive and Board, and most importantly student athletes and coaches, I thank you for your passion to make provincials the best experience possible.



John Paton  
Executive Director

Congratulations and good luck in organizing your ASAA Provincial Championship!

Please don't hesitate to contact the ASAA office at any time if you have any questions or concerns. Michelle Reeder is your direct contact person when dealing with ASAA Provincials but anyone at the ASAA office is available to help at all times.





## APPENDIX

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### Sport Specific Information

Badminton  
Basketball  
Cheerleading  
Cross Country  
Curling  
Football  
Golf  
Rugby  
Team Handball  
Track & Field  
Volleyball  
Wrestling

### Uniform Changing Recommendation

ASAA Sportsmanship Rubric

Emergency Action Plan (EAP)

ASAA Commissioner Contact Information



## SPORT SPECIFIC INFORMATION – BADMINTON

### Registration

Each zone secretary or designate will send the athlete names to the ASAA and the host, using the registration form provided by the tournament chairperson. The eligibility of the athletes will be confirmed by the ASAA.

### Photography

Head and shoulder pictures of 1<sup>st</sup> place finishers in boys, girls, mixed/jr, int, sr categories must be taken and sent to the ASAA for use in the yearbook.

All photographs **must** be properly labeled with the name of the school, names of athlete(s) (in the order they appear), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

\$10-12/participant plus \$15-25 banquet

### Recommended Facility Requirements

A minimum of 18 courts are required and these should be located at a maximum of 5 schools (i.e., all matches in a particular event should be played at one location). The ceiling height should be a minimum of 22' and all court markings should be clearly legible with at least 5' of clearance on all sides. Adequate change and shower facilities for all competitors are necessary.

### Individuals Failing to Show

In the event an athlete(s) fails to show, the offending athlete's school will be penalized \$50 per no show to a maximum of \$250. This will be invoiced through the ASAA, therefore you need to notify the office of any no-shows.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- Draw templates & scoring spreadsheet
- Zone registration forms
- Role of venue coordinators
- annual zone rotation
- past year's trophy winners



## SPORT SPECIFIC INFORMATION – BASKETBALL

### Registration

Each participating team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster (with #'s, position and grade), school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Team photographs must be taken of all participating schools but only first through fourth, consolation and sportsmanship winner pictures are to be sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with the name of the school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications. If at all possible, please try to include action shots with sponsor banners in the background.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Officials and Minor Officials

The ASAA and ABOA have a flat fee agreement for all eight championships as all 104 teams attending provincials split the cost of officials evenly. The ASAA will inform you how much to charge as an entry fee for teams. This figure will be approximately \$350+ per team, but you will be informed of an exact figure to charge in coming months. This fee is literally a cost recovery fee for officials and you cannot charge more than indicated by ASAA. **Schools should write cheques to you, and you should write a single cheque for the entire amount to the ASAA immediately after your event.** We provide the ABOA with the names of the host sites and the names of the coordinators for the championships, and the ABOA will contact each host with arrangements.

Minor officials are the responsibility of the host committee and must be qualified and trained to perform their duties in a competent manner. These officials may be volunteers, or you may choose to pay them an honorarium. Please note that participating schools are not to be billed for any minor official costs.

### Entry Fee for Teams

To be announced as noted above, plus \$15–25 for the banquet

## **SPORT SPECIFIC INFORMATION – BASKETBALL con't**

### **Tournament Draw**

Draw - The general format of the provincial basketball draw is provided under ASAA policy. No modifications to the draw are permitted. Please note two options of the draw are offered for 1A, 2A and 3A championships. The commissioners will use seasonal rankings and zone championship results to seed the draw. The draw will attempt to prevent two teams from the same zone playing each other in the first round, although this is not always possible. Preferably teams from the same zone will be on different sides of the draw; however, as some draws include more than two teams from the same zone, this is not always possible.

Schedule - The host committee is responsible for setting the game times of each game (keeping in mind the specific days the games are to be played on). Game intervals should be at least two hours after game completion.

Banquet/Opening Ceremonies - These should be scheduled during appropriate time slots to accommodate teams traveling in from all areas of the province. The banquet can be a dinner or a brunch, just be conscious of playing times to ensure all teams have enough time between games and meals.

**Note:** A rough schedule of your championship must be sent to the ASAA office and the basketball commissioners for approval no later than 60 days prior to your championship.

### **Game Balls**

The ASAA will be providing all championships with five game balls and some other promotional items from Spalding (Spalding Top Flite 1000 and TF1000ZKPro, size 7 for boys and size 6 for girls). These items will be sent to the hosts in early to mid February.

### **Safety Guidelines**

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### **USB Contents**

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- FIBA basketball minor officials guide
- past year's trophy winners



## SPORT SPECIFIC INFORMATION – CHEERLEADING

### Registration

Each participating team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster, school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Team photographs must be taken of all participating schools but only first through third (in each category), novice and sportsmanship winner pictures are to be sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with the name of the school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

### Registration Fee

\$200 per squad plus \$15–25 banquet

**Note:** The team registration fee is intended to cover the cost of officiating fees, and related costs for transport (based on car pooling) and hotels if required. The registration fee is not a profit centre and should be reduced if officials travel and accommodation costs are low.

### Recommended Facility Requirements

A standard size gymnasium suitable for volleyball and basketball will accommodate cheerleading. **As per ACA policy, a 42' x 42' carpeted gymnastic mat floor must be utilized for all cheerleading competitions. To accommodate this requirement, the ACA has a full competition floor available for rental to all competition hosts. A good sound system with easy accessibility to a cd player is essential. There should be seating capacity for 500–1000 spectators surrounding the competition floor. Bleachers or risers to elevate the judging panels as per ACA policy are also required.**

Dignitaries: due to the popularity of cheerleading, you must designate an individual to hold seats for dignitaries.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office, on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements

## SPORT SPECIFIC INFORMATION – CROSS COUNTRY

### Registration

Results Canada, the tournament chairperson and the ASAA office will receive the zone rosters from each of the zone secretaries. The zone secretaries and the ASAA office will work together to check the eligibility of all participating athletes to ensure all participants are registered and eligible. If there are any discrepancies, the ASAA will verify with the school immediately. Same school codes as Track & Field will be used.

### Photography

Head and shoulders picture of 1st place finisher in each event (6), and a group picture of the top ten athletes in each event must be taken and sent to the ASAA for use in the yearbook. For the top ten photos, please order the athletes as follows: Front row (L to R), places 1 to 5 and back row (L to R), places 6 to 10. All photographs must be properly labeled with name of athlete and school, in order of appearance in the photo.

Send photos on the USB drive provided to you, along with all other final reports to the ASAA office. Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

### Registration Fee

\$12–15/participant, depending on location and provision of meal.

### Recommended Facility Requirements

The course should be laid out in an area that will provide a variety of terrain for all distances to be run. It is essential that each route be clearly marked to avoid confusion for the participants and an ample number of course marshals using walkie talkies should be available. Although parts of the course should be challenging, care must be taken to avoid routes that could be dangerous in the event of rain or snow. In addition, the finish chute must be long. Participants should have access to change and shower facilities.

### Chip Timing

Results Canada will provide the chip timing service to each host at a cost, which the ASAA subsidizes. With chip timing being used, a finish chute is not necessary, but it is still recommended that you have one or two individuals recording numbers as athletes cross the finish line.

### Posting Results

Race results should be posted as soon as possible after each race. Team scores, per classification (1A, 2A, etc) should also be posted after each race.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office, on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- ASAA Announcements
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- Scoring formula template, appeal form & chute allocations
- past year's trophy winners



## SPORT SPECIFIC INFORMATION – CURLING

### Registration

Each participating team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster (including position), school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Team photographs must be taken of all participating schools but only first through third (in each category) and sportsmanship winner pictures are to be sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with name of school and names of athletes (in order of appearance) before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

### Registration Fee

\$100–120/team plus \$15–25 banquet

### Recommended Facility Requirements

The number of events (Boys, Girls, Mixed) being hosted will determine ice requirements with a minimum of three sheets being needed for each event. Community curling rinks normally have sufficient spectator area and operating concessions.

### Additional recommendations from Commissioner:

- check the facility for proper staging area for opening/awards ceremonies
- officiating: contact local officials or contact previous year's provincial host to see who they used for officiating purposes (for marshals, it is recommended to have a minimum of 3 floating and up to 8 volunteers to assist with reporting scores...)
- skills competition to be included in your provincial championship only if ice is available and not to the inconvenience of the schedule
- Sportsmanship: must have adjudicators on ice to hear team interactions

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office, on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements                      - past year's trophy winners

## SPORT SPECIFIC INFORMATION – FOOTBALL

### Registration

Each qualifying Alberta Bowl finalist team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster, school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Every participating team in the Alberta Bowl will be required to send in a photo that is properly labeled with all athlete names. These photos will be used in the Alberta Bowl program, host website and the ASAA yearbook.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

\$250 for each quarter finalist, \$150 for each semi finalist, \$100 for each finalist plus \$15–25 banquet. This means some teams will pay up to \$500 in registration fees.

### Recommended Facility Requirements

The site of the Alberta Bowl must have field turf stadiums with lights, spotters booth, media booth, appropriate locker rooms and a minimum spectator capacity for 1000+. The host must be prepared with sideline heating for both teams and medical aid personnel are essential.

It is also recommended that a player box be marked down the sideline of every field, six feet from the outer edge of the sideline, especially for provincial quarters, semis and finals.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interscholar Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office, on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- past year's trophy winners



## SPORT SPECIFIC INFORMATION – GOLF

### Registration

Each zone secretary or designate will send the athlete names to the ASAA and the host. The eligibility of the athletes will be confirmed by the ASAA office.

### Photography

Head and shoulder pictures of 1st, 2nd and 3rd place finishers in individual play for boys and girls, and team photographs of 1st, 2nd, 3rd place finishers per team category must be taken and sent to the ASAA for use in the yearbook.

All photographs **must** be properly labeled with name of school, names of athlete(s) (in the order they appear), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

\$90-120/participant plus \$15-25 banquet

### Results

It is recommended that the scoring and input table be in a separate room; this will ensure little to no distraction. Coaches and media should not be allowed in this area while scorecards are being turned in. It is also recommended that there be a minimum of 2 people at the computer during scoring – 1 to enter and 1 to read out scores and verify.

The ASAA Golf Commissioner has worked on a spreadsheet for results that easily sorts and calculates scores. This spreadsheet will be included on your USB drive or sent to you by the ASAA office.

It is expected that results are posted after each day of play. Individual and team scores must be uploaded to the host website and posted at the venues.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final reports to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- additional berth allocations and total zone points
- scoring spreadsheet                      - past year's trophy winners



## SPORT SPECIFIC INFORMATION – RUGBY

### Registration

Each participating team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster, school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Team photographs must be taken of all participating schools but only first through third and sportsmanship winner pictures are to be sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with name of school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

\$275+ /team plus \$5-8 meal ticket

### Recommended Facility Requirements

A minimum of three approved fields in one location for a combined boys and girls tier tournament is required. Each field should have a scorer's table for minor officials. Change rooms and shower facilities are also recommended, as well as a concession that is open throughout the championship. It is also recommended to rope off coaches area.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final report to the ASAA office, on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- 8 team Oregon draw template
- past year's trophy winners



## SPORT SPECIFIC INFORMATION – TEAM HANDBALL

### Registration

Each participating team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster, school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Team photographs must be taken of all participating schools but only first through third pictures are to be sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with name of school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

\$175–225/team plus \$15–25 banquet

### Recommended Facility Requirements

Standard sized gymnasium with seating capacity of 500+. Team Handball nets must be used for provincial play, Alberta Team Handball Federation can provide if necessary. Change rooms and shower facilities are recommended, as well as concession available throughout championship.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final reports to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- Alberta Team Handball Federation High School Rulebook
- draw templates
- past year's trophy winners

## SPORT SPECIFIC INFORMATION – TRACK & FIELD

### Registration

Each zone meet secretary or designate will send the athlete names to the ASAA and the Hy-tek meet manager, using the Hy-tek format to submit results. The eligibility of the athletes will be confirmed by the ASAA and any schools with ineligible athletes will be contacted immediately by the ASAA office.

### Photography

Head and shoulder photographs of the 1st place finisher in each event, including each winning relay team and group photos of classification winners (if possible) must be taken and sent to the ASAA office for use in the yearbook. No sunglasses or hats please.

All photographs **must** be properly labeled with name of school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

\$15/participant (including bag lunch)

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### Facility & Equipment Requirements

All facility and equipment requirement will be included on the USB drive.

### General Requirements:

1. Competitors numbers – supplied by the ASAA
2. Safety pins for numbers – supplied by ASAA
3. Two walkie-talkies/cell phones (between announcer and awards podium, meet director, ASAA representative and others)

Specific details on required equipment for all track & field events will be included on your USB drive.

### Officials

A major responsibility in hosting a successful meet is the location and briefing of a large core of competent officials. Work with Athletics Alberta to be sure to have competent and experienced officials for your event.

**Note:** Any officials labeled ATFA are usually provided by the Athletics Alberta. The sub committee responsible for officials should contact Athletics Alberta (427-8792) as soon as possible to arrange for these highly qualified and cooperative officials. **Any expenses incurred in obtaining officials (travel, accommodation, per diem, etc.) are the responsibility of the host.**



## SPORT SPECIFIC INFORMATION – TRACK & FIELD con't

### Items Related to Officials

- be sure to provide a separate officials room/tent
- Hold a briefing for the officials on the morning of the meet (donuts, muffins and coffee/tea/juice/water is an expectation)
- The Chief Official for each event should be provided with a clipboard (pen attached) containing the following:
  - plastic cover (in case of inclement weather)
  - cover sheet explaining procedure for equipment and awards
  - meet schedule      NCR forms      event rules
- Provide officials with lunch and refreshments
- Recognize all officials for their contribution

### Announcements

- Have knowledgeable people serve as announcers in order that interesting background information can be provided between events
- Announce running totals of team classifications (1A, 2A...) periodically to maintain spectator and participant interest

### Additional Recommendations

- Ensure your Appeal Committee is in place
- Have a contingency plan in place for inclement weather
- Ensure security is on-site during the event and in the evenings
- Ensure your presenters are in place
- Always recommended to have a strong volunteer base to assist with event set-up and tear-down

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final reports to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- PA Announcements
- Protest/Appeal Form
- Officials' Assignment Template
- Responsibilities of a head coach
- Provincial Track & Field Schedule
- Specific Track & Field facility and equipment requirements
- past year's trophy winners

## SPORT SPECIFIC INFORMATION – VOLLEYBALL

### Registration

Each participating team will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster (with #'s, position and grade), school information, team photo, team logo, team history and banquet ticket order. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact the school with the ineligible athletes.

### Photography

Team photographs must be taken of all participating schools but only first through fourth, (consolation for 4A only) and sportsmanship winner pictures are to be sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with the name of the school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report. Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Officials and Minor Officials

The ASAA and AVOA have a flat fee agreement for all eight championships as all 100 teams attending provincials split the cost of officials evenly. The ASAA will inform you how much to charge as an entry fee for teams. This figure will be approximately \$300+ per team, but you will be informed of an exact figure to charge in coming months. This fee is literally a cost recovery fee for officials and you cannot charge more than indicated by ASAA. We provide the AVOA with the names of the host sites and the names of the coordinators for the championships, and the AVOA will contact each host with arrangements.

Minor officials are the responsibility of the host committee and must be qualified and trained to perform their duties in a competent manner.

### Entry Fee for Teams

To be announced as noted above, plus \$15–25 for the banquet

### Recommended Facility Requirements

A minimum of two regulation courts is required to host a tournament, and if two tournaments are hosted at the same location then four courts are required. Courts should have a ceiling clearance of at least 20' and 4'5" clearance around all boundaries. Nets, including aerials, must be supported tautly at correct heights. Scorekeepers' devices should be clearly visible to players and spectators. Referee stands will assist the official to do a competent job and make his/her moves more visible to players and spectators.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final reports to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- 10 team, 12 team and 16 team schedule templates
- AVOA contact information and officiating fees
- PA Announcements
- wildcard berth allocations
- past year's trophy winners



## SPORT SPECIFIC INFORMATION – WRESTLING

### Registration

Rural wrestling provincial championship – Each participating school will register on-line on the host website. The host website address is <http://provincials.asaa.ca>. When they register they will upload team roster (with weight class) and school information. Upon registration, the ASAA office will check the eligibility of all participating athletes. If any discrepancies are found, ASAA will contact ineligible athletes.

Provincial wrestling championship – Calgary zone, Edmonton zone and Rural zone secretary or designate will send the athlete names to the ASAA and the host. The eligibility of the athletes will be confirmed by the ASAA.

### Photography

Head and shoulder photographs of the 1st place finisher in each weight category. Group photos of classification team winners (if possible) must be taken and sent to the ASAA office for use in the yearbook.

All photographs **must** be properly labeled with name of school, names of athletes (in order of appearance), and award received before the photos are sent to the ASAA office with the final report.

Action shots are also appreciated and should be uploaded onto your host website and sent to the ASAA office for use in annual publications.

**All photos must be sent to the ASAA office on the USB drive provided.**

### Registration Fee

Maximum \$30/participant maximum including meal (Rural Wrestling)

Maximum \$35/participant maximum including meal (Provincial Wrestling)

### Recommended Facility Requirements

There should be a minimum of three mats (four is ideal) available to allow the meet to run in the time available. At least two competitive mats and a warm-up area are essential, and if the number of entries warrant, a 3<sup>rd</sup> competitive mat might be required. Scoring and timing devices are needed as well as accurate scales, a mat transporter, sound system, first aid supplies and personnel, and items essential for the officials. Spectator space for up to 300 should be provided.

### Safety Guidelines

You will be provided with a copy of the Safety Guidelines for Interschool Athletics in Alberta pertaining to your specific sport.

### USB Contents

The additional forms included on your USB drive can be used as guidelines for your championships. However, the final report forms must be used to submit your final reports to the ASAA office on the USB drive provided within 4 weeks following the completion of your championship.

- ASAA Inventory Checklist
- Final report forms (financial statement, provincial report, yearbook write-up, trophy winners (team & individual), coaches questionnaire, sportsmanship pin recipients, athlete team photographs and tournament chairperson evaluation)
- Recommended HIV Transmission Prevention Policies & Procedures
- PA Announcements                      - past year's trophy winners PAGE 47

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## TROPHY AWARD RECIPIENTS

It is the responsibility of the host to collect the plaques that were awarded the previous year. The names of the winners from the previous year can be found in the ASAA Policy Handbook (in the Appendix) or on the ASAA Website at [www.asaa.ca](http://www.asaa.ca), they will also be included on your USB drive.

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## UNIFORM CHANGING RECOMMENDATION

Due to the range of sports offered and the unique requirements of some sports versus others, the ASAA has not formalized a policy with regard to student athletes changing uniform at competition venues.

However, the ASAA would like to offer the following recommendation for all member schools as it pertains to this issue.

*Within reason, the ASAA does not believe it necessary for student athletes to be changing at courtside in volleyball and basketball or at the venues hosting other ASAA sports. Out of respect for competing teams, the association believes that any uniform changing should occur in the changing rooms, or alternatively, athletes should come dressed to play.*

*Schools are encouraged at all levels of competition to follow the above suggestion.*

The ASAA will permit provincial championship hosts, within reason to create a local policy to address this issue. As it is, there are many schools and boards that already prohibit student athletes from changing at the competition site and those policies would apply locally.





## CRITERIA FOR TEAM/INDIVIDUAL SPORTSMANSHIP AWARDS

5	<p>Cheers for good players and good plays, even by opponents Does not display a temper Invites <i>all</i> others to participate Changes players on teams to keep the game fair (coaches / assistant coaches) Accepts winning and losing with grace Politely questions decisions of officials when unsure</p>
4	<p>Cheers teammates' great plays Maintains self-control Encourages friends on team Works hard for self and team</p>
3	<p>Encourages teammates Takes unfair advantage of other players Plays well when on winning team and while being observed Controls temper Complains about others following the rules</p>
2	<p>Bends the rules to suit own needs Complains about others following the rules Displays frustration and anger; mild temper exhibited</p>
1	<p>Physical and verbal abuse to opposition, teammates, officials and/or fans Nags teammates when they perform poorly Complains (about calls, other players, coach) Concern for self; e.g., ball-hog</p>

## EMERGENCY ACTION PLAN (EAP) TEMPLATE

Given that there is an element of risk in all interschool athletic activities, an encounter with an injury is likely. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Emergency Action Plan is getting the professional care to the injured student athlete as quickly as possible and managing the situation until medical personnel arrive. For that to happen efficiently and effectively, teachers/coaches/committee members should be prepared with an EAP. The following is a sample:

You should know the following information:

- 1) Location and address to the first aid kit
- 2) Location and access to a telephone
- 3) Telephone number of ambulance and hospital
- 4) Directions, phone number and access routes to facility e.g. gym, pool, field...
- 5) Directions and best access routes to hospital
- 6) Whereabouts of a suitable and available means of transportation

When an injury occurs:

- 1) Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
- 2) Keep in mind the following – Do not move the injured student athlete
  - If a student athlete cannot move by him/herself, do not move the body part for him/her
- 3) Instruct any bystanders to leave the injured student alone
- 4) Do not remove the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration
- 5) Assess the injury; evaluate the severity of the injury and decide if further assistance is required
- 6) If an ambulance is not needed, then decide what action is to be taken to remove the injured student athlete from the playing surface
- 7) If an ambulance is required: request assistance from another person by having this person call an ambulance with the all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.
- 8) Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives
- 9) Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
- 10) Stay calm and speak reassuringly
- 11) When ambulance arrives, describe incident and what has been done
- 12) An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury
- 13) **The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury**
- 14) Complete any necessary incident/accident reports and file with appropriate school administrator



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### EMERGENCY ACTION PLAN (EAP) TEMPLATE – con't

Note: Each first aid kit should have an Emergency Protocol Card for respondents to use in dealing with an emergency situation. It should also be posted by all telephones near the area of activity. This information should be conveyed to emergency personnel over the telephone if an accident occurs:

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#### Emergency Protocol Card

1. Dial the Emergency Phone Number; e.g. 911 or \_\_\_\_\_
2. Give the specific address of facility and location of access doors:  
\_\_\_\_\_  
\_\_\_\_\_
3. Give them specific instructions/directions to location of casualty
4. Tell them the nature of injury
5. Report back to teacher/coach/committee member
6. Meet ambulance

#### Other Emergency Numbers

Hospital \_\_\_\_\_  
Police \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Poison Control Centre \_\_\_\_\_

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## ASAA COMMISSIONERS

### Badminton

Darcy Younghans (to May 2013)  
Heinsburg Community (NE)  
Ph: 780-943-3913  
email: darcy\_younghans@sperd.ca

### Basketball (Girls)

Janice Laing (to May 2015)  
Monsignor McCoy, Medicine Hat (S)  
Ph: 403-527-8161  
email: janice.laing@mhcbe.ab.ca

### Cross Country

Darryl Smith (to May 2015)  
Eagle Butte High, Dunmore (S)  
Ph: 403-528-1996  
email: darryl.smith@prrd.ab.ca

### Football

Bill McConkey (to May 2012)  
St. Mary High, Calgary  
Ph: 403-228-5810  
email: bill.mcconkey@cssd.ab.ca

### Rugby (Boys)

Greg Forsyth (to May 2015)  
Strathcona Composite (Ed)  
Ph: 780-439-3957  
email: greg.forsyth@epsb.ca

### Team Handball

Steve Lush (to May 2013)  
Bentley High School (Cen)  
Ph: 403-748-3770  
email: slush@wolfcreek.ab.ca

### Volleyball (Boys)

Michael Vaughan (to May 2015)  
Three Hills School (SC)  
Ph: 403-443-5335  
email: mvaughan@ghsd75.com

### Wrestling

George Grant (to May 2013)  
Olds Jr/Sr High (SC)  
Ph: 403-556-3391  
email: jorge44@rocketmail.com

### Officials

Pat Chizek (to May 2014)  
pchizek@telus.net

### Basketball (Boys)

Ryan Reed (to May 2014)  
Strathcona Christian Academy (Ed)  
Ph: 780-464-7127  
email: ryan.reed@ei.educ.ab.ca

### Cheerleading

Jeannie Monilaws (to May 2014)  
Austin O'Brien (Ed)  
Ph: 780-466-3161  
email: jeannie.monilaws@ecsd.net

### Curling

Carolyn Martin (to May 2012)  
Archbishop MacDonald High (Ed)  
Ph: 780-451-1470  
email: carolyn.martin@ecsd.net

### Golf

Dale Henderson (to May 2012)  
Notre Dame High, Red Deer (Cen)  
Ph: 403-342-4800  
email: dhenderson@rdcrd.ab.ca

### Rugby (Girls)

Pat Forsyth (to May 2013)  
Bev Facey, Sherwood Park (Ed)  
Ph: 780-467-0044  
email: pat.forsyth@ei.educ.ab.ca

### Track & Field

Bruce O'Neil (to May 2012)  
Cochrane High School (SC)  
Ph: 403-932-2542  
email: boneil@rockyview.ab.ca

### Volleyball (Girls)

Susan Moncks (to May 2013)  
Standard School (SC)  
Ph: 403-644-3791  
email: susan.moncks@ghsd75.ca

### Sportsmanship

Ryan Brennan (to May 2015)  
Heritage Christian, Calgary  
Ph: 403-219-3201  
email: ryan.brennan@pallisersd.ab.ca