

Alberta Schools' Athletic Association

Provincial Rugby Championships

Date: June 3-4, 2016
 Host: Winston Churchill High School
 Lethbridge, Alberta

Sites: Lethbridge Sports Park
 Lethbridge, Alberta

I. ORGANIZING COMMITTEE

Winston Churchill High School
 1605 – 15th Avenue, North
 Lethbridge, Alberta
 T1H 1W4
 403-328-4723 (phone)
 403-329-4572 (fax)

Position	Name	Telephone	E-mail
Chair:	Toby Boulet	403-328-4723 bus 403-331-0823 cell	toby.boulet@lethsd.ab.ca
ASAA Representative	Josh Boyd	780-906-9165 cell	josh@asaa.ca
ASAA Girls Commissioner	Jerry Flaws	403-943-3135 bus 403-901-9453 cell	jerry.flaws@ghsd75.ca
ASAA Boys Commissioner	Greg Forsyth	780-439-3957 bus 780-709-4687 cell	greg.forsyth@epsb.ca
Technical Chair:	Greg Forsyth		greg.forsyth@epsb.ca
Grievance Chair:	Jerry Flaws		jerry.flaws@ghsd75.ca
Sportsmanship	Jason Kwasny		jason.kwasny@pallisersd.ab.ca
Chair: Facility	Jonathan Dick		jonathan.dick@lethsd.ab.ca
Chairmen: Financial	JJ Ondrus		jj.ondrus@lethsd.ab.ca
Chair: Volunteer	Shannon Court		shannon.court@lethsd.ab.ca
Chairs	Genevieve Ahart		genevieve.ahart@lethsd.ab.ca
	Kevin McBeath		kevin.mcbeath@lethsd.ab.ca
Website:	Nevin Morrison		nevin.morrison@lethsd.ab.ca
Media:	Nevin Morrison		nevin.morrison@lethsd.ab.ca
Ticketing/Print	Craig Oman		craig.oman@lethsd.ab.ca

2. SCHEDULE OF EVENTS

Friday, June 3, 2016

Gates open:	7:00 AM	Lethbridge Sports Park and Rotary Picnic Shelter
Early Bird payment:	7:15 AM – 7:30 AM	Rotary Picnic Shelter at Lethbridge Sports Park
Coaches Meeting	7:30 AM - 8:00 AM	Rotary Picnic Shelter at Lethbridge Sports Park
Competition Begins	9:00 AM	Lethbridge Sports Park
Provincial Lunches (with pass)	11:00AM to 3:30PM	Rotary Picnic Shelter at Lethbridge Sports Park

Saturday, June 4th, 2016

Gates open:	7:00 AM	Lethbridge Sports Park and Rotary Picnic Shelter
Competition Begins	9:00 AM	Lethbridge Sports Park
Awards Presentations:	After each Tier of games	Lethbridge Sports Park – Field #1

3. LETHBRIDGE SPORTS PARK INFORMATION and RESULTS CENTER

The Lethbridge Sports Park is a premier rugby/soccer facility in Alberta featuring the finest natural grass pitches in the province. The Park features 4 international rugby sized pitches for games and two international sized soccer pitches for warm-ups.

The Rotary Picnic Shelter is fully covered with seating for over 250. A full service concession, the Gimmicks kiosk and the ASAA Rugby Provincial control station will be at the Rotary Picnic Shelter.

The Park features two complete sets of washroom facilities and bus parking along with staff and medical parking is provided within the gated Park.

The Park features brand new team changerooms to be used throughout the championships. DO NOT LEAVE ANYTHING UNATTENDED in the changerooms.

The Results Center will be located within the Rotary Picnic Shelter. This area will serve as the HUB for the tournament and will be staffed at all times.

4. COMPETITION SCHEDULE

Friday – June 3, 2016

Time	Lethbridge Sports Park
9:00AM/10:00AM and 3:00PM	Girls Tier III – rounds 1 thru 3 (40 minute games)
11:00AM/12:00PM and 5:00PM	Girls Tier II – rounds 1 and 2 (40 minute games)
1:00PM/2:00PM and 7:00PM	Girls Tier I – rounds 1 and 2 (40 minute games)
9:00AM; 2:00PM & 8:00PM	Boys Tier III – rounds 1 and 2 (40 minute games)
10:00AM/11:00AM and 4:00PM	Boys Tier II – rounds 1 and 2 (40 minute games)
12:00PM/1:00PM and 6:00PM	Boys Tier I – rounds 1 and 2 (40 minute games)

Saturday – June 8, 2013

Time	Lethbridge Sports Park
9:00AM	Boys Tier II - Championship games and award presentations
10:30AM	Girls Tier II - Championship games and award presentations
12:00PM	Boys Tier I - Championship games and award presentations
1:30PM	Girls Tier I - Championship games and award presentations
3:00PM	Boys Tier III - Championship games and award presentations
4:30PM	Girls Tier III - Championship games and award presentations

5. PRE-GAME WARM – UP FIELDS

Teams are encouraged to warm-up on the two soccer fields directly west of the parking lot within the Lethbridge Sports Park. 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.

6. ON-LINE REGISTRATION AND PAYMENT

6.1 All team registrations must be completed online at by 9:00 AM on Wednesday, June 1st

6.2 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.

6.3 The entry fee will be \$400.00/team. Cheques are to be made payable to:
Winston Churchill High School High School

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

6.4 Meal tickets costs \$11.00 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.

6.5 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 1st

7. 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 tickets needed.

Date: Friday, June 3rd, 2016
Time: 11:00 AM – 3:30 PM
***Lunch Tickets are only valid during this time, no refunds will be given if you do not pick up your lunch
Site: Lethbridge Sports Park Rotary Picnic
Cost: \$11.00 per participant, coach and/or guest
Ticket: The participant pass that each participant receives has spot to hole-punch for the Friday Luncheon. **PLEASE DO NOT LOSE THIS PASS** as this is your meal ticket.

8. MEETINGS

Coaches Meeting:

Date: Friday, June 3rd, 2016
Site: Lethbridge Sports Park Rotary Picnic
Schedule: 7:30 AM to 8:00 AM
Chairs: Toby Boulet – Venue Chairman
Jerry Flaws - Girls Rugby Commissioner
Greg Forsyth – Boys Rugby Commissioner
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.**

8.1 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 in the Rotary Picnic Shelter. All teams are asked to have a representative check-in upon arrival for any last minute information items, and to have any questions answered.
- Field allocations for Saturday's games will be announced on the Saturday morning.
- There **MAY** be a coach's meeting, on Saturday morning at 8:00 AM at the Rotary Picnic Shelter. 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:
 1. Address any appeals from the previous day of the competition.
 2. Discipline committee findings.

9. TECHNICAL INFORMATION

- 9.1** For ASAA policy regarding eligibility please refer to pages 37-44 of the ASAA Policy Handbook.
- 9.2** For ASAA policy specific to behaviour and conduct at this event please refer to pages 27-30 of the ASAA Policy Handbook.
- 9.3** For ASAA policy specific to rugby please refer to pages 113-117 of the ASAA Policy Handbook

10. AWARD PRESENTATIONS

Awards presentations and medals will take place on Field #2 immediately after the Gold Medal game for each gender and tier. There is a 15 minute delay between the start of games on the fields #2, #3 and #4 to the start of the Gold Medal games to allow teams to move to the Championship Field #2 and let the award presentations begin in a timely manner.

Please assemble your teams as directed by the marshal.

11. PHOTOGRAPHS

The ASAA requires team and individual photographs for its yearbook. These will all be taken as part of the respective awards presentation.

12. ASAA RUGBY CHAMPIONSHIP TOURNAMENT RULES

- 12.1** 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..
- 12.2 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.
- 12.3 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.

12.4 Uniform Policy

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

12.5 Competition Site Security and Coaching Zone:

For each 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.

12.6 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.

12.7 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 on the two soccer fields on the west side of the Lethbridge Sports Park. 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.

12.8 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: Jerry Flaws**. 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.

12.9 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.

12.10 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.

12.11 Athletic Therapy Services:

Athletic therapy 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.

12.12 Dressing Rooms and Washroom Facilities:

There are dressing room available the Lethbridge Sports Park. Changing in the Rotary Picnic Shelter or the washroom center is not permitted.

12.13 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.

13. CHAMPIONSHIP APPAREL

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

14. ADMISSION and PARKING

There will be two entrance gates.

- **The North gate for walk in, buses and vehicles.**
- **The South gate will be walk in only with parking across the street in the mall overflow parking lot.**

Admission is set at the following:

Adults \$10.00 per day

Students \$5.00 per day

Children Under 10 FREE

There will be NO Tournament passes or Family rate

Parking for buses will be inside the Lethbridge Sports Park Compound on the West side of the Parking lot.

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) and will be controlled by the Admission Gate personnel.

****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.**

15. CHAMPIONSHIP HOTELS

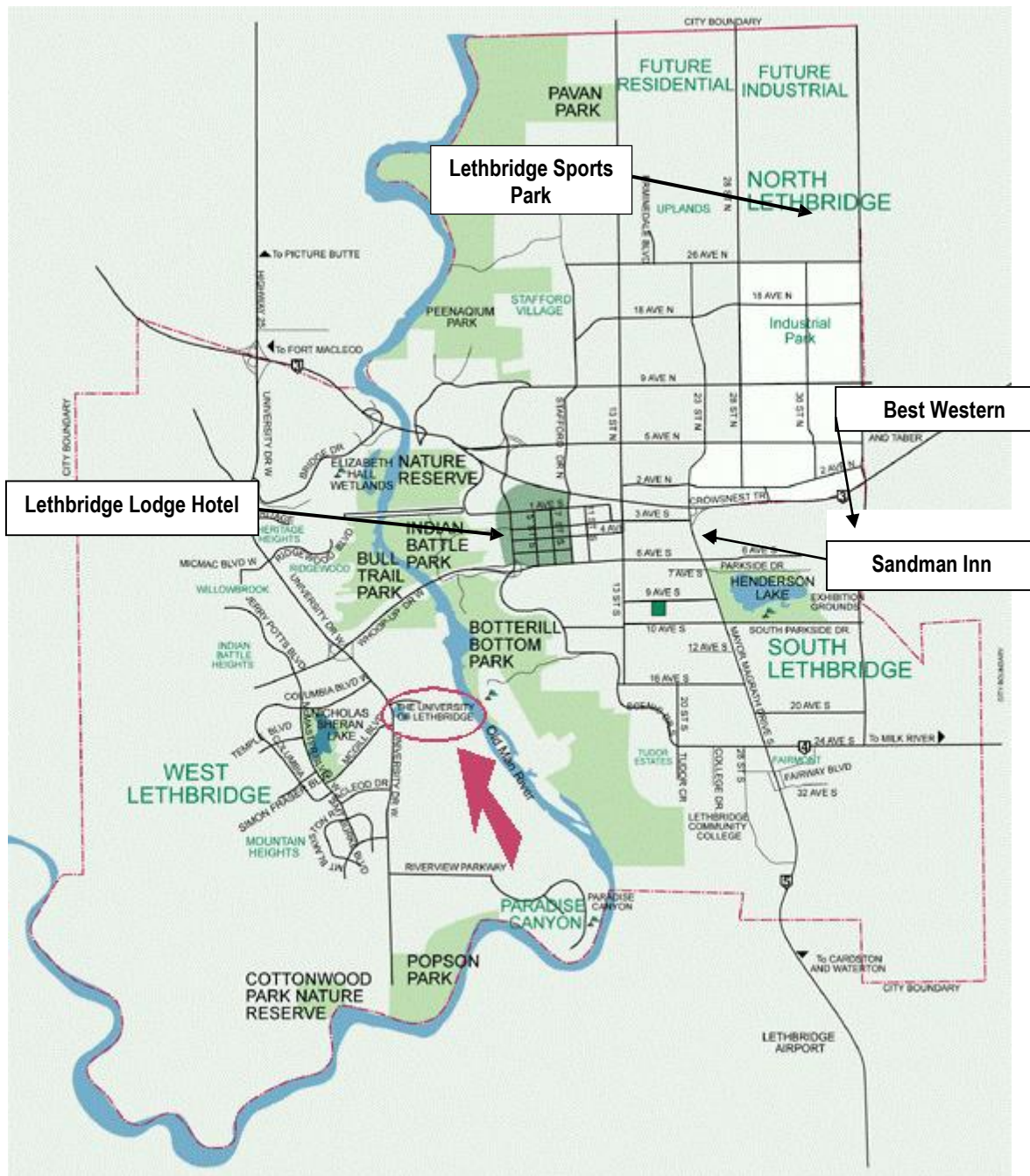
Rooms (non-smoking quad share) have been booked at for the tournament at the **Championship Hotels – The Lethbridge Lodge Hotel and Sandman Hotel**. It is strongly encouraged that **Zone Secretaries** book rooms in advance. Please limit your bookings to participants and not for parents/spectators. Identify yourself as an ASAA Rugby Provincial Championship participant when booking.

Hotel: **Lethbridge Lodge Hotel**
Address: 320 Scenic Drive
Phone: (403) 331-6919 or toll free at 1-800-661-1232
Fax: (403) 320-5126
Website: www.lethbridgelodgehotel.com
Contact person: Carl Abellana: Sports Sales Manager
403-328-1111 Ext.3
Room rates: 108 rooms have been block booked for each night – June 2nd and 3rd Room rates vary as per the room, but for a quad share room **including hot breakfast is only \$119.00 – Plus 12% hotel and GST**
Parking: No charge on site

Hotel: **Sandman Hotel**
Address: 421 Mayor Magrath Drive South
Phone: (403) 328-1111 ext 3
Fax: (403) 329-9488
Website: www.sandmanhotels.com | www.sandmansignature.com
Contact person: Carl Abellana: Sales Manager
Room Rates: 85 rooms have been block booked for each night – June 2nd and 3rd room rates are between \$110.00 to \$115.00 for a quad - **including hot breakfast - 12% hotel and GST**
Parking: No charge on site

Hotel: **Best Western Plus Service Inn and Suites**
Address: 209 - 41 Street, South
Phone: (403) 329-6844
Website: www.bestwesternlethbridge.ca/
Contact person: Bruce Primeau: General Manager
Email: gm@bestwesternlethbridge.ab
Room Rates: 75 rooms have been block booked for each night – June 2nd and 3rd Room rates are \$123.24 for a quad - **Plus 12% hotel and GST Continental Breakfast is included**
Parking: No charge on site

CITY OF LETHBRIDGE MAP



Emergency Action Plan

ASAA Provincial Rugby Championships

June 3-4 at the North Lethbridge Sports Park

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP)

Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to when in an emergency situation. A laminated copy of this EAP will be at the medical tent, each score table, concession and main control tent.

Charge Person (Friday 8:00AM to 2:00PM): CAREY ROWNTREE – Cell – 403-315-2621

Charge Person (Friday 2:00M to 8:00PM): TARA ORSER – Cell – 403-634-7697

Charge Person (Saturday 9:00AM to 6:00PM): NEIL LANGEVIN – Cell – 403-894-7737

These pre-designated individuals will be responsible for managing and coordinating the emergency situation. One of these people **(along with the Rebound Athletic Staff attending to the emergency)** will activate the Emergency Action Plan when deemed necessary.

- If an ambulance and paramedics are required the Person in Charge will notify the Call Person to call 911 if this has not already been done.
- This person will take control of an emergency situation until a medical authority arrives.
- This person will determine when it is safe to resume play OR if the game needs to be delayed in consultation with the Head Referee.

Call Person: Head Coach of each match for their respective team.

This person is appointed prior to the game by the head referee. This individual will be required to activate the emergency system by calling 911 and informing the dispatcher of the nature of the medical emergency with the following information:

- Lethbridge Sports Park in North Lethbridge at 28th Street and 30th Ave, North
- Enter at the NORTH ENTRANCE.
- The EMS will be met at the gate by a designated guide (WCHS Staff Member at the North Gate) to escort the EMS personnel to the injured athlete via the emergency entrance.
- Stay in constant communication with the medical provider; the Person in Charge and the 911 dispatch
- **DO NOT HANG UP! LET DISPATCHER TERMINATE THE CALL**
- The Call Person will report back to the Charge Person that EMS has been dispatched and provide an estimated time of arrival.

Control Person: Head Referee responsible for each match

This person is appointed prior to the game or practice. This individual is expected to keep the crowd away from the injured player/person and be in control of the situation.

- Control Person (Head Referee-1; Assistant Referees-2) is responsible for controlling the crowd and other participants.
- **A Rebound Athletic Staff will attend all on field injury emergencies and will have “medical” final say until the injured person(s) have been officially transferred to EMS staff.**
- After the area is secured and controlled, they will act as the guide for emergency personnel from the City of Lethbridge while on the rugby playing surface.
- In consultation with the Person in Charge the continuation of play will be determined.

Emergency Telephone Numbers and Addresses:

Lethbridge Regional Hospital – 960 – 19th Street, South Ambulance, Police and Fire Department: 911

Lethbridge is a 911 zone