

Alberta Schools' Athletic Association Guidelines to Host Provincial Championships



Introduction

Thank you for your interest in hosting an ASAA provincial championship. The process of hosting can be a great way to bring your staff together toward a common goal. Hosting provincials certainly requires a lot of time and effort; however, the benefit to your school and community is immeasurable.

The ASAA appreciates the hard work and commitment of those schools chosen to host provincial championships, and we do what we can to assist you in the planning process. To this end, we try to meet with your committee well in advance of your championship either in person or via conference call to review the guidelines for hosting your event and, along with the appropriate commissioner, we will answer any questions you may have. In addition, ASAA staff are always available by phone or email to help in any way possible. The ASAA may cover some travels costs to these meetings, but does not cover supply teacher costs.

Before you submit your application to host a championship, you should be familiar with the expectations the ASAA has of all hosts. Please read the following section completely to make an informed decision about what you, as a host, will be committing to.

Host Responsibilities

1. Upholding ASAA policies
2. Using the correct name for the event
3. Observing the ASAA's commitment to sponsors. The host will not be permitted to recognize local sponsors during the championship, either in the form of banners, ads, logos or name in programs, or over P.A. systems. All local sponsor recognition must occur before or after the event.
4. Ensuring all required pre- and post-tournament information is completed within the given timeframe. This includes:
 - tournament information packages
 - final tournament reports, including financial statements, yearbook write up, etc.
 - all athlete/team photos with names of all coaches and athletes
5. Arranging adequate team accommodations
6. Providing appropriate facilities for the event
7. Following directives provided by the ASAA staff

Supplementary Information

Most successful championship host bids have provided additional information to give the selection committee a good idea of what your school and community has to offer. This information is particularly important when there are a number of bids for the same event in the same year. The bid application provides space for this type of information and you are encouraged to complete it as fully as possible.

Selection Process

Currently, bids are received approximately one year out. This will be extended to approximately one and a half years starting at the 2009 Annual General Meeting in May, at which time bids for all spring sports in 2010 as well as the fall sports in 2010 will be reviewed and voted on.

For the December 2009 APM, only bids for vacant spring 2011 championships will be voted on. The deadline for bids prior to this meeting is October 15. At the Annual General Meeting in May 2010, bids for all fall sports in 2011 will be reviewed and voted on. The deadline for bids prior to the AGM is April 1.

Any championships for the upcoming school year not filled at the AGM or APM will be filled by the Executive Committee.

Bids will only be considered and voted on for one year at a time. If your bid is unsuccessful and you'd like it to be considered for the following year, you will be required to re-submit the bid by the next October 15 or April 1 deadline and it will be considered along with all new bids at the next AGM.

The list of provincial championships and those that are vacant can be found online at http://www.asaa.ca/new/prov_bids.php. Only one bid per zone is permitted; therefore, your zone secretary must receive copies of all bids and will determine which bid the zone will support in the event multiple schools bid on the same event. All bids must have zone secretary approval.

In those instances where more than one acceptable bid application has been received, a written ballot of the board will determine the winning bid following a brief PowerPoint presentation from each of the bidding schools. Please note: schools must follow the PowerPoint presentation guidelines provided by the ASAA office in order for their presentation to be considered; schools **will not** be permitted to make in-person presentations.

Contact Information

Please don't hesitate to contact the ASAA staff if you have any questions. Staff can be reached by phone at 780-427-8182; by fax at 780-415-1833; and by email at info@asaa.ca.

The ASAA appreciates your interest in hosting an ASAA provincial championship and wishes you the best of luck with your bid submission.