



**Alberta Schools' Athletic Association
TIER 3 BOYS Provincial Rugby Championships**

1. Organizing Committee

Date: June 9-10, 2017

Host: Highwood High School

Sites: Highwood High School, High River, Alberta

Highwood High School
Hwy 2a and 12th avenue SE
High River, Alberta
T1V 1S1
403-652-5500 (phone)
403-652-1397 (fax)

Position	Name	Telephone	E-mail
Chair:	Dave Roberts	403-652-5500	robertsd@fsd38.ab.ca
ASAA Representative:	Josh Boyd	780-906-9165	josh@asaa.ca
ASAA Girls Commissioner:	Jerry Flaws	403-943-3135	jerry.flaws@ghsd75.ca
ASAA Boys Commissioner:	Greg Forsyth	403-901-9453 cell	greg.forsyth@epsb.ca
Technical Chair:	Curtis Colfer	403-652-5500	colferc@fsd38.ab.ca
Grievance Chair:	Curtis Colfer	403-652-5500	colferc@fsd38.ab.ca
Sportsmanship:	Curtis Colfer	403-652-5500	colferc@fsd38.ab.ca
Facilities:	Dave Roberts	403-652-5500	robertsd@fsd38.ab.ca
Financial:	Dave Roberts	403-652-5500	robertsd@fsd38.ab.ca
Volunteers:	Curtis Colfer	403-652-5500	colferc@fsd38.ab.ca
Website:	Barry Malech	403-652-5500	malechb@fsd38.ab.ca
Media:	Dave Roberts	403-652-5500	robertsd@fsd38.ab.ca
Ticketing/Print:	Dave Roberts	403-652-5500	robertsd@fsd38.ab.ca



2. Schedule of Events

Friday, June 9, 2017

Gates open: 7:00 AM

Early Bird payment: 8:15-8:30 AM Football Tower

Coaches Meeting: 8:45 AM Bleachers

Team line up for opening ceremonies: 9:15

Opening Ceremonies: 9:30

Team Pictures – taken before each game (start at 9:45)

Competition Begins: 10:30 AM

Luncheon: 11:00-2:00 NE Tarmac

Saturday, June 10th, 2017

Gates open: 8:00 AM

Competition Begins: 9:00 AM

Awards Presentations: After each Tier of games

3. Facility and Results Information

Highwood High Schools has one main rugby pitch and designated areas for warm-ups.

There are designated areas available for team tent set up.

A coach room will be available.

Gimmicks kiosk and the ASAA Rugby Provincial control station will be on site.

Highwood has 2 team change rooms located on the field

Both sites will have access to change rooms and washroom facilities in the school

DO NOT LEAVE ANYTHING UNATTENDED in the change rooms.

Teams are encouraged to warm-up on the adjacent designated field areas. Teams ARE NOT allowed to warm-up in the in-goal area of fields that have games being played. Please respect the games that are being played and do not enter the playing field until the game is completed. All teams will be expected to share the warm-up fields with other teams.

The Results Center will be located with the football tower. This area will serve as the HUB for the tournament and will be staffed at all times.

4. Online Registration and Payment

All team registrations must be completed online at by 9:00 AM on Wednesday, June 7th

Registration includes a team roster, team photo, and your team order form (which includes your entry and your meal ticket number). Be sure to describe your jerseys in the uniform colours area of the team roster form so we can work to avoid jersey conflicts.

The entry fee will be \$400.00/team. Cheques are to be made payable to:

Foothills School Division



Teams will not be eligible to participate until the host school has received the registration fees

Meal tickets costs \$15.00 per athlete/coach will be charged to each team. Meal tickets are to be ordered online at the time of registration using the team order form.

There will be a \$1.00 "Pay It Forward ASAA Scholarship" fee assessed to each student upon registration.

All information MUST be sent by 9:00 AM on June 7th

5. ASAA Provincial Championship Luncheon

Attendance at the Championship Luncheon is compulsory for all participants and accompanying coaches/supervisors. Each school/zone is to complete the Luncheon Registration Form online at the host website (part of the registration link) by 9:00AM on June 1st, indicating the number of luncheon vouchers needed.

Date: Friday, June 9th, 2016

Lunch Tickets are only valid during this time, no refunds will be given if you do not pick up your lunch

Cost: \$15.00 per participant, coach and/or guest

6. Meetings

Coaches Meeting:

Date: Friday, June 9th, 2017

Site: Highwood High School

Schedule: 8:15-8:30 AM

Chairs: Dave Roberts, Curt Colfer

Agenda: Set by Host Committee

Participants: Host Committee Representatives, All Coaches, ASAA Representatives

NOTE: There is an ASAA sanctioned fine of \$250.00 per team if a team does not sign in and attend the Pre-Tournament Coaches meeting.

Coaches Information:

- **A coach or representative from each team is expected to be in attendance at the Coach Meeting.** Any concerns regarding the tournament or referees will be addressed at this meeting. Though different zones have their own league variations, U-19 Law Variations through the IRB will be played in this tournament.
- Coaches are responsible for being versed with regard to this posted information package on the website before they arrive at the tournament (including uniform policy, coaching zones, and other clarifications). There will be a check-in desk located at each site near the football towers. All teams are asked to have a representative check-in upon arrival for any last minute information items, and to have any questions answered.



- There **MAY** be a coach's meeting, on Saturday morning at 8:00 AM at each site. This will depend on any appeals/discipline meetings that occurred on Friday. Coaches will be notified on Friday, if there is a need for the meeting. The agenda for this meeting would include:
 - a. Address any appeals from the previous day of the competition.
 - b. Discipline committee findings.

7. Technical Information

For ASAA policy regarding eligibility please refer to pages 37-44 of the ASAA Policy Handbook.

For ASAA policy specific to behaviour and conduct at this event please refer to pages 27-30 of the ASAA Policy Handbook.

For ASAA policy specific to rugby please refer to pages 113-117 of the ASAA Policy Handbook

8. Awards Presentations

Awards presentations and medals will take place on the Field immediately after each championship game. Please assemble your teams as directed by the marshal.

9. Championship Photographs

The ASAA requires team and individual photographs for its yearbook. Each participating team will have their picture taken before their first game.

10. ASAA Rugby Championship Tournament Rules

It is incumbent upon all coaches and participants to be aware of ASAA Rugby policy and World Rugby rule variations. Specifically for this event, player eligibility (pp 37-44) and ASAA Rugby rule variations (page 113) and policy (pp 113-117) of the ASAA 2015-16 Handbook..

Discipline and Misconduct

Breaches of the ASAA Code of Ethics are treated seriously, and as host, [we] are required to report any breaches to the ASAA office where action may occur. A portion of the ASAA Code of Ethics states "Any conduct, including, but not limited to ejections, fighting and drugs and alcohol use, that results in dishonour to the athlete, the team, the school or the ASAA will not be tolerated" (pp 27-30). Any unsportsmanlike or violent behaviour (e.g. fighting) that results in an ejection of an athlete or coach from play in an ASAA provincial championship 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 per sport.

Discipline/Appeal Committee

All ASAA provincial championship hosts will convene a discipline/appeal committee. The 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 not be limited to, the tournament chairperson, an official, and two coaches not in conflict with the issue. In football, the discipline/appeal committee will be the ASAA Executive Appeal Committee.

**Uniform Policy**

Please refer to ASAA rugby policy Uniforms 1.a and 1.b on page 117 of the ASAA 2015-16 Handbook.

Competition Site Security and Coaching Zone:

For the playing field there will be one side designated for teams and one for spectators. Spectators may not view the game from within the team areas, nor may coaches or players view the game from the designated spectator areas. If a coach wants to sit in the spectator area, he/she must do so for the entire match and must not enter the team area until the competition has concluded.

Communication to coaches/players from outside the team area is prohibited (this includes headphones, two-way radios, etc.) This type of team management strategy is outside the spirit of the game. Designated trainers are permitted on or around the field as the needs of the players warrant. Teams/coaches will have a designated area during the game. Coaches are not to leave this area.

Coaches are not allowed on the field except during half time. If the need arises the referee will call the coach onto the field.

Water may be provided to the on-field players by designated water carriers. The number of carriers may not exceed three. These persons must not be dressed in uniform.

Replacement of Players (substitution):

There shall be an unlimited number of players on the team roster. SECTION XVI – RUGBY. pg 114 Section C. Eligibility 2 Before each match a team must nominate 25 players on a game sheet that indicates name, unique jersey number or letter, captain(s) and designated forwards as per World Rugby law 3.5 (a) and U-19 Variation 3.5 (c). Only players on the game sheet may play, with a maximum of 10 substitutions. U-19 Variation 3.14 - A player who has been substituted may replace an injured player. Front row players must be designated on the game sheet. At each field of play there will be a 4th official that will collect team rosters before the match. The 4th official will be located at the scorekeepers table between the two team benches on one side of the field. All substitutions must be initiated through this 4th official not through the referee. Substitutions can occur at any time during the game however there is a maximum of 10 substitutions per team per game.

Games:

All Friday games will last 40 minutes – two 20 minute halves and a 5 minute half-time break. The Saturday finals will last 60 minutes and will include two 30 minute halves and a 5 minute half-time break. ALL WARM-UPS are to be held in the designated areas. NO WARM-UPS are allowed in the in-goal areas during games.

In the 40 minute games, if a player is yellow carded, then the time spent in “sin bin” is 5 minutes. In the 60 minute games, if a player is yellow carded, then the time spent in the “sin bin” is 10 minutes.

Overtime:



All tie-break requirements will follow the ASAA Tie-Break Procedures 6.a; 6.b and 6.c on pages 116 and 117 of the ASAA 2015-16 Handbook.

Protests:

Protests concerning results or conduct within an event must be made within 30 minutes of the results being posted or announced. The protest must be made to the **Grievance Chair: Curtis Colfer**. A Discipline Committee will consist of the Head Referee, Grievance Chair and the Technical Chair, will deliberate and a decision will be rendered, where, possible, before the next scheduled match of any team involved with or included in the protest.

Any response to the decision will be heard immediately at which point the Discipline Committee may alter the decision. At this point the Committee's decision will stand (for the purposes of moving on with competition and the resolution of the tournament) and any appeals must be filed with the ASAA Provincial Rugby Commissioner of the corresponding gender.

Appeals will be documented and used constructively toward improved equity, sportsmanship, and general fairness if and where these things may be found lacking.

Sportsmanship

There will be a Sportsmanship Committee at the tournament watching teams both on and off the field. The week following the tournament, the winner will be announced and the Sportsmanship Banner will be forwarded to the winning school.

Tournament Rugby Game Balls:

Games will be played using a World Rugby approved size 5 ball GILBERT MATCH which are supplied by the ASAA. There will be NO substitutions.

Emergency Medical Services:

Emergency medical services will be provided on site. The paid personnel will be there for emergency injury assessment and treatment (or treatment recommendations). Each field will have an athletic therapist on-site throughout the tournament to go on the field to assist in injury assessment and treatment. They are not expected to provide taping, massage therapy or any other responsibilities typically associated with team trainers. It is strongly recommended that teams supply their own tape and first aid requirements.

Dressing Rooms and Washroom Facilities:

There are dressing rooms available at Highwood High School. Washrooms are provided at both sites.

Lightning Rule:

The guidelines noted on the Safety Guidelines for Secondary Interschool Athletics will be followed. If in doubt, follow the 30-30 rule:

30 seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.



30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter.
Half of all lightning deaths occur after a storm passes. Stay in a safe area until you are sure the threat has passed.

11. Championship Apparel

Gimmicks will be onsite to customize souvenir apparel for athletes to purchase in the Rotary Picnic Shelter common area.

12. Admission & Parking

Each site will have one entrance gate, both will be located close to the designated parking areas.

Admission

Adults \$10.00 per day

Students \$5.00 per day

Children Under 10 FREE

There will be NO Tournament passes or Family rate.

Parking

Parking for busses will be identified at each location (see attached maps).

There will be limited parking for all other vehicles and these will be on a first come first served basis (after volunteers and officials have parked).

Participants are reminded to keep their Participant Pass on them at all times. Participants without their Participant Pass will be charged the entry fee to access the facilities.

13. Maps

