

**ASAA 3A Girls  
Volleyball Provincial Championships  
November 23-25, 2017**



**Hosted by  
École H.J. Cody High School**

## **ASAA 3A Boys Volleyball Provincials- Information Package**

Welcome to the ASAA 3A Girls Volleyball Provincial Championships. Congratulations on a great season. We hope you enjoy your weekend and we are looking forward to hosting you.

### **Locations:**

#### **École H.J. Cody High School**

4520 50th Street, Sylvan Lake, AB

School website: [www.hjcody.ca](http://www.hjcody.ca)

Phone: 403-887-2412

#### **École Fox Run School**

2 Falcon Ridge Drive, Sylvan Lake, AB

School Website: [www.foxrunschool.ca](http://www.foxrunschool.ca)

Phone: 403-887-0491

### **Tournament Contacts**

Jason Chatwood- Co-chair

[jchatwood@cesd73.ca](mailto:jchatwood@cesd73.ca)

Kelly Steadman-Co-chair

[ksteadman@cesd73.ca](mailto:ksteadman@cesd73.ca)

Lee Tipman- Gym Manager

[ltipman@cesd73.ca](mailto:ltipman@cesd73.ca)

Mike Garrow- Gym Manager

[mgarrow@cesd73.ca](mailto:mgarrow@cesd73.ca)

### **Host Website**

<http://www.provincials.asaa.ca>

### **Host School Website**

The tournament draw/results, and live streaming link will be posted and updated throughout the tournament on the ASAA host website.

## **Tournament at a Glance:**

### **Monday, November 20**

|   |            |
|---|------------|
| Registration Deadline (host school website) | 12:00 noon |
| Banquet Ticket Deadline                     | 12:00 noon |

### **Wednesday, November 22**

|                                       |               |
|---------------------------------------|---------------|
| Practice Times (45 Minute time slots) | 3:30- 8:00 pm |
| Team Pictures (signup sheet)          | 4:00- 8:00 pm |
| Coaches/Captains Meeting              | 9:00 pm       |

### **Thursday, November 23**

|                               |                        |
|-------------------------------|------------------------|
| Teams arrive @ HJ Cody        | 9:00 am                |
| Opening Ceremonies            | 9:30 am                |
| Game Play @ HJ Cody & Fox Run | 11:00 am- 3:30 pm      |
| Banquet @ Nexsource           | 5:30 pm (Teams Arrive) |

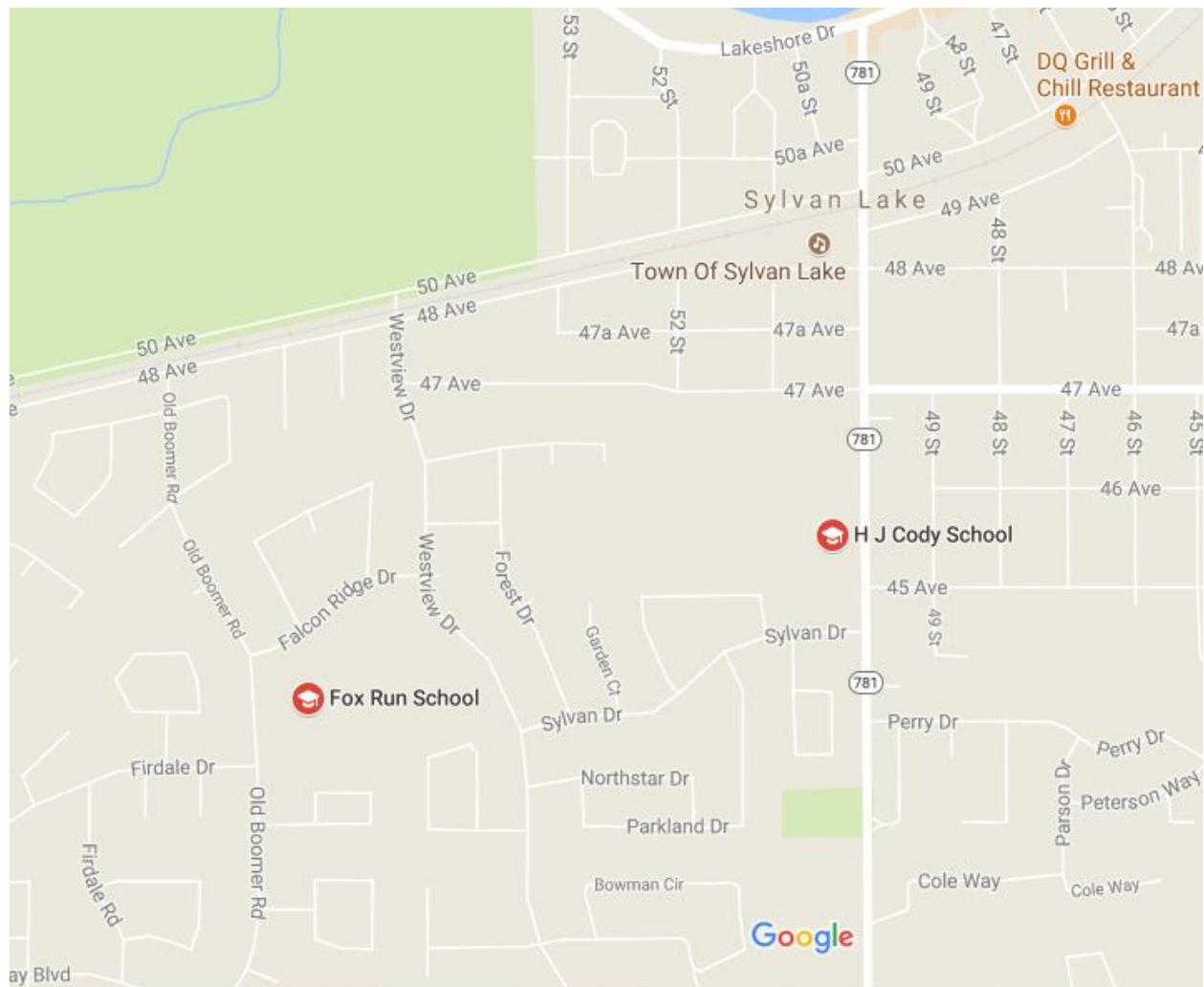
### **Friday, November 24**

|           |                  |
|-----------|------------------|
| Game Play | 9:00 am- 8:15 pm |
|-----------|------------------|

### **Saturday, November 25**

|                     |                   |
|---------------------|-------------------|
| Game Play           | 8:30 am-12:15 pm  |
| Playoff Round       | 12:15 pm- 7:00 pm |
| Award Presentations | 7:00 pm           |

## Gym Locations:



## Registration Fee:

Entry Fee:

Banquet fee: **\$30 per person** (Maximum of 15 Tickets per team)

Team Photo: \$15.00/team Photo.

Pay it forward Loonie Fee: \$1.00/participating students

Please bring one cheque for all of your fees made payable to **École HJ Cody High School**. Cheque can be delivered at the coaches meeting.

## **Practice Times: HJ Cody & Fox Run**

Practice Times will be available at both venues on :

Wednesday November 22 from 3:30pm- 8:00pm (Last Booking 7:15pm)

All teams are required to provide their own volleyballs for practice and warm-up.

Practice times will be accommodated in 45 minute blocks. Teams may begin to booking practice times online on Monday, November 20 at 9:00am. There will be a link to the online form on the website at that time. If you have any problems booking a time call HJ Cody at 403-887-2412.

## **Accommodations: Best Western Inn, Comfort Inn**

Hotel Rooms at both hotels are booked under the following Block Book Name:

**HJ Cody Girls Volleyball Provincials**

## **Coaches & Captains Meeting**

**Coaches Meeting** will be held Wednesday November 22 and 9:00pm at HJ Cody High School in the Common Area. This is located right once you walk in the front doors. At least one representative of the team's coaching staff must be present for the meeting.

**Captains Meeting** will be held Wednesday November 22 and 9:00pm at HJ Cody High School in the school Library. At least one of the Team Captains must be present for the meeting.

Items to be discussed will include

- 1) ASAA Regulations and Officials
- 2) Tournament Draw & Format
- 3) Facilities (Parking, change rooms, washrooms)
- 4) Opening Ceremonies
- 5) Banquet
- 6) Officials, score keepers and linesmen
- 7) Grievance Committee & Appeal Procedures
- 8) Coaches Lounge
- 9) GIMMICS
- 10) Questions??

## Opening Ceremonies

Thursday, November 23 at HJ Cody High School. Please have your team meet in the Fine Arts Centre. Teams are asked to wear team warm up gear.

**9:00 am** - Teams arrive at HJ Cody. Host/Hostesses will meet teams in the Fine Arts Centre. These people will lead you during the opening ceremonies and will be available to assist you and your team during the competition. Your team representative will provide directions to tournament events and will be on the site during your matches to provide any assistance you may require.

**9:30 am**- Teams will be introduced when they enter the gymnasium, with the exception of the host team who will enter the gym last. Dignitaries will be introduced and make brief comments.

**10:15 am**- Teams will be dismissed.

## Banquet

Dress in semi-formal to formal attire

Thursday, November 23, 2017

Doors open at 5:30 pm

Fee: \$30 per person (Maximum of 15 tickets sold per team)

## Location

Nexsource Centre- Sylvan Lake Multi-plex

4823 49 Ave



## Tournament Draw

| <b>3A Girls Provincial Pools</b> |                   |
|----------------------------------|-------------------|
| <b>Pool A</b>                    | <b>Pool B</b>     |
| <b>1. NW</b>                     | <b>2. SC</b>      |
| <b>4. EDM</b>                    | <b>3. S</b>       |
| <b>5. CEN</b>                    | <b>6. NE</b>      |
| <b>8. CAL</b>                    | <b>7. NC</b>      |
| <b>9. SC(WC)</b>                 | <b>10. NW(WC)</b> |
| <b>12. S(WC)</b>                 | <b>11. H(CEN)</b> |

| <b>Thursday</b> | <b>HJ Cody</b>                      | <b>Fox Run</b>           |
|-----------------|-------------------------------------|--------------------------|
| <b>9:30AM</b>   | <b>Opening Ceremonies @ HJ Cody</b> |                          |
| <b>11:00 AM</b> | 5. CEN vs 8. CAL                    | 2. SC vs 11. H(CEN)      |
| <b>12:30 PM</b> | 1. NW vs 12. S(WC)                  | 3. S vs 10. NW(WC)       |
| <b>2:00 PM</b>  | 4. EDM vs 9. SC(WC)                 | 6. NE vs 7. NC           |
|                 |                                     |                          |
| <b>Friday</b>   | <b>HJ Cody</b>                      | <b>Fox Run</b>           |
|                 |                                     |                          |
| <b>9:00 AM</b>  | 3. S vs 11. H(CEN)                  | 1. NW vs 8. CAL          |
| <b>10:15 AM</b> | 6. NE vs 2. SC                      | 4. EDM vs 5. CEN         |
| <b>11:30 AM</b> | 7. NC vs 10. NW(WC)                 | 9. SC(WC) vs 12. S(WC)   |
| <b>12:45 PM</b> | 6. NE vs 11. H(CEN)                 | 4. EDM vs 8. CAL         |
| <b>2:00 PM</b>  | 7. NC vs 3. S                       | 9. SC(WC) vs 1. NW       |
| <b>3:15 PM</b>  | 12. S(WC) vs 5. CEN                 | 10. NW(WC) vs 2. SC      |
| <b>4:30 PM</b>  | 9. SC(WC) vs 8. CAL                 | 7. NC vs 11. H(CEN)      |
| <b>5:45 PM</b>  | 12. S(WC) vs 4. EDM                 | 10. NW(WC) vs 6. NE      |
| <b>7:00 PM</b>  | 5. CEN vs 1. NW                     | 2. SC vs 3. S            |
|                 |                                     |                          |
| <b>Saturday</b> | <b>HJ Cody</b>                      | <b>Fox Run</b>           |
|                 |                                     |                          |
| <b>8:30 AM</b>  | 12. S(WC) vs 8. CAL                 | 10. NW(WC) vs 11. H(CEN) |
| <b>9:45 PM</b>  | 5. CEN vs 9. SC(WC)                 | 2. SC vs 7. NC           |
| <b>11:00 AM</b> | 1. NW vs 4. EDM                     | 3. S vs 6. NE            |
| <b>12:15 PM</b> | Tie Breaker if Needed               |                          |
| <b>1:30 PM</b>  | 2nd B vs 3rd A                      | 2nd A vs 3rd B           |
| <b>2:45 PM</b>  | 1A vs Playoff Winner                | 1st B vs Playoff Winner  |
| <b>4:00 PM</b>  | <b>Bronze Medal Game</b>            |                          |
| <b>5:30 PM</b>  | <b>Gold Medal Game</b>              |                          |



## Parking

### HJ Cody High School

Throughout the weekend, team busses can park on the north side of the property along the treeline. On Wednesday, November 22nd and Thursday, November 23rd, spectator parking will be on the street along Highway 781 (50th street). On Friday, November 24th and Saturday November 25th, spectators may also park in the school parking lot.



## Parking at Fox Run School

Throughout the weekend, team busses can park on the grass in the team bus parking area located on the east side of the building. Prior to parking the bus, a team may drop their athletes off at the entrance in the athlete drop off zone. On Wednesday, November 22nd and Thursday, November 23rd, spectator parking will be on the street along Old Boomer Road and Falcon Ridge Drive. On Friday, November 24th and Saturday November 25th, spectators may also park in the school parking lot.



## **Change Rooms:**

There will be change rooms provided for teams before and after matches at both schools. These change rooms are shared with students at each school. Athletes are cautioned not to leave anything in the change rooms. Chinook's Edge School Division will not be responsible for lost or stolen items left in the change rooms. Athletes will not be allowed to change in public, please do so in the change rooms.

## **Coaches & Officials Hospitality Rooms:**

Hospitality rooms for coaches and officials will be provided at both venues. Many of the items in these rooms have been donated by local business and parents/staff. Please take the time to go in and have a rest. If you see one of the organizers please let them know if you need anything.

## **Pay it forward Loonie Fee:**

Just a reminder to all schools that there will be a 'Pay it Forward Loonie Fee' assessed to all participants at provincials. This fee will be added to all provincial registration forms on the tournament website.

The Pay it forward Loonie Fee- states that "each provincial championship will charge an additional \$1 for each participating student and remit those funds to the ASAA office after the championship. Those funds will be directed to the ASAA scholarship fund to recognize student athletes who give back to their school and communities by either coaching or officiating in school or community sport."

## Admission:

|                        |       |         |                |         |
|------------------------|-------|---------|----------------|---------|
| Tournament Pass:       | Adult | \$20.00 | Senior/Student | \$12.00 |
| Day Entry:             | Adult | \$10.00 | Senior/Student | \$5.00  |
| Children 10 and Under: |       | Free    |                |         |
| Programs:              |       | \$      |                |         |

Athletes and coaches will all be given an official ID card on a lanyard to enter all gymnasiums. DO NOT LOSE THESE AS THEY ARE YOUR ACCREDITATION FOR TOURNAMENT ENTRY. All spectators will need to purchase a pass to watch the competition and must present their pass at the gate each time they enter a venue. Passes are good for all facilities for the duration of the provincial tournament.

## Photography:

[Team Photos](#) There will be a signup sheet on the website for teams picture taking place Wednesday November 23th at HJ Cody Library. It will be located on the website under Team Photo Signup. All teams must choose one of the available timeslots to get their team photos taken for the event.

[Action Shots](#) Action shots will be done and can be purchased at [www.timelapse.ca](http://www.timelapse.ca)

## GIMMICS:

Souvenir Apparel will be on-site at HJ Cody High School in the weight room (in the room next to concession in the common area) throughout the competition from Thursday afternoon to Saturday at 2:30pm. Styles include short and long sleeve t-shirts, regular and zipper hoodies, sweatpants and more.

**First Aid:**

Please ensure you bring an individual medical kit for your team. We encourage teams to tape, wrap and attend to your own athletes. If you require additional assistance we will have trained High School athletic trainers on site to assist you (HJ Cody – see Kiara, Fox Run-see Giana). They can also provide ice and additional first aid supplies.

**Emergency Action Plan:**

In the event of an emergency the facilities manager will contact 9-1-1, stay on the phone with EMS and greet Emergency Responders at the front doors (HJ Cody) / Back Gymnasium doors (Fox Run).

High School Athletic Trainer can assist the team's medical personnel by:

- 1) Exercising universal precautions related to blood and bodily fluids.
- 2) Not moving an injured student athlete, if a student athlete cannot move by him/herself, do not move the body part for him/her.
- 3) Instructing any bystanders to leave the injured student alone.
- 4) Not removing the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration
- 5) Assess the injury; evaluating 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 the facility manager 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...

## **Responsibilities of Site Managers / High Athletic Trainers**

### **Checklist**

- ✓ Ensure the perimeter of the gym is free of any tripping hazards (including bags, jackets, equipment....)
- ✓ Ensure there is adequate parking for emergency vehicles at the front of the school.
- ✓ Ensure the playing surface is free of debris (dust/dirt) and liquids which could compromise the players' footing.
- ✓ Ensure there is an ice and plastic bag supply for all teams to treat acute injuries.
- ✓ Ensure the teams have access to any first-aid supplies which they may need.
- ✓ Ensure evacuation maps with fire extinguisher and fire alarms are posted in highly visible areas.
- ✓ Ensure that fans are not are not impeding the safety of players with their seating/standing location.
- ✓ Know when to contact Emergency Medical Services.
- ✓ Provide an EAD for any emergency medical situation

H J Cody Facilities Manager – Lee Tipman / Mike Garrow

Fox Run Facilities Manager - Tracey Lynn / Kelly Steadman

### **Scorekeepers and Linesmen:**

Junior High Volleyball and Junior Varsity Volleyball players will be scheduled to fill these needs. Please treat these individuals with respect. If you have a concern with the scorekeeping or lines people address it through the Officials and/or Facility Managers. Do not direct comments to the minor officials.

## **Grievance Committee:**

A committee has been organized to deal with discipline and grievance issues that may arise. There are two functions of this committee at provincials:

1. To deal with matters that may occur during competition, which may include hearing appeals of coach or athlete ejections (ejection from a match is an automatic suspension from the next match)

2. To handle any other matters, associated with the tournament, outside the game, that may require dispute resolution. The grievance committee will consist of a minimum of three members (which may include but not be limited to **(Lee Tipman, Kelly Steadman, Mike Garrow, Brooke Sutter**, and the head official)

## **Sportsmanship:**

Criteria for team/individual sportsmanship awards will be included in coach's packages as well as given to the committee at the beginning of Provincials. Coaches are asked to fill out nomination papers prior to the end of the Championship. Individual Awards (only) will be announced throughout the tournament and Team Awards winners will be notified by the ASAA within one week of event.

## **Award Presentations:**

Awards ceremonies will occur immediately following the Gold and Bronze medal matches at École HJ Cody High School. Teams are asked to line up on the sidelines facing the crowd in front of their benches after the handshake.

## **School Rules:**

During Thursday competition and activities please be advised that classes will be in session during class time and other events will be going on in the school. Please be courteous and respectful during this time and for the duration of the tournament. Please be sure to only use your gym footwear and practice balls when in the gymnasium(s). **ABSOLUTELY NO** warming up or playing with balls in the commons area or hallways of any of the schools.



## **Conduct of Players:**

Players should:

- 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
- Show good sportsmanship during the game
- Show concern, respect or empathy for an opponent

## **Conduct of Spectators:**

Teams are responsible for their own spectators. Any spectators not acting accordingly will be asked to leave the facility. Air horns and other artificial noise-makers will not be allowed. Spectators should show good sportsmanship and consistently give positive feedback to players, coaches, etc.

## **Discipline and Misconduct:**

The following is the ASAA statement on discipline:

1. The head coach, as a representative of the school is responsible for the conduct of all persons comprising the school's team including assistant coaches, players and bench personnel.
2. For a coach to address, or permit anyone on his/her bench to address uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
3. Behavior by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rulebook shall be immediately subject to the penalty prescribed in the rulebook for such an offense.



## **Alberta Schools Athletic Association Code of Ethics:**

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be creditable school citizens.

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility, the Association presents the following general guidelines.

**Fair Play and Sportsmanship:** All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

A. Coaches - The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behavior.

B. Athletes - Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for teammates.

C. Cheerleaders - Cheerleaders must demonstrate courtesy and good sportsmanship by the appropriateness and timeliness of the cheers they lead, respect for the other cheerleaders and athletes, and their attempts at effective crowd control.

D. Spectators - Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment. Artificial noisemakers are not permitted during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horns, cowbells, plastic tube horns, garbage can lids, etc. The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.

E. Administrators and Teachers Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.